

TOLLAND BOARD OF EDUCATION
Hicks Municipal Center
Council Chambers
Tolland, CT 06084

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
April 24, 2013

VISION STATEMENT

*To represent education at its best, preparing each student for an ever-changing society,
and becoming a full community of learning where excellence is achieved through each
individual's success.*

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

April 5, 2013 – Special Meeting
April 10, 2013 – Regular Meeting

C. PUBLIC PARTICIPATION (2 minute limit)

The members of the Tolland Board of Education welcome members of the public to share their thoughts and ideas at this time. When appropriate to do so, members of the Board and the administration may respond to comments during "Points of Information." However, in consideration of those in attendance and in an effort to proceed in a timely manner, follow-up discussion may need to take place outside of the meeting setting.

D. POINTS OF INFORMATION

E. STUDENT REPRESENTATIVE REPORT

F. SUPERINTENDENT'S REPORT

F.1. Tolland Middle School Model UN Conference

F.2. Tolland Athletic Program

F.3. Investment Grade Audit

F.4. School Breakfast Program – Tolland Middle School Pilot

F.5. Board Policy and Administrative Regulation 3080 – Advertising and Promotion

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

- I. BOARD ACTION
 - I.1. Healthy Food Certification
 - I.2. Tolland High School Athletic Trainer – Proposal Award
 - I.3. Obsolete and Surplus Equipment – Parker Memorial School and Birch Grove Primary School
- J. PUBLIC PARTICIPATION (2 minute limit)
Comments must be limited to items on this agenda.
- K. POINTS OF INFORMATION
- L. CORRESPONDENCE
 - Town Council Minutes from April 9, 2013
 - School Calendars for May
- M. FUTURE AGENDA ITEMS
- N. ADJOURNMENT

**Tolland Board of Education
Special Meeting**

Minutes – April 5, 2013

Members Present: Andy Powell, Steve Clark, Tom Frattaroli, Christine Riley Vincent, Karen Kramer

Administrators Present: Mr. William D. Guzman, Superintendent of Schools, Mrs. Margot Martello, Assistant Principal Tolland High School

Mr. Powell called the meeting to order at 1:00 p.m. in the Board Office located at 51 Tolland Green, Tolland, CT.

Mr. Clark motioned and Mr. Frattaroli seconded to go into executive session and invite the Superintendent and Mrs. Margot, Assistant Principal, Tolland High School for the purpose of conducting an expulsion hearing. All in favor. Motion carried.

The Board returned to public session at 1:40 p.m.

Motion

Mr. Frattaroli moved, based on the evidence in the record, that the Board expel Student A, from school effective April 10, 2013 and continue through April 9, 2014 under the following conditions:

- a. During the period of expulsion, the Board will provide Student A with an alternative educational program deemed appropriate by the Administration.
- b. During the period of expulsion, Student A will not be permitted to be on school grounds and will not be permitted to attend or participate in any school-sponsored activities, with the exception of Student A's participation in the alternative education program as described in the preceding paragraph.

The motion was seconded by Mr. Clark. All in favor. Motion carried.

Mr. Clark motioned and Ms. Riley Vincent seconded to adjourn the meeting at 1:42 p.m. All in favor. Motion carried.

Respectfully submitted,

William D. Guzman
Superintendent of Schools
WDG:ca

TOLLAND BOARD OF EDUCATION
Hicks Municipal Center
Council Chambers
Tolland, CT 06084

REGULAR MEETING – April 10, 2013

Members Present: Mr. Andy Powell, Chair; Mr. Robert Pagoni, Vice Chair; Mr. Thomas Frattaroli, Mr. Frank Tantillo, Mrs. Karen Kramer, Dr. Gayle Block, and Mr. Steve Clark.

Administrators Present: Mr. William Guzman, Superintendent of Schools; Dr. Kathryn Eidson, Director of Curriculum and Instruction; Mrs. Jane Neel, Business Manager

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:30 P.M.

B. APPROVAL OF MINUTES

March 8, 2013 – Special Meeting at 1:00 p.m.

Mr. Clark motioned to approve the minutes of the March 8, 2013 Special Meeting at 1:00 p.m. Mr. Frattaroli seconded the motion. The following changes should be made: none. Mr. Powell, Mr. Frattaroli, and Mr. Clark were in favor. None opposed. Dr. Block, Mr. Tantillo, and Mrs. Kramer abstained. Motion carries.

March 8, 2013 – Special Meeting at 1:45 p.m.

Mr. Clark motioned to approve the minutes of the March 8, 2013 Special Meeting at 1:45 p.m. Mr. Frattaroli seconded the motion. The following changes should be made: none. Mr. Powell, Mr. Frattaroli, and Mr. Clark were in favor. None opposed. Dr. Block, Mr. Tantillo, and Mrs. Kramer abstained. Motion carries.

March 13, 2013 – Regular Meeting

Dr. Block motioned to approve the minutes of the March 13, 2013 Regular Meeting. Mr. Clark seconded the motion. The following changes should be made: none. Mr. Powell, Mr. Frattaroli, Dr. Block, and Mr. Clark were in favor. None opposed. Mr. Tantillo and Mrs. Kramer abstained. Motion carries.

March 19, 2013 – Special Meeting

Mr. Tantillo motioned to approve the minutes of the March 19, 2013 Special Meeting. Mr. Frattaroli seconded the motion. The following changes should be made: none. Mr. Powell, Mr. Frattaroli, Mr. Tantillo, and Mr. Clark were in favor. None opposed. Dr. Block and Mrs. Kramer abstained. Motion carries.

March 25, 2013 – Special Meeting

Mr. Clark motioned to approve the minutes of the March 25, 2013 Special Meeting. Mr. Frattaroli seconded the motion. The following changes should be made: none. Mr. Powell, Mr. Frattaroli, and Mr. Clark were in favor. None opposed. Dr. Block, Mrs. Kramer, and Mr. Tantillo abstained. Motion carries.

C. PUBLIC PARTICIPATION (2 minute limit) - None

D. POINTS OF INFORMATION

Mr. Frattaroli noted that negotiations began last week.

Mr. Powell was a panel member at the CABA (CT Association of Boards of Education) conversation regarding the Common Core Curriculum. He is very encouraged by what the Common Core State Standards Curriculum can do for the district and the nation; particularly with its focus on critical analysis and critical thinking skills.

E. STUDENT REPRESENTATIVE REPORT - None

F. SUPERINTENDENT'S REPORT

F.1. Tolland Intermediate School Fire Prevention Poster Contest

Mr. Dineen, principal of Tolland Intermediate School, introduced Ms. Kathryn Heaney and Ms. Emily Bliss, who created award-winning posters in the statewide CT Fire Prevention Poster Contest. On behalf of Tolland Intermediate School, Mr. Dineen was thrilled to recognize the young ladies who were county-wide winners. Ms. Heaney is in the fourth grade and this was her first county win. Ms. Bliss is in the fifth grade. She won in the fourth grade as well and is this year's statewide winner. Their posters will be on display at the State Capitol in October and featured in the 2014 CT Fire Prevention Calendar. Mr. Dineen thanked both of them, expressed his pride, and congratulated them on a wonderful job.

Mr. Guzman inquired if the girls were provided with ideas from their teachers. They were not. Both students created their own pieces outside of school and submitted them in the contest.

Mr. Powell asked the girls why fire prevention is important. Ms. Bliss explained that it is important because fires can kill a lot of people and it is important to be safe. The Board thanked them for participating, congratulated them on a fantastic job, and wished them the best going forward in their art careers. Mr. Guzman noted that there will be a presentation at an upcoming Council meeting recognizing the artists. He congratulated the winners and thanked them again for representing Tolland.

F.2. Educator Evaluation and Support Plan

Mr. Guzman explained that the state has mandated a Teacher Evaluation Program and an Administrative Evaluation Program that is quite prescriptive in its format. For the 2013/2014 school year, the State Department of Education permits an alternate implementation plan that is less than full implementation. Tolland's proposed alternative plan to the State Model SEED (System for Educator Evaluation and Development) is outlined in the attachment. The plan needs to be submitted no later than April 15th and Mr. Guzman would like this item added to the tonight's agenda for action. If the submission is not approved by the state, the plan will be adjusted as needed.

Mr. Clark motioned that item F.2. be made item I.1. Dr. Block seconded the motion. A brief discussion regarding the sustainability of the program as a budget item took place. Mr. Guzman noted that there is some money available from the state for items such as

data-gathering software and a discussion of how it will affect operations has taken place. Irrespective of its budgetary impact, it is a law. The District will comply. It was clarified that the motion is to approve the submission of the plan, not the plan itself. All were in favor. None opposed. None abstained. Motion carries.

F.3. Healthy Food Certification

Mr. Guzman noted that the District has participated in this program as outlined in the attachment. He asked the Board to consider the item for action at the next meeting so that he may submit the paperwork and the District can continue with the program it undertook several years ago. In fiscal year 2011/2012, the District received over \$22,000 in reimbursement for its participation.

F.4. Tolland High School Athletic Trainer – Proposal Award

Mr. Guzman explained that the Board developed an RFP (Request for Proposal) for Athletic Trainer Services at Tolland High School for three years beginning July 1, 2013. There were four interested companies but only two submitted proposals: Select Physical Therapy and Integrated Rehabilitation Services. Mr. Guzman recommended that the Board award the contract to Select Physical Therapy for athletic training services. This company is currently providing the service to the District and is in the last year of its three-year contract. The District has been very satisfied with the company's services. A brief discussion of the impact to the budget took place; it was included in the budget. Mr. Guzman will provide the Board details regarding the scope of services.

F.5. Obsolete and Surplus Equipment – Parker Memorial School and Birch Grove Primary School

A list of the equipment was provided to the members. Mr. Guzman spoke to Mr. Werbner regarding the application to convert Parker Memorial to senior housing. It is still active but could be a two-year process. In turn, the building needs to be maintained to prevent deterioration. The intention is to clean out the contents indicated in the attachment. The list has been distributed to the principals and teachers so they can see if there is anything that could be used in their facilities; thus, the list may be amended. At the next meeting, the items will be declared obsolete and turned over to the Town Council for disposition.

G. COMMITTEE & LIAISON REPORTS

EASTCONN

Mrs. Kramer attended the meeting. There was a discussion of teacher evaluation and a draft of the "Personal Learning and Evaluation Plan" was distributed. Additionally, a discussion on StEPP (Standards for Education Performance and Practice) took place. This includes "communicating and collaborating in a culturally respectful way with families to support their children's learning and to develop and sustain a positive school climate". Further, SMART goals were discussed as well as an update on Head Start.

Finance & Facilities Committee

The Committee discussed funding for the artificial turf project and reviewed the letters of funding commitment. The Committee felt the funding is available to do the project. Mr. Frattaroli is on the Committee for the Investment Grade Audit which is moving forward as well. Mr. Powell noted that there are still ongoing conversations regarding the emergency

annex component and there were three respondents to the RFP for a facility analysis. The Committee discussed the logistics, effects on curriculum, and the financial aspects in regard to doing a consolidation.

Policy Committee

Dr. Block noted that the Committee discussed advertising at the athletic fields and the artificial turf agreement. The Committee has requested that changes be made to both.

Negotiation Committee

It was confirmed that negotiations would take place with all six groups this year.

Town Council Liaison

Mr. Clark noted that the April 23rd Council meeting has been cancelled. At the last meeting, the surplus funds account was discussed. The Town Manager prepared two drafts. One keeps the funds under the Council's control while the other gives the control to the Board of Education. The latter draft could increase the MBR (Minimum Budget Requirement) for the following year which may not be the best course of action. If the funds are turned over to the Town for the General Fund, they could be targeted for Board of Education use only. Thus when the Board encounters expenses, they would be paid for as needed and requested.

A discussion took place regarding whether the Board would need to indicate what the money requested would be for as well as if the funds could be spent on recurring items. Mr. Tantillo commented that he would like to see the language to ensure that the funds are always earmarked for education and not a grey area. The documents are being drafted for review. Mr. Pagoni noted that this will be an arrangement between the Board and the Council, not individuals. Mr. Tantillo added that the decision needs to be made as a group; it is something that will affect the school system now and in the future. Mr. Guzman clarified that up to 1% of the operating budget can be put into the account. The target right now is \$200k. Mr. Guzman noted that the \$200k was used as a budget-reducing line item. In order to be an effective budget-reducing mechanism, the Board has to take \$200k from next year's expenditures and use the money for that specific purpose.

H. S. Turf Field Committee Liaison - None

H. CHAIRPERSON'S REPORT

Mr. Powell noted that he is very disappointed with the Council's decision to go forward with the 1% budget increase. There was consistent and overwhelming support to increase the budget request for the referendum. Only three people supported the Town Manager's budget while forty believed there needed to be more – not just for the Board but for the Town. These residents are extremely disappointed that they do not have the option to vote for more money. Mr. Powell is concerned that there is now an unmotivated group of supporters who many not vote for the referendum and a very motivated group who may vote against the referendum. It is incumbent for supporters to vote for the referendum. Those who say they do not know how or where to vote are lazy – they voted in the presidential election. It is everyone's obligation and responsibility to vote. It is critical.

Mr. Powell, after having attended the CAFE meeting, believes the \$9,000 should be put back into the budget for CAFE membership. It is a highly valuable resource and with substantial turnover next year, membership will be critical.

I. BOARD ACTION

I.1. Educator Evaluation and Support Plan

The Chair entertained a motion to approve the submission of the Teacher Evaluation Plan, the Administrator Evaluation Plan, and the Alternative Implementation Plan. Dr. Block motioned to approve the submission of the Teacher Evaluation Plan, the Administrator Evaluation Plan, and the Alternative Implementation Plan. Mr. Tantillo seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

J. PUBLIC PARTICIPATION - None

K. POINTS OF INFORMATION

Mr. Powell thanked Mr. Frattaroli for stepping up to be the representative to the Energy Committee.

Mr. Frattaroli has been involved with Municipal Opportunities & Regional Efficiencies. They have looked at Tolland and the ECHIP (Eastern Connecticut Health Insurance Program) and the savings it has provided. Mr. Powell confirmed that the Board of Education and the Town Council were collaborative and supportive in efficiency and regionalization of this initiative. This saved taxpayers approximately \$400k while providing employees sound and consistent benefits.

Mr. Clark, in response to the Chairperson's Report, agreed with Mr. Powell's comment and was disappointed in the number going to referendum. In terms of supporting it, since the Town has adopted the referendum process, the mindset is that if it is defeated it is because it is too high and needs to be reduced. This is in conflict with his thinking. As a Board member should he support something which does not adequately fund education? In order not to lose more, one must accept less.

L. CORRESPONDENCE

- Town Council Special Meeting Minutes Board of Education/Town Council Joint Meeting from March 5, 2013
- Town Council Meeting Minutes from March 12, 2013
- Town Council Special Meeting Minutes from March 20, 2013
- Town Council Meeting Minutes from March 26, 2013
- Town Council Special Meeting Minutes from March 27, 2013
- Town Council Special Meeting Minutes from April 2, 2013

M. FUTURE AGENDA ITEMS

1. Healthy food certification
2. Athletic training bid
3. Obsolete equipment
4. Possible policy on advertising and promotion; Artificial Turf Agreement
5. Recognition of student participants in the UN program
6. Energy report – the Honeywell Initiative
7. Emergency planning; Procedural response

8. Athletic program presentation
9. Strategic Plan – status report

N. ADJOURNMENT

Mr. Tantillo motioned to adjourn the meeting at 8:40 P.M. Dr. Block seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lisa Pascuzzi", written in a cursive style.

Lisa Pascuzzi
Clerk

TO: Members of the Board of Education

**FROM: William D. Guzman
Ian Polun**

DATE: April 24, 2013

SUBJECT: Tolland Middle School Model UN Conference

On March 23, 2013, ten students from Tolland Middle School participated in the first Middle School Model UN Conference at Kingswood-Oxford School. Known as KOMUN, this conference is the first of its kind in the greater Hartford area. In fact, many of the schools that participated had previously needed to bring their clubs to Massachusetts and Rhode Island in order to participate in a conference. At KOMUN, there were over 100 students representing 14 schools in the area.

Tolland parent, Andrea Spak, whose son, Charles Perosino, was a school champion in the TMS Geography Bee, inspired Tolland's participation. At Ms. Spak's request, Dr. Willett and I reviewed the materials about KOMUN and sought interest from students at TMS. Originally, 24 students showed interest with 13 making a commitment to participate. Each student paid \$25 to participate to cover the fees provided by Kingswood-Oxford. I met with the group for two days after school to provide background and prepare the students for the conference. The student participants were Charles Perosino (8), Griffin Powell (8), Ryan Carnemolla (8), Marlee Takes (7) Jack Powell (6), Anna Roberts (6), Teagan Connelly (6), Nick Bidorini (6) Matt Pasini (6) and Lucan Papadopoulos (6). Three other students attended our preparation sessions, but were not able to attend the conference itself. There were Jaden DelGobbo(6) Alan Mermelshteyn (6) and Madalyn Reagan (6).

At KOMUN, our students represented the countries of Mongolia, Somalia, South Africa, and Greece in one of the three different committees – one dealing with water shortages in Africa and other parts of the world, one dealing with controlling the proliferation of small arms throughout the world, and one dealing with the rights of women in countries that still do not recognize women as equals to men. Each committee was exciting and successfully passed resolutions to address the problems presented. Two of our students, Charles Perosino and Griffin Powell, won awards as Honorable Delegates for their work and leadership.

Kingswood-Oxford plans on holding the conference again next year, and all of our returning TMS students indicated that they would be interested in participating. Dr. Willett and I will be speaking soon about getting an earlier start with the program and perhaps finding a permanent leader for the club, though it was my pleasure to lead the inaugural group.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: April 24, 2013

SUBJECT: School Breakfast Program – Tolland Middle School Pilot

Research has repeatedly shown that eating breakfast improves school performance, reduces behavioral problems, improves children's diets and can help reduce obesity. In Tolland many students, especially at the secondary level are visiting the nurse's office in the morning complaining of headache and stomachaches. Most frequently, these visits are due to the fact that the student has not eaten breakfast. Over the past couple of years Mrs. Kassman-Harned, Director of Food Services, has received emails from the nursing staff supporting the idea of breakfast in the school district.

Additionally, there has recently been strong encouragement from the Connecticut Department of Education and from Governor Dannel Malloy to implement and/or expand School Breakfast Programs (SBP). In January, a letter was sent to all Superintendents of Schools from Stefan Pryor, Commissioner of Education in support of the SBP (see attached).

It has been estimated that Connecticut does not take advantage of approximately \$22 million in Federal reimbursement money by not serving breakfast to students. Tolland's portion of this amount is approximately \$74,000. These figures are based on 2010 meal participation.

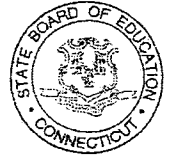
Chris Grulke, Nursing Coordinator for Tolland Schools, and Mrs. Kassman Harned have been working with Dr. Willett, Principal of Tolland Middle School, to introduce a SBP for middle school students.

A pilot program will be instituted for the last six weeks of this school year. The plan will provide a nutritious breakfast, following all of the guidelines of the SBP, and will be available in the cafeteria between 7:30 and 7:58. Food service staff will have "grab and go" style options available and each student will be able to go through the line and check out quickly using the District's point of sale system.

Breakfast will cost \$1.50 for all paid students and will be free for all students eligible for free or reduced price meals. The cost of the program will be self-sustaining.



STATE OF CONNECTICUT
STATE BOARD OF EDUCATION



TO: Connecticut Public School Principals
FROM: Stefan Pryor, Commissioner of Education
DATE: April 4, 2013
SUBJECT: Supporting Student Success through the School Breakfast Program

Each day, you, your teachers, and your school staff put forth an incredible and noble effort to ensure that all students in your school are prepared to succeed in college, career and life. To that end, we must do everything within our power to ensure that students begin the day ready to learn and are positioned for success. The Connecticut State Department of Education (CSDE) would like to underscore the importance of implementing a School Breakfast Program (SBP) as part of a combined effort to ensure school readiness and enhance the overall health of Connecticut students.

There is no doubt that students from low-income families are the most at-risk for hunger; however, when it comes to breakfast, too many Connecticut students arrive at school without a morning meal, irrespective of household income. Furthermore, according to the *Food Research and Action Center School Breakfast Scorecard* released in January 2013, for the **seventh consecutive year**, Connecticut was last in the nation in the percentage of National School Lunch Program schools that also offer breakfast. I believe—and I hope you agree—we can do better!

Here are some benefits to hosting a SBP at your school:

- The SBP is federally funded through reimbursements, similar to the free and reduced priced lunch program. In some instances, state funding is also available. Serving breakfast does not have to cost schools more money, and in some cases it can benefit the bottom line of a district's food service account.
- Schools routinely encourage students to eat a healthy breakfast during standardized testing weeks; however, studies reveal that breakfast is a performance enhancer *throughout* the school year. Research has shown that students who routinely eat a nourishing breakfast in school perform better academically and have lower rates of absenteeism and tardiness.
- The SBP is not just for students eligible for free and reduced price meals. It is for all students regardless of their eligibility status.
- School breakfast may be served and consumed in the classroom while instructional activities are underway, without impacting instructional time. This in-classroom model may take place by having breakfast delivered directly to the classroom, or by having students pick up breakfast at a centralized location to bring to the classroom.

Starting a SBP is easy, and there are many resources available to assist in the implementation of the program in your school. The Connecticut Breakfast Expansion Team (CBET), a collaboration of the CSDE, End Hunger CT!, the New England Dairy & Food Council, Action for Healthy Kids, and the School Nutrition Association of Connecticut, provides one-on-one support to schools wishing to launch a SBP or to improve the performance of an existing program. A frequently asked questions document is attached with additional information.

I hope you will consider taking advantage of this important opportunity. Please feel free to contact Jackie Schipke, CSDE Education Consultant, by telephone at 860-707-2123 or e-mail at jackie.schipke@ct.gov to discuss the steps involved with the implementation or expansion of the SBP in your school.

SP:js

cc: Superintendents of Schools

Attachment: (1)

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: April 24, 2013

SUBJECT: Investment Grade Audit

Chris White, District Energy Manager and John Carroll, District Maintenance Manager, will be at the Board meeting to give a status report on the Investment Grade Audit being conducted by Honeywell. They will answer questions from the Board members relative to work conducted to date by Honeywell.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: April 24, 2013

SUBJECT: Tolland Athletic Program

Pat Cox, Athletic Director, will be at the Board meeting to give a status report on the District's Athletic Program. He will provide data relative to the number of teams and athletes participating, status of coaches, state athletic regulations, etc. He will report on the High School and Middle School programs.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: April 24, 2013

SUBJECT: Board Policy and Administrative Regulation 3080 – Advertising and Promotion

Attached please find Board Policy and Administrative Regulation 3080 – Advertising and Promotion.

The Policy and Regulation were reviewed by the Policy Committee on April 10, 2013.

Board Policy and Administrative Regulation 3080 are new. All language is in caps and is bolded. The Administrative Regulation is enclosed for your information and does not require Board approval.

WDG:ca

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY	REGARDING: ADVERTISING AND PROMOTION
---------------------	---------------------------------------------

NUMBER: 3080
BUSINESS

APPROVED:

THE PURPOSE OF THIS POLICY IS TO PROVIDE GUIDELINES FOR ADVERTISING OR PROMOTING OF PRODUCTS OR SERVICES TO STUDENTS, STAFF, PARENTS AND/OR RESIDENTS ON SCHOOL PROPERTY BY THE TOLLAND PUBLIC SCHOOLS OR THE TOWN OF TOLLAND. ALL ADVERTIZING SHALL NOT BE PERMENANT AND SHALL BE REMOVED AFTER THE ATHLETIC EVENT TERMINATES.

ALL ADVERTISING MUST BE CONSISTENT WITH STATE, DISTRICT, AND SCHOOL ACADEMIC STANDARDS AND GOALS. FURTHER, ALL ADVERTISING ACTIVITY MUST BE CONSISTENT WITH DISTRICT POLICIES PROHIBITING ANY FORM OF INTOLERANCE INCLUDING, BUT NOT LIMITED TO DISCRIMINATION ON THE BASIS OF RACE, COLOR, NATURAL ORIGIN, GENDER, SEXUAL ORIENTATION, DISABILITY, OR AGE AND MUST BE AGE-APPROPRIATE FOR THE STUDENTS INVOLVED IN VIEWING SUCH ADVERTISEMENTS.

SINCE SCHOOL DISTRICTS ARE PUBLIC INSTITUTIONS, FULLY SUPPORTED BY PUBLIC TAXES, THE BOARD HAS A CLEAR RESPONSIBILITY TO PROTECT STUDENTS AND THEIR FAMILIES FROM EXPLOITATION BY PRIVATE INTERESTS INCLUDING, BUT NOT LIMITED TO, COMMERCIAL, CULTURAL, ECONOMIC, ENVIRONMENTAL, ORGANIZATIONAL AND POLITICAL EXPLOITATION. IT IS THE PURPOSE OF THIS POLICY TO SET FORTH REGULATIONS THAT WILL INSURE THAT ALL ADVERTISING THAT TAKES PLACE IN THE TOLLAND SCHOOLS IS DONE SO IN A THOUGHTFUL, CONSIDERATE AND TASTEFUL MANNER. ADVERTISING WILL BE LIMITED TO THE TOLLAND HIGH SCHOOL ARTIFICIAL TURF FIELD AND IS SUBJECT TO THE APPROVAL OF THE SUPERINTENDENT OF SCHOOLS. ANY APPROVAL WILL STATE PRECISELY WHERE SUCH ADVERTISING MAY BE PLACED. ADVERTISING WILL NOT BE ALLOWED OUTSIDE THE SPECIFIC AREA APPROVED BY THE SUPERINTENDENT OF SCHOOLS.

FOR THE PURPOSE OF THIS POLICY, ADVERTISING IS DEFINED AS ALLOWING ACCESS TO STUDENTS, STAFF, PARENTS AND/OR

**RESIDENTS IN EXCHANGE FOR MONEY, SERVICES, MATERIALS, OR
OTHER INTANGIBLES.**

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION REGARDING: Advertising and Promotion

Number: 3080

ADMINISTRATIVE

APPROVED:

ALL ADVERTISING MUST BE CONSISTENT WITH STATE, DISTRICT, AND SCHOOL ACADEMIC STANDARDS AND GOALS. FURTHER, ALL ADVERTISING ACTIVITY MUST BE CONSISTENT WITH DISTRICT POLICIES PROHIBITING ANY FORM OF INTOLERANCE INCLUDING, BUT NOT LIMITED TO DISCRIMINATION ON THE BASIS OF RACE, COLOR, NATURAL ORIGIN, GENDER, SEXUAL ORIENTATION, DISABILITY, OR AGE AND MUST BE AGE-APPROPRIATE FOR THE STUDENTS INVOLVED IN VIEWING SUCH ADVERTISEMENTS.

RESTRICTIONS ON ADVERTISING

THE FOLLOWING RESTRICTIONS SHALL APPLY TO ALL ADVERTISING. ADVERTISING SHALL NOT:

- 1. BE PERMANENT AND SHALL BE REMOVED AFTER THE ATHLETIC EVENT TERMINATES.**
- 2. PROMOTE HOSTILITY, DISORDER OF VIOLENCE.**
- 3. ATTACK ETHNIC, RACIAL OR RELIGIOUS GROUPS.**
- 4. DISCRIMINATE, DEMEAN, HARASS OR RIDICULE ANY PERSON OR GROUP OF PERSONS ON THE BASIS OF GENDER OF SEXUAL ORIENTATION.**
- 5. BE LIBELOUS OR SLANDEROUS.**
- 6. INHIBIT THE FUNCTIONING OF THE SCHOOL AND/OR SCHOOL DISTRICT.**
- 7. OVERRIDE THE SCHOOL/SCHOOL DISTRICT IDENTITY.**
- 8. PROMOTE, FAVOR OR OPPOSE THE CANDIDACY OF ANY CANDIDATE FOR ELECTION, ADOPTION OF ANY BOND/BUDGET**

**ISSUES OR ANY PUBLIC QUESTIONS SUBMITTED AT ANY
GENERAL OR MUNICIPAL ELECTION.**

- 9. BE OBSCENE OR PORNOGRAPHIC AS IDENTIFIED BY PREVAILING
COMMUNITY STANDARDS THROUGHOUT THE DISTRICT.**
- 10. PROMOTE THE USE OF DRUGS, ALCOHOL, TOBACCO, FIREARMS,
OR CERTAIN PRODUCTS THAT CREATE COMMUNITY CONCERNS.**
- 11. PROMOTE ANY RELIGIOUS OR POLITICAL ORGANIZATION.**
- 12. USE ANY DISTRICT OR SCHOOL LOGO WITHOUT PRIOR
APPROVAL.**

DISCLAIMER

**THE INCLUSION OF ADVERTISEMENTS ON SCHOOL DISTRICT PROPERTY
DOES NOT CONSTITUTE APPROVAL AND/OR ENDORSEMENT OF ANY
PRODUCT, ORGANIZATION OR ACTIVITY.**

PERMISSION

**ANY PROPOSED TEMPORARY ADVERTISING MUST BE APPROVED IN
ADVANCE IN WRITING BY THE SUPERINTENDENT. THE
SUPERINTENDENT MAY REFER ANY PROPOSED ADVERTISING TO THE
BOARD OF EDUCATION FOR ITS APPROVAL. ANY ARRANGEMENT THAT
CALLS FOR THE DISTRICT TO ENTER INTO A FORMAL CONTRACT MUST
BE APPROVED BY THE BOARD OF EDUCATION.**

**ALL ADVERTISING PROPOSALS MUST INCLUDE THE FOLLOWING
INFORMATION:**

- 1. NAME OF THE PERSON, PROGRAM OR SCHOOL PROGRAM
ENTERING INTO THE AGREEMENT.**
- 2. A DESCRIPTION OF THE PRODUCT TO BE ADVERTISED.**
- 3. A DESCRIPTION OF THE MANNER IN WHICH THE PRODUCT WILL
BE ADVERTISED.**
- 4. A COMPLETE DESCRIPTION OF THE OBLIGATIONS OF THE
SCHOOL AND/OR DISTRICT.**
- 5. A COMPLETE DESCRIPTION OF THE OBLIGATIONS OF THE
SPONSOR, INCLUDING THE VALUE.**

6. THE LENGTH OF THE AGREEMENT.

FUNDS MANAGEMENT

ADVERTISING REVENUES MUST BE ACCOUNTED FOR BY THE TOWN AND REPORTED TO THE BOARD OF EDUCATION BY JUNE 1 OF EACH YEAR. FOR PURPOSES OF THIS SECTION ADVERTISING REVENUES ARE DEFINED AS ANY MONEY, SERVICE OR MATERIAL RECEIVED BY THE TOWN IN RETURN FOR ALLOWING THE ADVERTISING.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: April 24, 2013

**SUBJECT: Healthy Food Certification Statement – July 1, 2013
through June 30, 2014**

Section 10-215f of the Connecticut General Statutes allows public school districts (including the vocational-technical school system, charter schools, interdistrict magnet schools and endowed academies) that participate in the National School Lunch Program to receive additional funding if food items sold to students meet the Connecticut Nutrition Standards. Eligible districts that opt for the healthy food certification are currently receiving 10 cents per lunch, based on the total number of reimbursable lunches (paid, free and reduced) served in the district in the prior school year. This year the School Lunch program received \$22,844 for meals served in 2011/2012. If a district chooses to receive this additional funding, it must certify that all food items sold to students separately from a reimbursable school breakfast or lunch will comply with the Connecticut Nutrition Standards. These food items include food offered for sale to student at all times, in *all schools*, and from *all sources*, including, but not limited to school stores, vending machines, school cafeterias and any fundraising activities on school premises.

If a district certifies for the healthy food option, foods that do not meet the Connecticut Nutrition Standards can only be sold to students at school if permitted by the local board of education or school governing authority and the following three conditions are met: (1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; (2) the sale is at the location of the event; and (3) the food items are not sold from a vending machine or school store.

WDG:cja
attachment

Connecticut State Department of Education
Addendum to Agreement for Child Nutrition Programs (ED-099)
Healthy Food Certification Statement

Section 1 – Background

Section 10-215e of the Connecticut General Statutes directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program and School Breakfast Program. Section 10-215f requires that participants in the National School Lunch Program, including each local and regional board of education, regional educational service center, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the nutrition standards. Section 10-215b further provides additional funding to National School Lunch Program participants who annually certify compliance with the Connecticut Nutrition Standards.

Section 2 – Certification Statement

► ***Must be completed by all Connecticut public school districts that participate in the National School Lunch Program.***

On behalf of the **Tolland Board of Education**

and

(Name of the Board of Education or Governing Authority)

pursuant to section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, *(select appropriate box)*

☒ **will** *(must complete Sections 3 and 4 on page 2)*

☐ **will not** *(sign below and return form)*

meet said standards during the period of **July 1, 2013 through June 30, 2014**. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

**Local or Regional Board of Education or
Governing Authority**

Signature: _____

William D. Guzman

(Signature of the Authorized Representative)

(Printed Name of the Authorized Representative)

Superintendent of Schools

Title (Superintendent of Schools, President or Chairperson of the Board)

Date of Authorization

Section 3 – Exemption Statement

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, (*select appropriate box*)

☒ will

☐ will not

exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099)

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to section 10-215f of the Connecticut General Statutes, the Agreement for Child Nutrition Programs (ED-099) with

Tolland Board of Education

(Name of the Board of Education or Governing Authority)

is hereby amended to include the above certification statement of compliance with the Connecticut Nutrition Standards and application for funding related to those standards. This addendum covers the period from **July 1, 2013 through June 30, 2014.**

Local or Regional Board of Education or Governing Authority

Signature: _____

(Signature of the Authorized Representative)

William D. Guzman

(Printed Name of the Authorized Representative)

Superintendent of Schools

Title (Superintendent of Schools, President or Chairperson of the Board)

Date of Authorization

FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE

Connecticut State Department of Education

Signature: _____

(Signature of State Agency Representative)

Brian Mahoney

(Printed Name of State Agency Representative)

Chief Financial Officer

Title

Date

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.

TO: Members of the Board of Education

**FROM: William D. Guzman
Jane A. Neel**

DATE: April 24, 2013

SUBJECT: Tolland High School Athletic Trainer – Proposal Award

The Board of Education developed a Request for Proposal for Athletic Trainer Services at Tolland High School for services for 3 years beginning July 1, 2013 and ending June 30, 2016.

The proposal was advertised in the Hartford Courant and the Journal Inquirer on March 1, 2013.

Proposals were sent to the following companies:

- Integrated Rehabilitation Services
- Athletic Trainer Solutions
- Select Physical Therapy
- ECHN Rehabilitation

The opening of the proposals occurred at the Board of Education office on Thursday, March 14, 2013 at 2:00 p.m.

Submitted proposal results are as follows:

Select Physical Therapy

Year 1	\$ 6,000
Year 2	\$10,000
Year 3	<u>\$13,000</u>
	\$29,000

Integrated Rehabilitation Services

Year 1	\$15,000
Year 2	\$17,500
Year 3	<u>\$20,000</u>
	\$52,500

ECHN Rehabilitative Services and Athletic Trainer Solutions did not submit a proposal.

Select Physical Therapy bid \$29,000 for their services over the three year period, therefore making them low bidder for the request for athletic trainer services.

The Administration recommends Board approval of this award to Select Physical Therapy.

WDG/ja

I.3.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: April 24, 2013

SUBJECT: Obsolete and Surplus Equipment – Parker Memorial School and Birch Grove Primary School

The attached lists show those items which are in disrepair and obsolete at Parker Memorial School (Attachment 1) and at Birch Grove Primary School (Attachment 2).

The Administration requests that the Board of Education declare these items as obsolete and turn them over to the Town Council in accordance with Board of Education Policy, Disposal of Obsolete or Surplus Equipment/Materials.

WDG:ca

Teacher desk - 27

Student desk -

207 Desks
315 Desk/with attached chair

Metal desk

14 asst.
50 desk/chairs

Computer Carts

47 carts

Tables

24 3x6 wooden
21 4x6 wooden
1 3x5 table
10 wedge shaped tables
4 assorted tables

File cabinets

14 2-drawer
15 4-drawer
12 5-drawer

Kitchen

4 stoves
1 commercial oven
1 kitchen serving table
2 milk cooler
1 butcher block kitchen table w/drawers
1 fryer on wheels
1 Hobart floor mounted mixer
1 commercial small dishwasher
1 overhead broiler
1 3 bay sink
1 Hobart large floor mounted mixer
1 ice machine
1 stainless steel cart
1 stainless steel large bowl for mixer
1 microwave

Art

1 spray booth
1 art room drawer
1 graphic arts stencil rotating dryer
2 4x5 art tables

TV's 11

Misc.

1 whirlpool tub – stainless steel
1 easel
1 portable wooden portable air conditioner cabinet
4 24' long library book shelves

91 chairs
10 desk top cubbies
2 cubbies
3 overhead projectors
16 solar panels

Assorted computer monitors & printers

PARKER SCHOOL INVENTORY
April 2013

Books – see Kathryn Eidson

AP Room

- 1 – teacher desk
- 1 – chair
- 3 – stoves
- 1 – commercial oven
- 1 – kitchen serving table
- 1 – milk cooler
- 1 – spray booth
- 1 – art room drawer
- 13 – 3 x 6 wooden tables
- 4 – wooden wedge shaped tables

Room 2

- 45 – student desks – middle/high
- 1 – teacher desk

Room 3

- 2 – coat rack – elementary
- 2 – cubbies
- 10 – desk top cubbies
- 1 – metal organizer

Health Room

- 1 – 4 x 6 wooden table

Room 5

- 1 – butcher block kitchen table w/drawers
- 20 – 4 x 6 wooden tables
- 4 – wedge shaped tables
- 1 – half moon sped table 4 ft.
- 2 – metal tables
- 1 – graphic arts stencil rotating dryer

Room 6

- 9 – computer carts

Room 7

- 11 TVs
- 1 – computer cart
- 2 – 4 x 5 art tables
- 2 – large wedge table
- 1 – round table
- 34 – computer monitors
- 11 – 3 x 6 wooden tables
- 2 – wedge shaped table

Room 8

- Asst. computer equipment and cartridges
- 3 – overhead projectors

Room 9

- Computers monitors & printers
- 16 – solar panels

Room 10

- 1 – TV
- 1 – whirlpool tub – stainless steel
- 1 – milk cooler
- 1 – fryer on wheels
- 1 – Hobart floor mounted mixer
- 1 – commercial small dishwasher
- 1 – overhead broiler
- 1 – 3 bay sink – stainless steel
- 1 – easel – wooden on wheels – Sped
- 1 – Hobart large floor mounted mixer

PARKER SCHOOL INVENTORY
APRIL 2013

- 1 – ice machine
- 4 – 4-drawer file cabinets
- 35 – computer carts
- 1 – cart stainless steel
- 1 – stainless steel large bowl for mixer

Room 11

- Books – see Kathryn Eidson

Room 12

- 12 – 4 drawer file cabinets
- 14 – 2 drawer file cabinets
- 12 – 5 drawer file cabinets
- 1 – portable wooden portable air conditioner cabinet

Room 14

- 25 – assorted teacher desks – wooden & metal

Room 16

- 14 – metal desks – asst.
- 1 – TV
- 1 – computer cart
- 4. – 24' long library book shelving

Room 18

- 162 – student desks
- 30 – asst. chairs

Room 19

- 70 – student desk/ with attached chair

Teacher Lounge

- 1 – stove
- 1 – microwave

Room 20

- 50 – student desks middle/high
- 50 chairs

Room 23

- 150 – student desk/with attached chair

Room 24

- 50 – asst. desk/chairs
- 10 – reception room style chairs

Room 29

- 1 – 3 x 5 table

Room 33

- 40 – student desk/with attached chair

Room 34

- 55 – student desk/with attached chair

Room 35

- 1 – computer cart

Kitchen – see Abby

ATTACHMENT 2

BIRCH GROVE PRIMARY SCHOOL

Coby Boom Box model: CX-CD248	serial # 0903214003018107	reason: busted cd player
Califone Spirit Boom Box model # 1776	serial # S/W FL30922	reason: busted cd player
Califone Spirit Boom Box model # 1776	serial # 24093	reason: destroys tapes
Califone Spirit Boom Box model # 1776	serial # AB69455	reason: busted cd lid
Califone Spirit Boom Box model # 1776	serial # missing	reason: busted cd player
Califone Spirit Boom Box model # 1776	serial # missing	reason: busted cd player
Califone Spirit Boom Box model # 1776	serial # AB69453	reason: busted cd player
Califone Spirit Boom Box model # 1776	serial # EC02028	reason: busted cd player
RCA VCR model # VR619HF	serial# 630642082	reason: destroys tapes
Hamilton Boom Box model: SC-5050	serial # None	reason: busted cd player
HP Laptop model: Compaq tc4400	serial #CND73733L7	reason: no longer works
HP Printer model: 6300 series	serial#SDGOB-0506	reason: no longer works
3M Overhead Projector model: 1700AJG will not stay on	serial# 1042554	reason: bad switch, projector

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM APRIL 9, 2013 – 7:30 P.M.

MEMBERS PRESENT: Jack Scavone, Chairman; Richard Field, Vice-Chair; Sam Belsito; Joshua Freeman; Mark Gill; Jan Rubino and Benjamin Stanford

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven Werbner, Town Manager; Michael Wilkinson, Director of Administration Services; Beverly Bellody, Human Services; Linda Farmer, Director of Planning and Community Development; Lisa Hancock, Director of Finance and Records; John Littell, Public Safety/Fire Chief; Nancy Dunn, Youth Services Coordinator

1. **CALL TO ORDER:** Jack Scavone called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS:**
 - 4.1 Recognizing the month of April as Fair Housing Month.

Rick Field read the following Proclamation:



WHEREAS, April 2013 marks the 45th anniversary of the passage of Title VIII of the Civil Rights Act of 1968, commonly known as the Federal Fair Housing Act; and

WHEREAS, Fair Housing is the legal right of every American, and is important in ensuring all Americans a free choice of housing location limited only by one's means and/or desires; and

WHEREAS, this law guarantees that housing throughout the United States should be made available to all citizens without regard to race, color, religion, sex, familial status, disability or national origin; and

WHEREAS, the laws of this nation and our state seek to ensure such equality of choice for all transactions involving housing.

NOW, THEREFORE, the Tolland Town Council, on behalf of the citizens of Tolland, proclaims April 2013 as:

Fair Housing Month

and request that all citizens and businesses of our community reaffirm their commitment to Fair Housing for all, and wholeheartedly recognize these rights and responsibilities throughout the year.

IN WITNESS WHEREOF, I have hereto set my hand and caused the Seal of the Town of Tolland to be affixed on this 9th day of April, two thousand thirteen.

- 4.2 Certificate of Recognition and Thanks for First Niagara Bank for their donation to the 300th Anniversary Event.

Kathy Bach and Celeste Senechal of the Tolland Permanent Celebration Committee presented the following Certificate to Paula Wilson on behalf of First Niagara Bank:

***CERTIFICATE OF RECOGNITION AND THANKS
PRESENTED TO
FIRST NIAGARA BANK***

***On this 9th day of April, 2013
For its generous pledge of \$5,000, making it a "Settlers Rock"
level sponsor of the Tolland 300th Anniversary Celebration***

Mr. Powell, on behalf of Cub Scout Pack 15, presented a picture of the Pack to the town thanking them for supporting their efforts in the Community.

5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit): None.

6. **PUBLIC HEARING ITEMS:** None.

- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** None.

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Mr. Stanford said some members of the Energy & Facilities Task Force met with the ESKO to review the 30% draft. He has received the draft and will review it. Mr. Belsito commented on the EDC meeting: There will be a public hearing on the tech zone on April 22nd; the TEDEC is moving forward, the Sweet Frog is moving along and activity continues in the area.

8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**

- 8.1 Consideration of a resolution to grant an Access Right of Way to the Baxter Farms Community Water Association (BFCWA) and the setting of a public hearing thereon for May 14, 2013.

Mr. Werbner commented that there has been a request from the BFCWA for access to the neighborhoods landlocked well pump house. They are looking to make some improvements and possibly install a generator. The town owned property abuts the pump house parcel and was acquired in 2002 with active rec/municipal and passive open space funds. There is currently a town cemetery and DEEP approved "stump dump" DPW area on the property. The exact delineation of passive open space and rec/municipal land has not been finalized in a Management Plan. The Conservation Commission walked the site on March 18, 2013 and will prepare a recommendation regarding delineation of passive and active/municipal land taking the access easement into account.

Rick Field motioned that the following resolution be introduced and set down for a public hearing on May 14, 2013 at 7:30 p.m. in Tolland Town Council Chambers, and read the following draft resolution:

BE IT RESOLVED by the Tolland Town Council that it grants an Access Right of Way to the Baxter Farms Community Water Association (BFCWA).

Seconded by Jan Rubino. All in favor. None opposed.

8.2 Consideration of a resolution for acceptance of Mitchell Circle as a Town road.

Mr. Werbner said that the Planning & Zoning Commission, at their meeting on January 14, 2013, recommended approval of Mitchell Circle as a town road. It is a short 400 foot cul-de-sac off of Angela Drive in the Pine Brook Subdivision. All of the appropriate documents have been received and approved.

Rick Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby accepts Mitchell Circle as a Town Road.

Seconded by Mark Gill. All in favor. None opposed.

8.3 Discussion of the creation of an ordinance to establish an unexpended education fund account pursuant to Section 10-248a of the Connecticut General Statutes.

Mr. Werbner reminded that at the last Town Council meeting he was asked to draft an ordinance for consideration by the Council. He had provided the members with two versions of an ordinance, one which appropriates funds to the BOE from the surplus, and one which keeps the funds in control by the Town. A request would need to be made by the BOE to utilize those funds. Lisa Hancock, Finance Director, has confirmed with Kevin Chambers at the State Department of Education that under current legislative mandates if a supplemental appropriation is made to the BOE budget it would increase the Minimum Budget Requirement (MBR). In addition to creating the fund, the Town's auditor has suggested that rather than create a separate fund that we commit a portion of fund balance in the General Fund by ordinance for the BOE use. Therefore, the ordinance is drafted with that approach in mind. The Ordinances are similar, except in one, the BOE would need to submit to the Council a list of the proposed expenditures to be used, and once the appropriation was approved, the BOE would place the orders for the items. Once the items are received by the BOE, they would forward the invoices to the town's finance department for charging against this new account. So, the money would never hit the BOE's account. The other version puts the money into their account and they pay the bills directly.

The Council members discussed the best way to set up the account, and who would have control over it. Mr. Stanford suggested having the BOE review the two options, and/or come up with their own option. Mr. Powell said it was his understanding that the fund would be used for non-recurring accounts, and he would not oppose to language stating such. Mr. Field agreed that the options should be sent to the BOE for their review before any voting occurs. Mr. Powell said it sounds like they are really close. He will review it with the BOE members and get Mr. Guzman's input. Mr. Gill believes their intent was for unplanned / non-recurring, and to let the BOE control it.

It was determined that the one version, which outlines that the money stays with the town and the town writes the check will be forwarded to the BOE for review.

Mr. Belsito said a lot of variables are being left for the next Council. Mr. Gill said this is money that has already been appropriated to the BOE. How they spend it is up to them. Mr. Scavone said it gives them time to determine how they want to spend it.

- 8.4 Consideration of a resolution to authorize the submission of an application for the Office of Policy and Management (OPM), Criminal Justice Policy and Planning Division 2013-2014 Police and Youth Program Grant in the amount of \$10,000. The OPM Grant application is due April 26, 2013; funding will be awarded for the 12-month period, July 1, 2013 to June 30, 2014.

Mr. Werbner said this is a grant program that we have been able to benefit from. Nancy Dunn added that it gives the kids an opportunity to work with our State Troopers. We have one of the largest and best programs that they have awarded. She said this would allow us to pay for some OT for our troopers, and to get some great speakers in. Next year, they are hoping to touch on the subject of 'bullying' again.

Rick Field read the following resolution:

BE IT RESOLVED that Steven R. Werbner, as Town Manager of the Town of Tolland, and in his absence the Acting Town Manager, is hereby authorized to make, execute and approve on behalf of the Town of Tolland the 2013-2014 Police and Youth Program Grant application for funding offered by the Office of Policy and Management (OPM), Criminal Justice Policy and Planning Division, and any subsequent amendments and modifications, between the Town of Tolland and OPM.

Seconded by Ben Stanford. All in favor. None opposed.

- 8.5 Approval of a resolution authorizing the Town Manager to enter into an agreement with Commercial Property Assessed Clean Energy (C-PACE).

Mr. Werbner commented that C-PACE is a new program that assists commercial, industrial and multi-family property owner's access affordable, long-term financing for smart energy upgrades to their buildings. C-PACE allows the property owners to finance qualifying energy efficiency and clean energy improvements through placing a voluntary assessment on their property tax bill. The Town had been approached by two business owners who wanted to make energy efficiency improvements to their business through the C-PACE program. Town staff is pleased to recommend this program for the Town Council's consideration, as staff thoroughly researched the program, met with Genevieve Sherman from the Clean Energy Finance and Investment Authority, sought an legal opinion from the Town Attorney, confirmed that Tax Collector's software, QDS, can be modified to accommodate the CPACE Program, and received a favorable response from the Energy and Facility Task Force. This would be beneficial to the businesses in our community.

Rick Field read the following resolution:

**CITY/TOWN OF TOLLAND
RESOLUTION TO APPROVE
COMMERCIAL PROPERTY ASSESSED CLEAN ENERGY ("C-PACE") AGREEMENT**

WHEREAS, Section 157 of Public Act No. 12-2 of the June 12, 2012 Special Session of the Connecticut General Assembly (the "Act") established a program, known as the Commercial Property Assessed Clean Energy (C-PACE) program, to facilitate loan financing for clean energy improvements to commercial properties by utilizing a state or local assessment mechanism to provide security for repayment of the loans; and

WHEREAS, the Act authorizes the Clean Energy Finance and Investment Authority (the "Authority"), a public instrumentality and political subdivision of the State charged with implementing the C-PACE program on behalf of the State, to enter into a written agreement with participating municipalities pursuant to which the municipality may agree to assess, collect, remit and assign, benefit assessments to the Authority in return for energy improvements for benefited property owners within the municipality and for costs reasonably incurred by the municipality in performing such duties; and

WHEREAS, the Commercial Property Assessed Clean Energy ("C-PACE") Agreement (the "C-PACE Agreement") between the City/Town of Tolland and the Authority, as attached hereto, constitutes the written agreement authorized by the Act.

NOW, THEREFORE, BE IT RESOLVED:

(a) that we, the Town Council, constituting the legislative body of the City/Town of Tolland, hereby approves the C-PACE Agreement, and

(b) that Steven R. Werbner is hereby authorized and directed, on behalf of the City/Town, to execute and deliver the C-PACE Agreement, substantially in the form attached to this Resolution, for the purposes provided therein, together with such other documents as he or she may determine to be necessary and appropriate to evidence, secure and otherwise complete the C-PACE Agreement.

Seconded by Josh Freeman.

Mr. Werbner said they have informed the EDC of this. Once it is in place, they will help with getting the word out.

All in favor. None opposed.

- 8.6 Consideration of a resolution to approve a bid waiver for the purchase of a used 1990 Piece Manufacturing Arrow 105 foot reach aerial ladder fire truck from the Town of Berlin and a bid waiver to purchase labor and materials for the refurbishment of the used 1990 Town of Berlin 105 foot aerial ladder.

Mr. Werbner said Fire Truck, Truck 240 is a 1991 75 foot, 300 gallon tank, 1500 gpm aerial ladder manufactured by Pierce Manufacturing. This truck is located at Station 240 at 3 Rhodes Road. The truck is nearing the end of its anticipated life cycle with the Town of Tolland. Truck 240 was purchased with a 75' aerial ladder. At the time, it was the intent that a 75' aerial would be long enough for a majority of the homes and businesses in Tolland. The department consulted with Pierce at the time of manufacturing and the cab and chassis were designed to be upgradeable to a 100' or 105' aerial ladder in the future if the department so desired. After seeking formal proposals, cost estimates ranged from \$200,000 to \$400,000 to refurbish Truck 240. None of the proposals included extending the length of the aerial ladder. Since 1990, the engineering and manufacturing standards have changed significantly. Two manufacturers felt retrofitting our truck would not be cost effective and ultimately didn't want to assume any liability for retrofitting another ladder section on our aerial. Two improvements that were immediately acted on were replacing the tires and re-coring the radiator. Both of those improvements cost \$15,715.48. There is a balance of \$186,434.52 remaining in the Capital Improvement budget. Town staff has become aware of a high quality used 105 foot aerial ladder similar make and model to Truck 240 that will be available for sale locally in the very near future. With minimal investment, the Town can purchase the used 105' aerial ladder, Truck 3 from the Town of Berlin. Additionally, the department can refurbish this used truck and

extend its anticipated life cycle approximately another 10 years. If the department was to purchase a new replacement truck this fiscal year the cost of a new truck that is of similar same make and model would cost approximately \$950,000. The fire department is requesting to appropriate \$65,000 from the 2008-2009 Capital Improvement Budget to purchase Ladder 3 from the Town of Berlin. Additionally, the department would like to appropriate the balance of \$121,434.52 for the purpose of refurbishing Ladder 3. Additionally, the Fire Department is requesting that the Pierce Manufacturing regional authorized dealer, Firematic Supply Company, Inc. of Rocky Hill, Connecticut to perform the necessary work. We request that the requirements for purchasing used fire apparatus and bidding the labor and materials for refurbishment is hereby waived in accordance with Town Policy A-126 11D(7) and the Tolland Town Council authorizes Steven R. Werbner to execute agreements with the Town of Berlin to purchase Ladder 3, a 1990 Pierce 105' aerial ladder and with the Firematic Supply Company, Inc. of Rocky Hill, Connecticut for the purpose of labor and materials to refurbish Town of Berlin Ladder 3.

Subsequently, once Tolland Fire Department takes delivery of Town of Berlin Ladder 3, our 1991 Pierce Manufacturing 75 foot aerial ladder will be sold. The department is requesting any revenue generated from that sale be reimbursed to the fire apparatus capital reserve account.

Rick Field read the following resolution:

WHEREAS, the Town of Tolland originally had scheduled the as part of a previously approved capital project the refurbishment of aerial Fire Truck 240 which has a 75 foot ladder reach; and

WHEREAS, the Town of Berlin originally purchased a similar fire truck, a 1990 Piece Manufacturing Arrow 105 foot reach aerial ladder from their authorized dealer, Firematic Supply Company, Inc. of Rocky Hill, Connecticut; and

WHEREAS, said Fire Truck provides the Town of Tolland with a longer ladder reach which is needed to address potential public safety concerns; and

WHEREAS, Firematic Supply Company, Inc. being the manufacturers authorized dealer has intimate historic knowledge of this specific vehicle; and

WHEREAS, Firematic Supply Company, Inc. has a direct relationship with the manufacturer and their engineering staff that originally designed and manufactured this vehicle; and

WHEREAS, town staff recommends that the Town purchase the used fire truck from the Town of Berlin for a price of \$65,000.00 and that the 1990 Town of Berlin aerial be refurbished by the manufacturers dealer; and

WHEREAS, awarding a sole source contract constitutes a bid waiver under Town Policy A-126 11D(7).

NOW THEREFORE BE IT RESOLVED, that the requirements for bidding the purchase of the 1990 Aerial Fire Truck from the Town of Berlin, and subsequent refurbishment, is hereby waived in accordance with Town Policy A-126 11D(7) and the Tolland Town Council hereby authorizes Steven R. Werbner to execute an agreement with Firematic Supply Company, Inc. for the purchase of labor and materials not to exceed \$121,434.52 to refurbish the 1990 Berlin Aerial Fire Truck and then sell the current Aerial Fire Truck 240 that this is replacing and place the proceeds from said sale.

Seconded by Jan Rubino. All in favor. None opposed.

8.7 Discussion of the creation of a Tolland 2030 Blue Ribbon Task Force.

Mr. Werbner commented that as part of his recommended budget, he suggested that the Town Council appoint a Task Force to examine, amongst other things, the type and level of services which the Town, including the Board of Education, desires to furnish and the estimated cost to maintain said services on a yearly basis into the foreseeable future. He anticipates it would take up to a year and should include a broad section of the community with hopefully between 30-50 people willing to participate, and who would then be divided into working groups and ultimately working as a whole to develop financial and programmatic recommendations. If a certain percentage increase is needed to maintain the level of services is needed, then we would know that. We need enough time and diverse minds. People have stopped by and have shown an interest in joining this community.

Ms. Rubino asked how they would select the people. He said they can continue to do it through their normal Council mechanism. He would like to see a representative from every one of the groups that deal with the town's system. So, that would be 15-16 people right there. They would need to solicit the community as well. With regard to appointing a Chair, Mr. Field suggested letting the group elect their own Chair.

Mr. Gill said on the top of his mind is the long range Capital Plan. There is a five year Capital Plan that doesn't address any major infrastructure needs. He spoke of TIS's needs, the Public Works garage and the Library project. Debt service is going down, which is fantastic. Mr. Werbner said that is a whole area that can consume a considerable amount of time to review. Mr. Freeman doesn't believe that this should be bundled with this idea. This to him is asking, "Where do you want your town to go?" It is a piece of it to have facilities involved, but he is talking about base level of services. Mr. Gill agreed. Mr. Werbner said all four components of the budget should be taken into consideration: town government services, BOE, capital needs and debt service. There should be a group looking at what the desired levels of services are for your capital facilities, town government, etc. This examination needs to be concrete. The revenue side also needs to be discussed. What does this community want to look like in 15 years?

Mr. Field asked Mr. Werbner to put together an outline of how he sees this working, and with a charge of what they are going to ask these people to do. It will be a starting point.

Mr. Werbner added that the Community Conversations that occurred when he first got here went very well. In terms of the public's input, we can have public hearings or conduct some type of surveys. The alternative is to do nothing. To do something is worth the effort for a year. Mansfield spent about \$60,000 and brought in a consultant to do a strategic plan to see how they want to look in 2030, but we are not about to spend that money. He suggests we try to do it ourselves.

Mr. Belsito believes Mr. Gill is on target. They have those 5-7 projects that will cost a lot of dollars. We need a plan. Mr. Freeman agrees, but he believes the Blue Ribbon is a vision of where the town is going. He believes the Capital Plan issues are separate. Mr. Werbner said for five years, he has asked Councils to prioritize.

It was determined that the Council would help to prioritize and identify what some of the future Capital Projects are over the next ten years. Mr. Werbner will have an outline of his ideas for the Blue Ribbon Committee at the first or second Town Council meeting in May.

8.8 Appointments to vacancies on various municipal boards/commissions: None.

9. **OLD BUSINESS (ACTION/DISCUSSION ITEMS):** None.

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Werbner commented that the next budget presentation is April 23, 2013. One will also be held April 24th at the Senior Center.

Mr. Field motioned to cancel the regular Town Council meeting on April 23, 2013; Seconded by Josh Freeman. All in favor. None opposed.

They will only hold the Budget Presentation on April 23rd.

11. **ADOPTION OF MINUTES**

Rick Field motioned to adopt the following minutes:

- 11.1 March 20, 2013 Special Meeting Minutes
- 11.2 March 21, 2013 Special Meeting Minutes
- 11.3 March 26, 2013 Meeting Minutes
- 11.4 March 27, 2013 Special Meeting Minutes
- 11.5 March 27, 2013 Special Meeting/Budget Workshop Minutes
- 11.6 April 2, 2013 Special Meeting Minutes

Seconded by Josh Freeman. All in favor. None opposed.

12. **CORRESPONDENCE TO COUNCIL:** Letter from the Town regarding the Memorial Day Parade.

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Mr. Freeman said the Energy Task Force terms need to be renewed at some point. He will talk to all the members to see if they are interested in staying on. Mr. Werbner will get it on an agenda.

14. **PUBLIC LISTED PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (*3 minute limit*): None.

15. **ADJOURNMENT:** Rick Field moved to adjourn the meeting; Seconded by Ben Stanford at 8:46 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
Apr 29 Falcon News Club TMS News & Media Club Art Club <i>More events...</i>	30 Variety Show Act I Dress Rehearsal Softball Practice Track Practice	May 1 Breakfast with the Principal Variety Show Act II Dress Rehearsal Track Meet vs. TEMS	2 Softball Practice Track Practice Florida Meeting	3 Track Practice Baseball/Softball vs. McGee MS, Berlin - AWAY TMS Variety Show	4	5
6 Student Government Meeting Falcon News Club TMS News & Media Club	7 TMS Service Corps Softball Practice Track Practice	8	9 Track Practice Baseball/Softball vs. Griswold MS - Rocky Hill - HOME	10 Softball Practice Track Practice Student Council Grade 7 & 8 Dance	11	12
13 Falcon News Club TMS News & Media Club Art Club Track Practice <i>More events...</i>	14 Track Practice Baseball/Softball vs. Ellington MS - Away TMSPTO Meeting	15 Informance Performance Concert Track Meet vs. RHAM	16 Softball Practice Track Practice	17 Track Practice Baseball/Softball vs. RHAM MS - HOME 6th Grade Dance	18	19
20 Falcon News Club TMS News & Media Club Art Club <i>More events...</i>	21 TMS Service Corps Baseball/Softball vs. VCMS - AWAY Track Meet vs. Berlin	22 Principal's Advisory Group Meetings Track Practice	23 Softball Practice Track Practice	24 Track Practice Baseball/Softball vs. Ellington MS - HOME	25	26
27 Memorial Day - No School	28 Track Practice Baseball/Softball vs. Illing MS - Away	29 Track Practice Baseball/Softball vs. RHAM MS - AWAY Grade 6 Band & Jazz Band Concert	30 Track Practice Grades 7 & 8 Band & Jazz Band Concert	31 Band & Chorus Adjudication Festival Track Practice PTO Grade 7 Dance	Jun 1 Middle School State Championship	2

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May 2013						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Apr 29	30	May 1	2	3	4 SAT	5
6	7	8 AP Calculus Exam	9 AP English Lit Exam	10 AP European History Exam Junior/Senior Prom	11	12
13 AP Biology Exam	14 NHS Induction	15 AP English Language Exam	16	17	18	19
20 Booster Club Meeting	21	22	23	24	25	26
27 Memorial Day - No School	28	29	30	31	Jun 1 SAT Project Graduation Bottle Drive	2

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