

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
October 26, 2011

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. STUDENT REPRESENTATIVE REPORT
- C. APPROVAL OF MINUTES
 - October 12, 2011 – Regular Meeting
 - October 20, 2011 – Special Meeting
 - October 20, 2011 – Special Meeting
- D. SUPERINTENDENT'S REPORT
 - D.1. Recognition of Board Members – Diane Clokey, Judy Grabowicz (no enclosure)
 - D.2. Capital Improvement Plan
 - D.3. 2012 Board of Education Meeting Dates
 - D.4. Cancellation of November 23, 2011 Board Meeting
 - D.5. School Improvement Goals – 2011/2012
 - D.6. Status of the Budget – October 14, 2011
- E. PUBLIC PARTICIPATION
- F. POINTS OF INFORMATION
- G. COMMITTEE REPORTS
 - Finance and Facilities Committee – October 20, 2011
 - Policy Committee – October 26, 2011
 - Town Council Liaison Report – October 25, 2011
- H. BOARD ACTION
 - H.1. Revised Board Agenda
- I. INFORMATIONAL ITEMS
 - School Calendars for November
- J. OLD BUSINESS
- K. COMMUNICATIONS
 - Minutes from Town Council Meeting of October 11, 2011 and minutes from the Joint Meeting of the Town Council and Tolland Water Commission of October 18, 2011
- L. CHAIRPERSON'S REPORT
- M. FUTURE AGENDA ITEMS
- N. ADJOURNMENT

**TOLLAND BOARD OF EDUCATION
Tolland, CT****MINUTES – October 12, 2011**

Members Present: Dr. Gayle Block, Vice Chairperson; Mr. Andy Powell, Secretary; Mr. Steve Clark; Mr. Thomas Frattaroli; Mrs. Diane Clokey; Mrs. Judy Grabowicz; and Ms. Christine Riley Vincent. Mrs. Karen Bresciano arrived late.

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

The meeting was called to order at 7:30 p.m.

STUDENT REPRESENTATIVE REPORT

Kate-Lynn Walsh reported that the pep rally is scheduled for Friday, October 14, 2011. The rally celebrates all sports and is an opportunity to demonstrate class spirit. The Student Council is planning a food drive for Thanksgiving to support the Tolland Food Pantry. The Gay Straight Alliance is planning its annual rainbow campaign for the week of October 17 – 21, 2011. At the Wickham Park Cross Country Invitational, the girls placed first overall and the boys placed fourth overall. The Girls' Soccer team beat Fermi 9-2 and the Boys' Soccer team tied Fermi 1-1. The Girls' Volleyball team played RHAM on October 12, 2011 and only have two losses for the season.

Kim Kostant reported that Matthew Shanks, Julia Gottier and Scott Finke are PSAT National Merit Scholars and Alli Farrish and Michelle Zimmerman are PSAT National Merit Semifinalists. The juniors will be taking the PSAT test on Saturday, October 15, 2011. Kim also reported that Mr. Michael Meyer was awarded the Bravo Award. This is for a teacher who goes above and beyond in service to students and the school.

APPROVAL OF MINUTES

Mrs. Grabowicz motioned and Ms. Riley Vincent seconded to approve the minutes of the regular meeting of September 27, 2011 and the special meeting of October 4, 2011. All in favor for the regular meeting of September 27, 2011 and Mrs. Grabowicz abstained for the special meeting of October 4, 2011. Motion carried.

SUPERINTENDENT'S REPORT**D.1. District School Enrollment – October 1, 2011**

Mr. Guzman presented the District school enrollment which indicates a reduction in enrollment of 77 students from last October. The largest decrease (41 students) was at Birch Grove. Tolland Intermediate decreased by 16 students. The High School and the Middle School decreased by 10 students each. The Superintendent reported that NESDEC will be calculating the enrollment projection for the next 10 years. The projected enrollment will be reported to the Board in November or December. Mr. Clark asked if the economy might have anything to do with the explanation of the decrease at Birch Grove. Mr. Guzman did not know if that was the reason, but previous projections indicated a leveling off and then a decline in enrollment.

PUBLIC PARTICIPATION

Karen Kramer of 55 Midland Drive addressed the Board as a private citizen. The “alphabet soup” of unfunded mandates continues. Mrs. Kramer read the pending minutes from September 27, 2011 item: D.1. Final Adequate Yearly Progress (AYP) 2010/11 Results. as it relates to NCLB or No Child Left Behind. This federal unfunded mandate is currently under review. The federal government may rewrite or even eliminate the law. This, to me, is good news. Thank you.

Lena Voghel of 257 Grant Hill Road stated that she was not convinced that the position on water bottles was fair. All students are being punished and they did not do anything wrong.

Jeffrey Simmons of 98 Derek Drive agreed with Lena and also explained that he had a medical need for water during the day. He is allowed to go to the nurse, but felt it was disruptive to his classes.

Jessica Olson of 31 Reed Road also agreed and as a student athlete, she felt that the restriction did not allow her to hydrate for the big games.

Cristina Macklem of 35 Barbara Road felt that the Pride Passes that are issued for good behavior should be reevaluated at the high school level. She felt that the students should know right from wrong and not be rewarded for doing what you are supposed to be doing.

Adam Medina of 51 Heritage Lane also felt that the Pride Passes should not be given for behavior that you should be doing and perhaps should be given for good behavior above and beyond what is expected.

Emily Howard of 6 Center Road stated that she felt that the Pride Passes would be great at the younger levels, but not at the high school. She felt that the teachers should review why they are handed out.

POINTS OF INFORMATION

Mrs. Clokey stated that she felt that the students should go to Administration at the high school with their concerns about the program.

Mr. Clark echoed what Mrs. Clokey said and added that the students needed to follow the chain of command.

Kate-Lynn Walsh asked that the students use the suggestion box in the main office and also feel free to discuss their concerns with the student representatives.

F.1. Agenda Revision Proposal

Mrs. Clokey discussed the changes she had made after receiving input from members of the Board and after further discussion with the Policy Committee. Members of the Board felt that they agreed with the format after clarification from Mrs. Clokey. Dr. Block

stated that Mr. Pagoni would like to have the Chairpersons Report at the end of the agenda. Mr. Guzman would like to see Agenda item C. moved to the Superintendent's Report because it is not an every meeting agenda item. This will be an Action item at the next regular meeting of October 26, 2011.

COMMITTEE REPORTS

- **Policy Committee – September 28, 2011 & October 12, 2011**

Mrs. Clokey gave a combined report for the two Policy Committee meetings. At the meeting of September 28, 2011 the policy on Social Networking was discussed. The status of the Strategic Plan was discussed at both meetings and a public meeting will be held at the Tolland High School auditorium on November 16, 2011 to reach out to the community to encourage public participation in the planning process. It is important that the community not view this as a budget meeting.

The Bullying policy changes and the format changes are driven by a new Public Act which requires that a Safety Plan be adopted by January 1, 2012. The policy and regulation on Student Attendance and Truancy was discussed at the October 12, 2011 meeting. Student fees were also discussed, but no conclusion was reached.

- **Great Path Academy Liaison Report – October 5, 2011**

Ms. Riley Vincent reported on the Great Path Academy meeting of October 5, 2011. The current enrollment is 247, which is lower than previous enrollment figures. It was felt that students attending magnet schools might have an effect on the enrollment. The post secondary plan and enrollment by ethnicity was also discussed at the meeting. The next meeting is scheduled for November 2, 2011.

- **Town Council Liaison Report – October 11, 2011**

Mr. Clark stated that the Town Council meeting was uneventful. Mrs. Clokey was scheduled for the Community Hour on October 15, 2011. No further meetings are scheduled until after the election. The Town Council and Board of Education meeting will not be live because of the geothermal construction until at least February 2012. The Board of Education meetings will be held at the high school and the Town Council meetings will be held at the training center.

BOARD ACTION

H.1. Board Policy 4041 – Social Networking

Mrs. Clokey motioned and Mr. Clark seconded to approve Board Policy 4041 – Social Networking as presented. All in favor. Motion carried.

INFORMATIONAL ITEMS

None

OLD BUSINESS

None

COMMUNICATIONS

Minutes from Town Council Meetings of September 27, 2011 were enclosed.

CHAIRPERSONS REPORT

Dr. Block addressed the civics class students in attendance to be civically active and support the community.

FUTURE AGENDA ITEMS

1. Mrs. Grabowicz stated that the Finance and Facilities Committee would review the savings in postage by viewing the Board packet on the website and receiving a hard copy at the Board Meeting.
2. Mr. Powell asked about the possibility of raising revenues by use of advertising by local businesses.
3. Status of the Budget
4. Policy and Administrative Regulation 5051 - Student Attendance and Truancy
5. Capital Improvement Plan
6. Board Meetings for Calendar Year 2012
7. Revised Board Agenda
8. Cancellation of November 23, 2011 meeting

ADJOURNMENT

Mr. Powell motioned and Ms. Riley Vincent seconded to adjourn at 8:19 p.m. All in favor. Motion carried.

Respectfully submitted,

Cheryl J. Abbott
Board Clerk

**Tolland Board of Education
Special Meeting**

Minutes – October 20, 2011

Members Present: Gayle Block, Andy Powell, Tom Frattaroli

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

Dr. Block called the meeting to order at 7:30 p.m. in the Board Office located at 51 Tolland Green, Tolland, CT.

Dr. Block motioned and Mr. Powell seconded to go into executive session and invite Mr. Guzman, Mrs. Martello, Student A and Student A's parent for the purpose of conducting an expulsion hearing. All in favor. Motion carried.

The Board returned to public session at 8:10 p.m.

Motion

Dr. Block moved, based on the evidence in the record, that the Board expel Student A, from school effective October 27, 2011 and continue through the end of the 2011-2012 school year 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.
- c. Prior to second semester of the 2011-12 school year, the Superintendent will review Student A's conduct, as well as Student A's attendance and effort level in the alternative education program, for the purpose of determining, in the Superintendent's sole discretion, whether Student A should be readmitted to Tolland High School for the start of the second semester of the 2011-12 school year.
- d. If the Superintendent determines that Student A should be readmitted to the Tolland High School early in accordance with the preceding section, and if Student A subsequently commits any offense that would warrant

office detention, suspension and/or expulsion under the policies of the Tolland Board of Education, the Superintendent may reinstate Student A's expulsion for the remainder of the expulsion period through the end of the 2011-2012 school year without the need for any further proceedings before the Tolland Board of Education.

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

Mr. Powell motioned and Dr. Block seconded to adjourn the meeting at 8:15 p.m. All in favor. Motion carried.

Respectfully submitted,

William D. Guzman
Superintendent of Schools

WDG:ca

**Tolland Board of Education
Special Meeting**

Minutes – October 20, 2011

Members Present: Gayle Block, Andy Powell, Tom Frattaroli

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

Dr. Block called the meeting to order at 8:30 p.m. in the Board Office located at 51 Tolland Green, Tolland, CT.

Dr. Block motioned and Mr. Frattaroli seconded to go into executive session and invite Mr. Guzman and Mrs. Martello for the purpose of conducting an expulsion hearing. All in favor. Motion carried.

The Board returned to public session at 8:44 p.m.

Motion

Dr. Block moved, based on the evidence in the record, that the Board expel Student A, from school effective November 1, 2011 and continue through the end of the 2011-2012 school year 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.
- c. Prior to second semester of the 2011-12 school year, the Superintendent will review Student A's conduct, as well as Student A's attendance and effort level in the alternative education program, for the purpose of determining, in the Superintendent's sole discretion, whether Student A should be readmitted to Tolland Alternative Learning Center (TALC) prior to the start of the second semester of the 2011-12 school year.
- d. If the Superintendent determines that Student A should be readmitted to the Tolland Alternative Learning Center (TALC) early in accordance with

the preceding section, and if Student A subsequently commits any offense that would warrant office detention, suspension and/or expulsion under the policies of the Tolland Board of Education, the Superintendent may reinstate Student A's expulsion for the remainder of the expulsion period through the end of the 2011-12 school year without the need for any further proceedings before the Tolland Board of Education.

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

Mr. Powell motioned and Dr. Block seconded to adjourn the meeting at 8:45 p.m. All in favor. Motion carried.

Respectfully submitted,

William D. Guzman
Superintendent of Schools

WDG:ca

D.2.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: October 26, 2011

SUBJECT: Capital Improvement Plan

Attachment A – the 5 Year Capital Improvement Plan for facility, equipment and vehicle upgrades. Items and amounts listed in black are those that are in the current 5 Year Plan. Items and amounts in blue are those that are new requests. Please note that some amounts in the current plan have been updated and the revised costs are listed underneath the old amount.

Attachment B – the 5 Year Capital Improvement Plan for technology infrastructure upgrades.

Also enclosed are explanatory notes for Attachment A which outline changes in either the proposed project or the projected cost.

WDG:ca

	Birch		TIS		TMS		THS		Parker		D/W	
2012/13	HVAC Upgrade	\$50,810	Floor Tile	\$618,132	Track	\$75,000			Oil Tank	\$21,000	GMC 1/2 ton Pick-up replaced	\$21,000
	Upgrade Analysis	\$4,500		\$414,000		\$115,000						
			Driveway	\$89,650								
			Skylight	\$26,000								
	Upgrade Fire Exit Door Area	\$8,000		\$18,000			Upgrade Analysis	\$4,500			Camera Upgrade & Base Equipment - Video Security	\$35,000
2013/14			Gym Door	\$24,000	Gym Door	\$26,000	HVAC Upgrade	\$28,070			Jeep Cherokee replaced	\$20,000
				\$54,000		\$60,000						
					Portable Classroom Roof	\$28,000						
						\$18,500						
2014/15	Second Floor Noise Analysis	\$10,000									Fiber Optic Project	\$145,000
		\$8,500	Remove & Repair Concrete Front Entrance Sidewalk	\$21,840					Roof Replacement	\$575,300		
			Install New Concrete Curbing	\$9,375					Demolish Portable Classroom	\$8,000		
2015/16											HVAC Replacement Study	\$25,000
					Replace Locker Fronts	\$15,310						
2016/17					Library/Guidance/ Office HVAC	\$60,500	Track	\$70,000				

TPS Information Technology 2012-2017 Capital Budget

Priority	2012-13						
1	Infrastructure	SAN	Student data storage and Disaster Recovery	\$ 27,014.00	1	\$ 27,014.00	
2	Infrastructure	SAN - DR	Disaster Recovery	\$ 21,764.00	1	\$ 21,764.00	
4	Infrastructure	M86 Filter	District's own web filter to monitor student web access and provide additional access for teachers	\$ 4,034.00	1	\$ 4,034.00	
6	Infrastructure	HP Modular Switches	5 Modular PoE Switches + switch modules + redundant Power Supplies	\$ 65,718.00	1	\$ 65,718.00	
7	Infrastructure	Server - for VMware	Disaster Recovery	\$ 8,087.00	1	\$ 8,087.00	
8	Infrastructure	Centralized Wireless	Aruba centralized wireless with 30 AP's (no installation)	\$ 40,000.00	1	\$ 40,000.00	
10	Software	VMware req'd upgrade	VMware 5 required upgrade	\$ 4,227.00	1	\$ 4,227.00	
11	Software	Server 2008	Server 2008 license for VMware management server, backup DHCP server, BudgetSense, BudgetSense SQL	\$ 723.00	4	\$ 2,892.00	
13	Infrastructure	Dell 4 Post Server Rack	Dell 4 Post Server Rack with Keyboard, Mouse, Monitor, and IP KVM for remote management	\$ 2,414.00	1	\$ 2,414.00	
				Total		\$ 176,150.00	
Priority	2013-14						
1	Infrastructure	HP Remaining Switch Modules	Modules to complete new switching infrastructure	\$ 75,048.00	1	\$ 75,048.00	
3*	Classroom Hardware	Desktop Computer	Desktop replacement ~20% / year for 5 years (1st 4 years in this budget)	\$ 1,058.00	250	\$ 264,500.00	
5*	Classroom Hardware	Smartboard	20% / year for 5 years - 26 / year (1st 4 years in this budget)	\$ 74,680.00	1	\$ 74,680.00	
9*	Classroom Hardware	Document Camera	26 Document Cameras for THS	\$ 500.00	26	\$ 13,000.00	
				Total		\$ 427,228.00	
Priority	2014-15						
3*	Classroom Hardware	Desktop Computer	Desktop replacement ~20% / year for 5 years (1st 4 years in this budget)	\$ 1,058.00	325	\$ 343,850.00	
5*	Classroom Hardware	Smartboard	20% / year for 5 years - 26 / year (1st 4 years in this budget)	\$ 74,680.00	1	\$ 74,680.00	
9*	Classroom Hardware	Document Camera	26 Document Cameras for THS	\$ 500.00	26	\$ 26,000.00	
12	Classroom Hardware	Kodak Image Scanner	Testing scanner to replace aging Seikonic scanners	\$ 435.00	3	\$ 1,305.00	
				Total		\$ 445,835.00	
Priority	2015-16						
3*	Classroom Hardware	Desktop Computer	Desktop replacement ~20% / year for 5 years (1st 4 years in this budget)	\$ 1,058.00	325	\$ 343,850.00	
5*	Classroom Hardware	Smartboard	20% / year for 5 years - 26 / year (1st 4 years in this budget)	\$ 74,680.00	1	\$ 74,680.00	
				Total		\$ 418,530.00	
Priority	2016-17						
3*	Classroom Hardware	Desktop Computer	Desktop replacement ~20% / year for 5 years (1st 4 years in this budget)	\$ 1,058.00	300	\$ 317,400.00	
5*	Classroom Hardware	Smartboard	20% / year for 5 years - 26 / year (1st 4 years in this budget)	\$ 74,680.00	1	\$ 74,680.00	
14	Infrastructure	VMware Server Upgrade	Server hardware upgrade	\$ 8,087.00	4	\$ 32,348.00	
				Total		\$ 424,428.00	
				5 Year Total:		\$ 1,892,171.00	

* Denotes item of same priority purchased over several years

Notes: \$22,000/year in annual operating budget for Server CAL, Windows, and Office; \$3,200/year in annual operating budget for Aruba renewal, \$2,033/year in annual operating budget for VMware support renewal

**Capital Improvement Plan 2012/13- 2016/17
EXPLANATORY NOTES**

YEAR 2012-13

NEW Project District-wide - Up-Grade of Camera and Base Equipment for Existing Video Security System

District to purchase all new or up graded "Base Equipment" (POE Switches, NAS Storage devices, Analog to IP Converters to be installed by Board of Education IT department.

Purchase and install 10 new Internal & External Cameras to be used in schools.

Approximate cost for all equipment and installation \$ 35,000

NEW Project BGS Fire Exit Foyer Door Area by Class Rm. A-2 & SPL A-12 floods after a heavy rain.

NOTE: The concrete slab & asphalt outside the exit area approximately 1,680 sq. ft. needs to be removed and the area regraded so the rain and ice flow away from the exit doors.

Approximate cost \$ 8,000

Revised Estimates (As of 9-11)

THS BGS HVAC JCI Metasys UP-GRADE:

1. **BGS** An independent Engineering Study is needed to better understand the complexities and shortfalls of the existing JCI Metasys Control System -1999 & 2003. So we can correct its deficiencies or start anew to save energy
2. **THS** An independent Engineering Study is needed for an Up-Grade to the existing JCI Metasys Control System from 2005
3. **ADX-and NIE** Controller Upgrades
Metasys software upgrade package
4. **Summer Equipment Calendar and Chiller Control -**
Reduces energy costs by selectively preventing certain equipment to run on various days.
5. **Load Shedding and occupied and Unoccupied Heating and Cooling Set points**
Improves operational efficiency and reduces energy costs
6. **Control Algorithm override Removals -**
Allows more efficient operations of all equipment.

Total Cost \$ 9,000

TIS (Old Middle School 1970) Remove and Replace Asbestos Floor Tile as of 9/11

NOTE: Gray floor tile 12" x 12' In the main building 1st. & 2nd. Fl. Was tested by Fuss & O'Neil (EnviroScience LLC.) on Sept. 14, 2011 and found to contain asbestos but the floor mastic is negative.

Removal of AFT:

Plan # 1 Main Building 1st. & 2nd Floor

- (1) Removal of Asbestos Floor Tile
- (2) Moving Co.
- (3) Installation of New Floor Tile
- (4) Project Planning /Bid Spec's & State Approval
- (5) Soft Cost
- (6) Contingency

Total Estimated Cost of AFT 46,000 sq. ft. x \$ 9.00 sq.ft. = **\$414,000**

Please Note: Yellow floor tile 12" x 12' In the new addition 1973 1st. & 2nd. floor have been tested by Fuss & O'Neil (EnviroScience LLC.) on Sept. 14, 2011 and was found **NOT** to contain asbestos but the floor mastic is positive for ACM. The Science Wing is not included at this time but will be used for a staging area for furniture and equipment for this project.

Revised Estimates (As of 9-11)

TIS Skylight Replacement: Replace all 8 Gym Roof area Skylight installed in 1973. **\$18,000**

Please Note: In order to save money in 1991, the Town opted not to replace 15-yr. old skylights. They have been repaired a number of times & the weather seals are "shot". The lighted area has been reduced due to repairs and plastic area is cracked or crazed due to age. No Company wants to take the units apart for fear that the large plastic lens will break. Eagle Roofing Co. installed the new roof in Feb. of 1991 and Owens Corning Co. holds the 20-yr. bond. (# 20-54696-91)

PMS Oil Tank Removal: - Removal of 6,000 gal. 24 yr. old under ground (Emptied of Oil in 2009/10) Steel oil tank & in-ground transfer pump pit. Removal, Soil Test of Area, Disposal, Backfill & Repave area. **Cost= \$21,000**

NOTE: Tank was emptied of all product 3,000 gal. of old oil. Tank was cleaned inside by Tri-S Envir. Co., 1000 gal. of water will be added to empty tank for ballast.

Replacement of ½ Ton Truck for TBE Maint. Dept.(Old Truck 1998 GMC with 120,000 mil.) **\$21,000**

NOTE: Cost to repair Co. Truck \$800 to \$1,200 (poor gas mileage, body rusting out due to road salt, some major repairs)

TMS All Weather Track (Installed in 2002) Resurfacing: \$115,000

YEAR 2013-14

Revised Estimates (As of 9-11)

TMS Modular Class Room # 1 & 2 Roof Replacement \$ 18,500.00 (Includes Soft Cost & Contingency)
(Was \$ 28,000)

TMS Gym Door Removal: Remove hydraulically / chain operated large bi folding gym door (Installed in 1966)

NOTE: 20' H x 88' L and replace with electrically operated "Roll-Down Curtain" Please Note: Parts are hard to find or need to be custom made for this door and down time is very disruptive for teaching. **\$60,000**

NOTE: Gym Door cost about \$1,500 to \$3,000 to repair depending on the problem.

TIS Gym Door Removal: Remove large bi folding gym door (Installed in 1973 Note: 20'-6" H x 72' L) and replace with electrically operated "Roll-Down Curtain" Please
Note: Parts are hard to find or need to be custom made for this door we also had to restrict usage. **\$54,000**

NOTE: Gym Door cost about \$1,500 to \$ 3,000 to repair depending on the problem.

YEAR 2014-15

NEW Project PMS 1963 New Roof over Main Building

NOTE: A new 30,644 sq. ft. roof is needed at PMS we have numerous leaks in classrooms and mold is becoming a big problem.

Cost of New Roof estimated at \$552,000

Architectural Fees 18,500

Hazmat Investigation Fees (Roof Cuts) 2,000

Soft cost 2,800

Approximate TOTAL \$ 575,300

NEW Project PMS Demolition of Portable Class Room.

NOTE: With the Portable Class Rm. (1994 @ 1,080 sq. ft. Wooden Structure) being closed up for some time (6/2009) the gutters are falling off and the outside walls are deteriorating.

[1] Demolition of existing portable structure.

[2] Load out and dispose of demolition material to a licensed off site facility

[3] Remove of concrete footings

[4] Fill in area and grade off.

Approximate Total = \$8,000

NEW Project TIS Removal of Concrete (2,249 sq. ft.) Front Entrance Area.

NOTE: Some areas the sidewalk entrance area original (1970) and other areas have been repaired more than once. The snowstorm of 2011 has made has created “tripping hazards” Handi Cap Access.

Cost to remove old concrete side walk area and replace with new

Approximate cost = \$21,840

TIS New Concrete Curbing. Install new concrete

Curbing with repairs to Parking Lot & Grassy area for “Safety” approx. 375 ft. @ 25.00 ft.

installed = \$ 9,375

NOTE: The curbing is crumbling in large areas due to the “Salting & Plowing” of the parking lots & play areas and it is not cost effective to do small area at a time.

BGS Engineer needed to redesign existing classroom “Duct Work”. From two roof top HVAC units and resolve the ongoing “Vibration/Sound Problem” created by these units with in the 2nd floor classroom of the new 2003 Add. Cost **\$8,500.**

Year 2015-16

NEW Project TMS Removal of 90 Old Locker Fronts

NOTE: (Locker # 1 to 180) Old Double Door Side-by-Side with 2 Book Doors above (Most Middle School Children can not reach top. Installed 1968). Some of the lockers have rust on the inside and will need to be painted.

[1] Replaced with New Double Tear “Fronts only” to match existing lockers that were installed throughout the building in 1990’s

[2] Install with recessed combo. Lock set with master key entry.

Total Cost = \$15,310

Year 2016-17

TMS Library & Guidance /Front Office Area HVAC \$60,500

NOTE: The Window AC Units that are in use today are 4 to 8 yr (+) old. Replacement cost \$300.00 to \$800.00 each (depending on location) and there is no AC in the Library on the 2nd. Floor.

THS All Weather Track (Installed in 2005) Resurfacing \$70,000

D.3.

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: October 26, 2011
SUBJECT: Board of Education Meeting Dates – 2012

Attached please find the recommended Board of Education meeting dates for calendar year 2012. The calendar includes dates for proposed meetings on the second and fourth Wednesday of the month.

TOLLAND BOARD OF EDUCATION
2012 Meeting Dates
Hicks Municipal Center Council Chamber or **Tolland High School Library Media
Center
7:30 p.m.

January	11** 25**
February	8** 22**
March	14 28
April	11 25
May	9 23
June	13 27
July	11* 25*
August	8* 22
September	12 26
October	10 24
November	14 28
December	12 26*

*Meetings followed by an asterisk have previously been cancelled because of past practice and could potentially be cancelled. Final determination will be made closer to the date.

**Meetings scheduled to be held in the Library Media Center @ 7:30 p.m.

D.4.

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: October 26, 2011
SUBJECT: Cancellation of November 23, 2011
Board of Education Meeting

In keeping with past practice, I am recommending the Board of Education meeting scheduled for November 23, 2011 be cancelled.

WDG:ca

TO: Members of Board of Education

FROM: William D. Guzman

DATE: October 26, 2011

SUBJECT: School Improvement Goals – 2011/12

Attached are the School Improvement Goals for the 2011/12 school year.

The Goals are:

1. Birch Grove –
 - To improve student achievement in each of the curriculum areas
 - To continue to develop a school that is responsive to student, staff and family needs
 - To implement Scientific Research – Based Interventions (SRBI) in reading, math and student behavior
2. Tolland Intermediate School –
 - To improve reading proficiency for all students in all grades by a minimum of 5% annually as measured by the CMT
 - Through the implementation of the PBIS program, the total number of negative student behaviors and office referrals, as a result of increasing the number of positive interactions and positive reinforcements between staff and students. Baseline data will be collected during year one of PBIS implementation
 - To develop a system of Response to Intervention (Action Plan)
3. Tolland Middle School –
 - To improve student achievement and literacy
 - To improve the school climate in the areas of respect and tolerance among all members of the TMS community
 - To statistically evaluate the success of Rtl programs at TMS in an effort to continually improve student performance and culture and further evolve Rtl/SRBI programs at the school.
4. Tolland High School -
 - To improve student literacy (reading, writing, and mathematical) skills at Tolland High School
 - To improve school climate among all members of the Tolland High School community.
 - Implement Rtl at Tolland High School

Measurable objectives, strategies to be utilized and measures to assess results are listed. Status of the SMART (Strategic, Measurable, Attainable, Results-based and Time-bound) Goals will be presented to the Board of Education in February, 2012 and final results in August, 2012.

Tolland Public School

School Improvement Plan

2011-2012

School Improvement Plan		2011-2012		
Program		Birch Grove Primary School		
School Goal		To Improve Student Achievement in Each of the Curriculum Areas		
Measurable Objective	Strategies	Measures	Baseline	Goal
<ul style="list-style-type: none"> 80% of the students in grade K-2 will meet goal on literacy benchmarks and the end of the year DRA. 80% of students in grade K-2 will meet goal on the math benchmarks. 80% of students will meet the goal of proficient or better on all other curriculum benchmarks. 70% of students with special needs spend 80% of their time in the regular classroom. 	<p>In order to foster teacher analysis and reflection on student work , the following will occur;</p> <ul style="list-style-type: none"> Facilitate book study groups using Educational articles, <i>Leading and Managing a Differentiated Classroom</i> by Tomlinson & Imbeau, <i>Skill Streaming in Early Childhood</i> by McGinnis and Goldstein. Continue to evaluate and improve tier 1 instruction in all major subject areas. Ensure small PLC teams meet and use benchmark data for the focus of the PLC discussions. Continue alignment of Language Arts Standards, report card, and teaching practice assessment. <p>In order to foster improvement in student work, the following will occur;</p> <p>Language Arts –</p> <ul style="list-style-type: none"> Review the Language Arts Program Evaluation conducted by Dr. Susan Deffenbaugh to gauge progress towards meeting the Evaluation’s recommendations. Continue to develop a system for monitoring and recording student progress to refine the SRBI model. Continue to create anchor sets for common assessments. Write a language arts curriculum for grades K-2 based on Common Core State Standards. Establish a common book room that would house leveled readers for grades K-2. 	<p>Kindergarten Math – Benchmark</p> <p>Language Arts LID – Letter ID CAP – Concepts About Print HRSW - Dictation LS – Letter Sounds DRA – Developmental Reading Assessment</p> <p>Grade 1-2 Benchmarks DRA Writing Prompts</p> <p>Mathematics K-2 Benchmarks</p> <p>All other Curriculum Areas Benchmarks</p> <p>Special Ed Inclusion Data</p>	<p>Kindergarten Math – June 2011 Counts by 1s to 100 – 84% goal or better Counts back by 1s (10-0) - 95% goal or better Counts- Compare & Order #'s – 81% goal or better PV-ID Numbers to 30 – 78% goal or better Estimation – 88% goal or better Money- Identifies Coins- 67% goal or better Measurement- 91% goal or better Time (Calendar)-78% goal or better Time (Hour)- 92% goal or better 2D & 3D Shapes- 84% goal or better Data: Prob. &</p>	<p>Kindergarten Math – 80% above goal</p> <p>Language Arts LID – 42/52 CAP – 15/17 HRSW -30/37 LS –42/52 DRA – 3</p> <p>Grade 1 Benchmarks - 80% above goal DRA – 18 Writing Prompt – 8</p> <p>Grade 2 Benchmarks - 80% above goal DRA – 28nf Writing Prompt – 8</p> <p>Mathematics K-2 80% above goal</p> <p>All other Curriculum Areas 3/4 on a 4 pt. rubric or 80% above goal</p>

	<ul style="list-style-type: none"> • Monitor teachers' use of time to maintain fidelity to pacing guides. • Work with PLC teams to monitor team goal progress and develop teacher capacity in the area of reading. <p>Math</p> <ul style="list-style-type: none"> • Each grade will work on alignment of curriculum to the Common Core State Standards • Develop a universal screen and Standard Treatment Protocol for Math Intervention for all tiers. • Work with the Math Coordinator and Math support teacher to continue to establish the criteria for determining which students are in need of Math Support. • Look at intervention programs for tier 2 math instruction. • Coordinator to meet with Gr. 2 team to discuss 3rd grade CMT results. • Work with PLC teams to monitor goal progress in number sense, number recognition, math facts and telling time. <p>Science</p> <ul style="list-style-type: none"> • Meet in grade level teams to review curriculum and instructional practices. • Meet with K-2 science representatives to continue to review curricular issues. Discuss how changes are being implemented. Implement Tier I lessons using best practice at all grade levels. • Equip classrooms with the necessary materials to complete inquiry labs. Include more measurement in science activities. • The science coordinator will work with teachers to develop and model more inquiry based lab experiences for students. • Integrate more science vocabulary and methods to reinforce the terms. • Set up a science classroom to model and conduct labs. <p>Social Studies</p> <ul style="list-style-type: none"> • Develop new lessons/units as needed to align with new state standards. • Infuse content area literacy skills and strategies into social studies by focusing on content area reading strategies and vocabulary development. 		<p>Stats-83% goal or better AR_ Identify & Extend Patterns- 90% goal or better AR- Sort & Classify-89% goal or better</p> <p><u>Language Arts</u> Phoneme Rhyming - 96% goal or better Phoneme Blending - 75% goal or better Phoneme Isolation, Initial Sound – 97% goal or better Letter Names UC- 99% goal or better Letter Names LC - 98% goal or better Letter Sounds – 93% goal or better HF Words- 78% goal or better CAP- 98% goal or better HRSW- 84% goal or better Phonemic Isolation, Final Sound- 73% goal or better Phonemic Segmentation- 88% goal or better End of year: DRA level 3 or higher - 87% goal or better</p> <p><u>Grade 1 LA –</u></p>	
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	<p>In order to foster improvement in student work with children with special needs, the following will occur;</p> <ul style="list-style-type: none"> • 70% of the special needs students will spend 80% of their time in the regular classroom • Utilize the RTI process to the fullest extent before initiating a special education referral. • Clarify through discussions with the LA coordinator the criteria and methods for benchmark modifications in Grade 1 and 2. • Continue to develop a Standard Treatment Protocol for reading/Math intervention for Sped students in Grades K-2. 		<p><u>End of Year</u> Theme 3 - 80 % goal or better Writing prompt –89% scored 6 or better DRA level 6 or higher – 62% goal or better *Nov.2010</p> <p>Theme 4/5 - 79 % Goal or Better Theme 6/7- 87% Goal or Better Theme 8/9/10- 88% Goal or Better End of Year: Writing prompt –74% scored 8 or better (98% scored 6 or better) End of year: DRA level 18 or higher - 53% goal or better (Level 16 or higher – 78% goal or better)</p> <p><u>First Grade Math</u> BOY – 57% goal or better Unit 1 –88% goal or better Unit 2 –90% goal or better Unit 3 –86% goal or better Unit 4 – 92% Goal or Better Unit 5- 89% Goal or Better MOY-87% Goal or Better Unit 6- 90% Goal or Better Unit 7- 88%</p>	
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			<p>Goal or Better Unit 8- 93% Goal or Better Unit 9- 83% Goal or Better Unit 10- 90% Goal or Better EOY- 93% Goal or Better</p> <p><u>Grade 2 – Math</u> BOY Assessment- 81% goal or better Unit 1 – 88% goal or better Unit 2 - 92% goal or better Unit 3 –94% goal or better Unit 4 - 95% goal or better Unit 5- 96% goal or better Unit 6- 90% goal or better Unit 7- 91% goal or better Unit 8-78% goal or better Unit 9-89% goal or better Unit 10 – 84% goal or better EOY Assessment:- 80% goal or better</p> <p><u>Grade 2 Language Arts Language Arts</u> 2.2 Nature Walk – 82% goal or better DRA Level 20 or higher – 67% goal or better*Nov.201</p>	
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			<p>0 Writing prompt –54% scored 6 or better Theme 3 – 81% goal or better Theme 6 – 86% goal or better End Of Year: DRA Level 28 or higher - 75 % goal or better (DRA Level 24 or higher – 86% goal or better) End of Year: Writing prompt –59% scored 8 or better (97% scored 6 or better)</p> <p><u>Grade 2 Science</u> Rocks – 91% Rocks – Insects, creatures and crawlers-94 % Sun, shadows, and gravity- 80%</p> <p><u>Grade 2 Social Studies</u> Native Americans - 87% Japan- 94%</p>	
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Measure	Results	
	February	August
<u>Kindergarten</u> Math – Benchmark		

<p>Language Arts LID – Letter ID CAP – Concepts About Print HRSW -Dictation LS – Letter Sounds DRA – Developmental Reading Assessment</p> <p>Grade 1-2 Benchmarks DRA Writing Prompts</p> <p>Mathematics K-2 Benchmarks</p>		
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All other Curriculum Areas Benchmarks		
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Tolland Public School
School Improvement Plan
2011-2012

School Improvement Plan		2011 - 2012		
Program		Birch Grove Primary School		
School Goal		To Continue to Develop a School that is Responsive to Student, Staff and Family Needs		
Measurable Objective	Strategies	Measures	Baseline	Goal
1) Reduction of office referrals by 5% 2) Reduction of bus reports by 5%	<ul style="list-style-type: none"> • Begin PBIS program training • Increase the use of Second Step Violence Prevention program to every classroom. • Share collaborative Problem solving • Communicate tiers of intervention for behavior management with teachers. • Continue to establish behavioral expectations for Tier 1 interventions prior to referral for the TAT process. • Assistant Principal will monitor cafeteria and recess behavior to reinforce common rules. • Daily sharing about character themes on the morning announcements. • Communicate morning meeting ideas, greetings, and activities with the staff to use in the classroom • Assistant principal will monitor bus behavior and work with bus drivers to reinforce common rules. 	1) Behavior Log maintained by Tom and Mike 2) Bus Tickets	121 office referrals in 2010 -2011 88 bus warnings in 2010 - 2011	No more than 115 office referrals No more than 84 bus warnings

Measure	Results	
	February	August
Bus Warnings		
Behavior log		

Tolland Public School

School Improvement Plan

2011-2012

School Improvement Plan		2011 - 2012			
Program		Birch Grove Primary School			
School Goal		To implement Scientific Research - Based Interventions (SRBI) in reading, math and student behavior			
Measurable Objective	Strategies		Measures	Baseline	Goal
<ul style="list-style-type: none">80% of the students in grade K-2 will meet goal on literacy benchmarks and the end of the year DRA.80% of students in grade K-2 will meet goal on the math benchmarks.Reduction of TAT referrals by 5%Reduction of office referrals by 5%	<p>Language Arts</p> <ul style="list-style-type: none">Investigate use of (DIBELS) progress monitoring guidelines for Tier 1 reading program.Develop progress-monitoring form to record interventions for TAT process.Monitor progress monitoring guidelines with Tiers 2 and 3 reading intervention programs.Provide collaboration with teachers to share best practices for Tier 1. <p>Math</p> <ul style="list-style-type: none">Communicate a Standard Treatment Protocol for Math Intervention for all tiers with teachers.Work with the Math Coordinator and Math support teacher to review criteria for determining which students are in need of Math Support.Develop a plan for improving Tier 1 math instruction. Investigate guided math instructionContinue to revise math intervention assessments to identify needs of the students. <p>Behavior</p> <ul style="list-style-type: none">Communicate tiers of intervention for behavior management.Begin training in PBIS to implement next year.Assistant Principal will monitor the cafeteria and recess		<p><u>Kindergarten Math – Benchmark</u></p> <p>Language Arts LID – Letter ID CAP – Concepts About Print HRSW - Dictation LS – Letter Sounds DRA – Developmental Reading Assessment</p> <p>Grade 1-2 Benchmarks DRA Writing Prompts</p> <p>Mathematics K-2 Benchmarks</p>	<p><u>Kindergarten Math – June 2011</u></p> <p>Counts by 1s to 100 – 84% goal or better Counts back by 1s (10-0) - 95% goal or better Counts- Compare & Order #'s – 81% goal or better PV-ID Numbers to 30 – 78% goal or better Estimation – 88% goal or better Money- Identifies Coins- 67% goal or better Measurement- 91% goal or better Time (Calendar)-78% goal or better Time (Hour)- 92% goal or better 2D & 3D</p>	<p><u>Kindergarten</u> Math – 80% above goal</p> <p>Language Arts LID – 42/52 CAP – 15/17 HRSW -30/37 LS -42/52 DRA – 3</p> <p>Grade 1 Benchmarks - 80% above goal DRA – 18 Writing Prompt – 8</p> <p>Grade 2 Benchmarks - 80% above goal DRA – 28nf Writing Prompt – 8</p> <p>Mathematics K-2 80% above goal</p> <p><u>TAT</u> Less than 75</p>

	<p>behavior to ensure consistency of following rules.</p> <ul style="list-style-type: none"> • Monitor and review BEARS/mentoring program with assistant principal and psychologist • Investigate progress monitoring guidelines for student behavior using Second Step Program. 		<p>Shapes- 84% goal or better Data: Prob. & Stats-83% goal or better AR_Identify & Extend Patterns- 90% goal or better AR- Sort & Classify-89% goal or better</p> <p><u>Language Arts</u> Phoneme Rhyming - 96% goal or better Phoneme Blending - 75% goal or better Phoneme Isolation, Initial Sound – 97% goal or better Letter Names UC- 99% goal or better Letter Names LC - 98% goal or better Letter Sounds – 93% goal or better HF Words- 78% goal or better CAP- 98% goal or better HRSW- 84% goal or better Phonemic Isolation, Final Sound- 73% goal or better Phonemic Segmentation- 88% goal or better End of year: DRA level 3 or higher - 87% goal or better</p>	<p>students participating</p> <p><u>Behavior</u> Less than 123 student referrals</p>
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			<p><u>Grade 1 LA – End of Year</u> Theme 3 - 80 % goal or better Writing prompt –89% scored 6 or better DRA level 6 or higher – 62% goal or better *Nov.2010</p> <p>Theme 4/5 - 79 % Goal or Better Theme 6/7- 87% Goal or Better Theme 8/9/10- 88% Goal or Better End of Year: Writing prompt –74% scored 8 or better (98% scored 6 or better) End of year: DRA level 18 or higher - 53% goal or better (Level 16 or higher – 78% goal or better)</p> <p><u>First Grade Math</u> BOY – 57% goal or better Unit 1 –88% goal or better Unit 2 –90% goal or better Unit 3 –86% goal or better Unit 4 – 92% Goal or Better Unit 5- 89% Goal or Better MOY-87% Goal or Better</p>	
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			Unit 6- 90% Goal or Better Unit 7- 88% Goal or Better Unit 8- 93% Goal or Better Unit 9- 83% Goal or Better Unit 10- 90% Goal or Better EOY- 93% Goal or Better <u>Grade 2 –</u> <u>Math</u> BOY Assessment- 81% goal or better Unit 1 – 88% goal or better Unit 2 - 92% goal or better Unit 3 –94% goal or better Unit 4 - 95% goal or better Unit 5- 96% goal or better Unit 6- 90% goal or better Unit 7- 91% goal or better Unit 8-78% goal or better Unit 9-89% goal or better Unit 10 – 84% goal or better EOY Assessment:- 80% goal or better <u>Grade 2</u> <u>Language Arts</u> <u>Language Arts</u> 2.2 Nature Walk – 82% goal or better DRA Level 20	
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			<p>or higher – 67% goal or better*Nov.201 0 Writing prompt –54% scored 6 or better Theme 3 – 81% goal or better Theme 6 – 86% goal or better End Of Year: DRA Level 28 or higher - 75 % goal or better (DRA Level 24 or higher – 86% goal or better) End of Year: Writing prompt –59% scored 8 or better (97% scored 6 or better)</p> <p><u>Grade 2 Science</u> Rocks – 91% Rocks – Insects, creatures and crawlers-94 % Sun, shadows, and gravity- 80%</p> <p><u>Grade 2 Social Studies</u> Native Americans - 87% Japan- 94%</p> <p><u>TAT</u> 25 students participated in EIP 2010</p>	
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<div>Benchmarks DRA Writing Prompts</div> <div>Mathematics K-2 Benchmarks</div>		
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TAT/CST/ EIP Log Behavior log		

Tolland Public School

School Improvement Plan

2011-2012

School/Program		Tolland Intermediate School 2011-2012		
Improvement Goal		To improve reading proficiency for all students in all grades by a minimum of 5% annually as measured by the CMT.		
Measurable Objective	Strategies	Measures	Baseline	Goal
<p>1.) The percent of students in grades 3, 4 & 5 scoring goal or higher on the reading 2010 CMT will increase from: Grade 3 – 70.0% to 80% Grade 4 – 81.2% to 85% Grade 5 - 83.0% to 85%</p> <p>2. Continue to increase achievement on Strand 3: Reader Text Connections for all students in Grades 3&4 as measured by the CMT.</p>	<p>TIS Reading Department staff will:</p> <ul style="list-style-type: none"> TIS Reading Consultant and Reading Specialist will provide ongoing professional development and consultation to classroom teachers, through direct strategy instruction that includes modeling and guided practice to improve Tier I instruction monitor and facilitate professional dialogue regarding curriculum, instruction and student learning at PLC meetings analyze student data to provide remedial reading instruction during learning lab <p>TIS Reading Consultant will:</p> <ul style="list-style-type: none"> oversee the development and implementation of a RTI action plan (see attached) <p>PLC Teams will:</p> <ul style="list-style-type: none"> work with SERC consultants to create and align common formative assessments with the Connecticut English Language Arts grade-level expectations while considering the format and question types on the Connecticut Mastery Test and district benchmark assessments. measure student progress by taking into account the number of students already proficient on the pre-assessment and measuring the number proficient by the end of a cycle. use benchmark data to analyze student progress to pace and guide instruction collaborate during planning to maintain use of best 	CMT	Grade 3-70.0% Grade 4-81.2% Grade 5-78.6%	Grade 3 - 80% Grade 4 - 85% Grade 5 - 83%
		CMT	<u>2011 CMT Connections</u> Grade 3 – 60% Grade 4 – 64%	<u>2012 CMT Connections</u> Grade 3 – 70% Grade 4 – 70%

<p>4.) Increase reading proficiency in Special Education subgroup by a minimum of 15% as measured by the CMT</p>	<p>instructional strategies</p> <ul style="list-style-type: none"> • analyze benchmark data to identify priority strands for each student and form flexible groups based on student performance • use data to plan and/or provide additional instructional interventions for those students scoring below proficiency on the CMT, benchmarks and writing prompts • reinforce weak CMT strands with at-risk students during the learning lab period • Identify and implement effective teaching strategies and differentiate instruction to accommodate diverse learning styles • Institute flexible grouping arrangements based upon analyzed benchmark data <p><u>Special Education teachers will:</u></p> <ul style="list-style-type: none"> • align IEP goals and objectives with grade level content strands • work in concert with general education staff members to increase the amount of small group targeted instructional groups offered • use benchmark data to analyze student progress to pace and guide instruction • monitor the progress of students through the use of progress monitoring tools • inclusion special education staff will analyze language arts standards to modify and accommodate student needs 		<p>2011 CMT Grade 3 – 66.7 Grade 4 – 39.1</p>	<p>2011 CMT Grade 3 – 75% Grade 4 – 60%</p>
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Tolland Public School
School Improvement Plan
2011-2012

School/Program	Tolland Intermediate School 2011-2012				
Improvement Goal	Through the implementation of the PBIS program, there will be a reduction in the total number of negative student behaviors and office referrals, as a result of increasing the number of positive interactions and positive reinforcements between staff and students. Baseline data will be collected during year one of PBIS implementation				
Measurable Objective	Strategies		Measures	Baseline	Goal
<p>· Implement a systemic SW-PBS model to achieve effective school-wide behavior support for all members of a school community.</p>	<p>The PBIS school “leadership team” will continue to be provided with professional development/training and meet regularly to implement, monitor, and adjust the school-wide behavior program as needed</p> <p>Students will learn and practice new school-wide behavioral expectations, policies and initiatives through the PBIS program</p> <p>Develop lesson plans addressing appropriate behavioral expectations for key areas of the building</p> <p>Specialized group system for students with at-risk behavior</p> <p>Individualized interventions for students with high risk behaviors</p> <p>Teachers will focus on positive incentives as they teach behavioral expectations</p> <p>Design a reward/recognition aspect of the school-wide PBIS program</p> <p>Data, such as office discipline referrals, will be collected and evaluated to target necessary interventions and supports to improve or change student behavior</p> <p>Provide regular teacher recognition/incentives for supporting PBIS</p>		<p>Discipline Referrals</p> <p>Each month Track number of discipline referrals and card handouts by staff, review of monthly data.</p>	<p>Collect baseline data through SWIS data management software</p>	<p>School-wide implementation of PBIS model.</p>

Tolland Public School

School Improvement Plan

2011-2012

School/Program		Tolland Intermediate School 2011-2012		
Improvement Goal		To develop a system of Response to Intervention		
Measurable Objective	Strategies	Measures	Baseline	Goal
To improve existing supports and interventions for student success by implementing a comprehensive RtI Program and evaluating the success through analyzing student performance data	<ul style="list-style-type: none"> • Develop a comprehensive RTI Action plan addressing the following: • A universal screening system will be studied to develop a system for reading. • Research best practice instructional strategies • PLC teams will analyze data through collaborative discussions to inform instructional decisions. • Progress will be monitored as students receive additional tiered interventions • Data collection and management systems will be explored for the purposes of screening, diagnostics and progress monitoring for academics. • Responsibility will be shared among all staff for the academic progress of all students. • Data from universal screening and targeted assessments will be used to inform instruction (intervention and enrichment) • A range of research-based instructional interventions for any student at risk of academic will be in place. • All staff involved in the implementation of RTI receives training in effective use of data for instructional decision making • Through data analysis, PLC Teams will • Identify and monitor struggling students and to 	Implementation of a comprehensive system of SRBI	Use of universal screens for each screen, additional scheduling options	Development of a system of a comprehensive Scientifically Researched Based Interventions

	<p>monitor their progress prior to referral for special education evaluations.</p> <ul style="list-style-type: none">• PLC teams will implement a 25 to 30 minute intervention/enrichment block at each grade level.			
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Tolland Public School

School Improvement Plan

2011-2012

School Improvement Plan		2011-2012		
Program		Tolland Middle School		
School Goal		To improve student achievement and literacy		
Measurable Objective	Strategies	Measures	Baseline	Goal
1) 80% of PLC Teams will achieve their PLC Smart Goals.	<ul style="list-style-type: none"> PLC team focus groups meet four times a month, with a vertical team meeting once a month (all subject area PLC teams together) PLC teams will establish norms as per DuFour's Philosophy. Monthly PLC article reviews by staff at the "vertical" monthly meeting PLC Teacher Resource web-site for TMS Curriculum/Benchmark revision and development Benchmark rigor will be maintained with a target of 80% of students performing at an 80% level or higher Professional Development Use of student data to inform instruction Use of RtI Tier I "Best Practices" Identify and remediate all students with areas of weakness Students in need of remediation are identified based on classroom performance, benchmark assessments, CMT scores, Scantron testing results, and teacher reports. Use of EIP (Early Intervention Project) & Parent Conferences Ongoing implementation of information learned in the DP5 training. 	<ul style="list-style-type: none"> PLC Smart Goals CMT Teacher Reports 	72%	80%
2) Each Cohort of students will maintain or increase their CMT scores.	<ul style="list-style-type: none"> PLC team focus groups Curriculum/Benchmark revision and development Professional Development Use of student data to inform instruction Use of "Best Practices" Identify and remediate all students with areas of weakness Students in need of remediation are identified based on classroom performance, benchmark assessments, CMT scores, Scantron testing results, and teacher reports. Use of EIP (Early Intervention Project) & Parent Conferences 	CMT results	<u>8th Graders</u> Math 89.3 Reading 92.7 Writing 87.0 Science 85.4 <u>7th Graders</u> Math 84.3 Reading 91.9 Writing 87.0 <u>6th Graders</u> Math 91.3 Reading 94.1 Writing 83.5	Each Cohort will maintain or increase CMT scores

3) To increase student writing performance in all subject areas, measured on the CMT and benchmarks.	<ul style="list-style-type: none"> LA Curriculum Coordinator will design activities for teachers to help enhance this skill The objective will be introduced and reevaluated frequently throughout the year Good writing skills will be emphasized in all subject areas 	- Benchmarks and CMTS	CMT results in writing 8 th Graders Writing 87.0 7 th Graders Writing 87.0 6 th Graders Writing 83.5	Each Cohort will maintain or increase CMT scores in writing
<p>4) To achieve subject specific PLC goals as determined by the PLC teams for the school.</p> <p>a) Special Education: Students will demonstrate a greater number of study strategies to utilize in preparation for assessments.</p> <p>b) Social Studies: Students will demonstrate the ability to determine appropriate evidence to support arguments.</p> <p>c) Math: Students will demonstrate competence in traditional multiplication and division methods.</p> <p>d) Science: Students will demonstrate the ability to use appropriate tools and techniques to make observations and gather data.</p> <p>e) PE: Students will maintain or improve their overall fitness level from the previous year.</p> <p>f) UA: To integrate math, science, social studies and language arts into the UA curriculum</p> <p>g) WL: Students will demonstrate enough proficiency to enter high school in the second year of</p>	<ul style="list-style-type: none"> Regular meetings of the entire PLC team (faculty) “Vertical” team PLC meetings on a regular basis Focused objectives and information to help PLC teams use data frequently and effectively. Refreshers on DP5 training. 	PLC Meeting data, PLC reports, Minutes of PLC meetings	Benchmark baseline data for each subject area goal.	>= 80% of the student population will maintain or improve performance over the baseline assessments.

<p>language study, allowing them a greater chance to complete French or Spanish V during their high school career.</p> <p>h) LA: Students will demonstrate improved non-fiction reading skills, specifically summarizing, through non-fiction resources including NBC Learn resources.</p>				
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Measure	Results	
	February	August
1.		

Tolland Public School School Improvement Plan 2011-12

School/Program		Tolland Middle School		
Improvement Goal		To improve the school climate in the areas of respect and tolerance among all members of the TMS community		
Measurable Objective	Strategies	Measures	Baseline	Goal
<p>1. To increase the % of students who response in a positive manner to: <i>Students treat teachers with respect at TMS</i></p> <p>1b. To increase the % of students who response in a positive manner to: <i>Students treat each other with respect at TMS</i></p> <p>2. To increase the % of students who respond in a positive manner to: <i>I feel safe at TMS</i></p> <p>3. To increase the % of students who respond in a positive manner to: <i>When I learn that students might get hurt or hurt others, I feel comfortable brining this information to a staff member at TMS.</i></p> <p>4. To increase the % of students who respond in a positive manner to: <i>I am not picked on, teased, or bullied during school hours.</i></p> <p>5. To increase the % of students</p>	<ul style="list-style-type: none"> • Provide instruction and programs for students that promote respect and tolerance • Administer 8th Grade Exit Survey by the middle of June • Implement a Positive Behavioral Supports program • Implement a systematic process of formative data collection and evaluation on the various SRBI and RtI programs to evaluate effectiveness during the year as well as at the end of the year. • Make adjustments to program implementations during the year based on formative data to impact effectiveness. 	* 8 th Grade Exit Surveys	<p>1a) 8th Grade: 37% 7th Grade: 33% 6th Grade: 54%</p> <p>1b) 8th Grade: 28% 7th Grade: 27% 6th Grade: 36%</p> <p>2) 8th Grade: 73% 7th Grade: 76% 6th Grade: 77%</p> <p>3) 8th Grade: 37% 7th Grade: 34% 6th Grade: 55%</p>	For objective(s) one through five, to achieve > = the current percentage.

<p>who respond in a positive manner to: <i>I have at least one adult at school who cares about me.</i></p>			<p>4) 8th Grade: 63% 7th Grade: 70% 6th Grade: 66%</p> <p>5) 8th Grade: 76% 7th Grade: 76% 6th Grade: 83%</p>	
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Measure	Results	
	February	August
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Tolland Public School School Improvement Plan 2011-12

School/Program		Tolland Middle School		
Improvement Goal		To statistically evaluate the success of RtI programs at TMS in an effort to continually improve student performance and culture and further evolve RtI/SRBI programs at the school.		
Measurable Objective	Strategies	Measures	Baseline	Goal
1. To evaluate the success of RtI Programs at improving student performance and culture at TMS through statistical evidence on the Tier I, Tier II, and Tier III programs	<ul style="list-style-type: none"> Create an annual TMS State of RtI report that identifies and evaluates the effectiveness of the RtI/SRBI programs and interventions at TMS (Principal). Involve PLC teams in research and implementation of RtI and SRBI programs. Implement action plans based on the "TMS State of RtI" report that may include things like teacher training in Tier I supports, and budget and resource planning. Try to find funding opportunities for specialized Tier II and III programs. 	PLC data, surveys, program evaluation data	<p>A. 86% of students in the TMS Math Development Program met or exceeded goal.</p> <p>-----</p> <p>B. 90% of students in the Reading Program met or exceeded goal.</p> <p>-----</p> <p>C. 80% of students in the TMS Writing Program increased their baseline performance by 1 level or more.</p>	<p>* > = 86% of students in the TMS MRE program will increase their CMT performance by 1 level or more.</p> <p>-----</p> <p>* > = 90% of students in the TMS Reading Program will demonstrate increased CMT performance in Reading by 1 level or more.</p> <p>-----</p> <p>* > = 80% of students in the TMS Writing Program will increase</p>

				their CMT performance by 1 level or more
2. To evaluate the effectiveness of Scientifically Researched Based Interventions for behavior at TMS (PBS, PGMs, etc) and do so on a frequent basis through surveys and other data collection methods (formative assessments) and adjust program implementation “on the fly” to respond and increase the effectiveness of the interventions.	<p>Statistical evidence will be collected and analyzed to evaluate the success of the program(s). Baseline and end of year evaluations will be conducted along with formative assessments during the course of the year.</p> <p>Programs to be evaluated</p> <ul style="list-style-type: none"> • Demerit Program • Privilege Program • EIP Program • PBS • Other <ul style="list-style-type: none"> ○ Red Folder ○ TMS Anti Bullying Program ○ Academy and Achievement Lab ○ Homework Club, Enrichment Clubs, etc. 	<p>* 6th, 7th, and 8th Grade Student Surveys</p> <p>*Benchmark data</p> <p>* Formative assessments</p>	<p>Establish baseline effectiveness for various programs for 2011-2012.</p> <p>-----</p> <p>Demerit <u>Program:</u> .53% of students received 10 or more demerits.</p>	<p>10% improvement over baseline effectiveness of RtI/SRBI programs.</p> <hr/> <p>* <= .53% of students will receive 10 or more demerits</p>

Measure	Results	
	February	August

Tolland Public School
School Improvement Plan
2011-2012

School/Program	Tolland High School			
Improvement Goal	Improve student literacy (reading, writing, and mathematical) skills at Tolland High School.			
Measurable Objective	Strategies	Measures	Baseline	Goal
1) The percentage of students who attain the Goal Level (Level 4) of achievement on the CAPT Reading Across the Disciplines subtest will increase by 3% as compared to last year’s (2010-2011) achievement level.	<p>Administration will provide 9th and 10th grade English teachers with 8th grade CMT data and end-of-year Practice CAPT data to identify students in need of improvement.</p> <p>Under the supervision of the English curriculum director and a school administrator, English department faculty will utilize PLC time to create an articulated curriculum for 10th grade English which addresses Connecticut Common Core Standards (CCSS).</p> <p>English 9 and English 10 teachers will administer and score two “Response to Literature” like assessments using the 6-point CAPT scoring rubric.</p> <p>Modern World History, Russian and Native American teachers will administer common unit tests with open-ended questions that emulate the Reading for Information subtest. Teachers will utilize the 3-point CAPT rubric to collaboratively score at least two of the six questions.</p> <p>Teachers in Marketing, Personal Finance, and Introduction to Business will incorporate Reading for Information activities into instructional lesson plans and use UCompass to monitor individual student’s progress.</p> <p>One English teacher will attend the Holistic scoring workshop for the CAPT Response to Literature subtest and one Social Studies will attend the scoring workshop for the CAPT Interdisciplinary Writing subtest.</p> <p>Provide Tier II & Tier III academic interventions to identified students in Grade 9 & 10 English classes.</p> <p>Utilize English teacher from the Education Job Funds grant to reduce class size in English classes.</p>	CAPT scores on the Reading Across the Disciplines subtest	52.3%	55.3%

<p>2) The percentage of students who attain the Goal Level (Level 4) of achievement on the CAPT Mathematics subtest will increase by 3% as compared to last year's (2010-2011) achievement level.</p>	<p>Under the supervision of the mathematics curriculum director and a school administrator, mathematics department faculty will utilize PLC time to create an articulated curriculum for 9th Grade Algebra 1A & 1B & Geometry courses which addresses Connecticut Common Core Standards (CCSS). They will:</p> <ul style="list-style-type: none"> a.) Unwrap current state standards b.) Power standards c.) Identify units of instruction d.) Align standards e.) Develop big ideas and essential questions f.) Identify student objectives/guiding questions g.) Brainstorm instructional strategies h.) Create pacing guides <p>Provide Tier II & Tier III interventions to identified students in Grade 9 & 10 mathematics classes.</p> <p>Utilize mathematics teacher from the Education Job Funds grant to reduce class size in mathematics classes.</p> <p>Algebra teachers will administer common formative assessments (CFAs) at least once per unit which contain CAPT-like items that align with their curriculum. CFAs will contain both open-ended items and grid-ins and they will follow the timing guidelines for both OE (5-8 minutes) items and grid-ins (1-2 minutes).</p>	<p>CAPT scores on the Mathematics subtest</p>	<p>66.9%</p>	<p>69.9%</p>
<p>3) The mean SAT Critical Reading Test score for reported seniors will improve by 4 points as compared to last year's achievement level.</p>	<p>English 11th & 12th grade teachers will utilize daily sample questions that mimic SAT Critical Reading questions. Teachers will provide answers and explanations as well as a discussion of the type of question and pertinent test-taking strategies. Results will be compiled for analysis on Mastery Manager.</p>	<p>Mean SAT Critical Reading Test score</p>	<p>Mean score: 539</p>	<p>Mean score: 543</p>

Measure	Results	
	February	August
CAPT scores on the Reading Across the Disciplines subtest		
CAPT scores on the Mathematics subtest		
Mean SAT Critical Reading Test score		

Tolland Public School School Improvement Plan 2011-2012

School/Program		Tolland High School		
Improvement Goal		Improve school climate among all members of the Tolland High School community.		
Measurable Objective	Strategies	Measures	Baseline	Goal
<p>1a) Reduce the number of disciplinary referrals by 10% for the 2011-2012 school year as compared to the 2010-2011 school year.</p> <p>1b) Reduce the number of disciplinary incidents resulting in OSS and ISS by 10% as compared to the 2010-2011 school year.</p>	<p>Implement Positive Behavior Intervention & Supports (PBIS)</p> <ul style="list-style-type: none"> Seven teachers on the Positive Behavior Intervention and Supports (PBIS) school-wide team will attend three training sessions as part of the Year 2 PBIS training Develop curriculum and lesson plans for pre-identified areas, specifically hallways and cafeteria Model expectations for students by having students demonstrate cafeteria expectations and teachers engage in discussions with students related to hallway expectations Train staff on using new disciplinary referral and utilization of PRIDE passes Communicate with support staff, including paraprofessionals, custodians, and cafeteria workers regarding expectations and PRIDE passes Provide weekly incentives and drawings for students earning PRIDE passes Analyze disciplinary data on SWIS system <p>Implement consistent ISS procedures for academic work and student behavior, inclusive of a community service component.</p> <p>The Student Council will be invited to participate in the development and implementation of any new school discipline policies and regulations to assure student input is considered and included in revisions.</p>	<p>Power School Discipline Log</p> <p>ED166 State Discipline Referral Report</p>	<p>1a) 1,485 disciplinary referrals</p> <p>1b) OSS = 22 incidents; ISS = 207 incidents</p>	<p>1a) 1,336 disciplinary referrals</p> <p>1b) OSS = 20 incidents; ISS = 186 incidents</p>

<p>2a) Increase the percentage of favorable responses (strongly agree & agree) by 5% for item #2 (I feel the THS policies and staff keep me physically safe while I'm in school) in the end of year survey.</p> <p>2b) Increase the percentage of favorable responses (strongly agree & agree) by 5% for item #3 (I am not picked on, teased, or bullied during school hours) in the end of year survey.</p> <p>2c) Increase the percentage of favorable responses (strongly agree & agree) by 5% for item #4 (When I learn that students might get hurt or hurt others, I feel comfortable bringing this information to a staff member at THS) in the end of year survey.</p> <p>2d) Increase the percentage of favorable responses (strongly agree & agree) by 5% for item #9 (I have at least one adult at school, besides my school counselor, who cares about me) in the end of year survey.</p> <p>2e) Increase the percentage of favorable responses (strongly agree & agree) by 5% to item #13 (I feel a sense of pride in being a student at Tolland High School) in the end of year survey.</p>	<p>The end-of-year survey will be conducted and analyzed by June 30th.</p> <p>Over 20 teachers and 30 students will attend two training sessions on October 19th and November 10th for the Anti-Defamation League's Names Can Really Hurt Us program to co-facilitate break-out sessions during the assembly on December 1st.</p> <p>Meet regularly with students from VOICES to focus on issues surrounding bullying and name-calling, alcohol and drug awareness, and teen suicide prevention.</p> <p>An advisory design team will develop curriculum for an advisory program to be implemented in the 2012-2013 school year.</p>	<p>End-of-Year Survey</p>	<p>2a) 56% of students responded favorably</p> <p>2b) 70% of students responded favorably</p> <p>2c) 32% of students responded favorably</p> <p>2d) 72% of students responded favorably</p> <p>2e) 41% of students responded favorably</p>	<p>2a) 61% of students will respond favorably</p> <p>2b) 75% of students will respond favorably</p> <p>2c) 37% of students will respond favorably</p> <p>2d) 77% of students will respond favorably</p> <p>2e) 46% of students will respond favorably</p>
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Measure	Results	
	February	August
Power School Discipline Log		
ED166 State Discipline Referral Report		
End of Year Survey		

Tolland Public School
School Improvement Plan
2011-2012

School/Program		Tolland High School			
Improvement Goal		Implement RTI at Tolland High School.			
Measurable Objective	Strategies	Measures	Baseline	Goal	
Seven members of the PBIS team will attend 95% of the PBIS training sessions.	Implement Positive Behavior Intervention & Supports (PBIS) to provide academic and behavioral interventions <ul style="list-style-type: none">Seven teachers on the Positive Behavior Intervention and Supports (PBIS) school-wide team will attend three training sessions as part of the Year 2 PBIS trainingDevelop curriculum and lesson plans for pre-identified areas, specifically hallways and cafeteriaModel expectations for students by having students demonstrate cafeteria expectations and teachers engage in discussions with students related to hallway expectationsTrain staff on using new disciplinary referral and utilization of PRIDE passesCommunicate with support staff, including paraprofessionals, custodians, and cafeteria workers regarding expectations and PRIDE passesProvide weekly incentives and drawings for students earning PRIDE passesFrequent communication with parents via website, newsletters, and open houses regarding PBIS includingAnalyze disciplinary data on SWIS system and PRIDE pass data	Attendance at PBIS training sessions	0%	95%	
60% of the staff will utilize PRIDE passes to recognize positive student behavior.		% of staff issuing PRIDE passes	0%	60%	
Student Intervention Team (SIT) will meet 30 times during the course of the 2011-2012 school year.		Student Intervention Team (SIT) will meet once per week to discuss students who are having academic and/or behavioral difficulties at THS.	# of SIT Meetings	30 meetings	30 meetings

SIT will record 100% of the interventions that are attempted by teachers as part of the referral process.	SIT will document the type of Tier I interventions that have been attempted by teachers as part of the referral process.	SIT Intervention Log	N/A	100% of pre-referral interventions recorded
SIT will record 100% of the interventions that are suggested as part of the SIT process.	<p>Utilize Social Worker from Education Job Funds grant to provide Tier II and/or Tier III behavioral interventions.</p> <p>Analyze 8th grade and 9th grade student data to identify approximately 35 to 40 students for Tier II and Tier III academic interventions. Communicate with identified student's parents and make necessary schedule changes as needed.</p> <p>Implement two skinny blocks in the school schedule to allow implementation of RTI to provide Tier II and Tier III academic interventions.</p>	SIT Intervention Log	N/A	100% of post-referral interventions recorded

Measure	Results	
	February	August
Attendance at PBIS training sessions		
Percent of staff utilizing PRIDE passes to recognize positive student behavior		
# of SIT Meetings		
SIT Intervention Log		
SIT Intervention Log		

TO: Members of Board of Education

FROM: William D. Guzman
Jane A. Neel

DATE: October 26, 2011

SUBJECT: Status of the Budget – October 14, 2011

In accordance with Board of Education policy 3010, attached please find the status report of the budget for fiscal year 2011-12 as of October 14, 2011.

The budget for fiscal year 2011-12 is \$34,662,357. The current adjusted budget is \$34,662,357.

As of October 14, 2011, expenditures and encumbrances total \$33,296,485 leaving an unexpended balance at this time in the amount of \$1,365,872.

Since the September budget projection a good portion of the known transportation costs (Program 701) have been encumbered. We are still reviewing additional transportation bus runs with the vendor and encumbrances will be generated as needed.

The account for tuition costs for special education outplaced students which is included in special services (Program 131) reflects a 75% reimbursement of non-excess costs from the grant.

Due to an increase in services required for special needs students, it is currently estimated that \$12,382 will be expensed for extra duty hours (Program 180, Non-Certified) by staff who assist students. These additional hours vary as the student's needs change. Additionally, we estimate that some grant funds will be reduced and if this materializes, the additional costs will need to be covered through Board funds.

Per the Energy Manager, Program 663 – Utilities-Energy Management has experienced no positive or negative events to change the current energy projections at this time.

The Maintenance program (662) has experienced a good portion of unanticipated expenses (to date approximately \$43,400) such as air conditioning installations based on student needs, underground electrical work, and repairs to damaged bleachers. As a result, this program is being closely monitored by the maintenance manager.

In accordance with Board Policy 3060, an authorization is requested for the following transfer of funds.

<u>From Account</u>	<u>Amount</u>	<u>To Account</u>	<u>Amount</u>
Program 178 Certified Regular Education	(\$41,188)	Program 187 Substitutes	(\$41,188)

Explanation: Transfer of funds to cover cost for long-term substitutes covering for employee on unpaid leave of absence.

WDG/JAN:ca

TOLLAND PUBLIC SCHOOLS
Business Services
October 14, 2011
Fiscal Year 2011-12 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	October Budget Transfers	Balance	%
101	Language Arts	\$ 98,376	\$ -	\$ 98,376	\$ 58,854	\$ -	\$ 39,522	40.2%
102	Math	\$ 40,632	\$ (162)	\$ 40,470	\$ 39,655	\$ -	\$ 815	2.0%
103	Social Studies	\$ 19,700	\$ (3,818)	\$ 15,882	\$ 7,896	\$ -	\$ 7,986	50.3%
104	Science	\$ 74,700	\$ -	\$ 74,700	\$ 31,046	\$ -	\$ 43,654	58.4%
105	Art	\$ 28,992	\$ -	\$ 28,992	\$ 21,314	\$ -	\$ 7,678	26.5%
106	Music	\$ 20,404	\$ (2,600)	\$ 17,804	\$ 12,718	\$ -	\$ 5,086	28.6%
107	Physical Education	\$ 13,238	\$ -	\$ 13,238	\$ 11,209	\$ -	\$ 2,029	15.3%
108	World Language	\$ 7,268	\$ -	\$ 7,268	\$ 5,524	\$ -	\$ 1,744	24.0%
109	Family and Consumer Science	\$ 14,917	\$ 1,300	\$ 16,217	\$ 15,749	\$ -	\$ 468	2.9%
110	Technology Education	\$ 21,128	\$ 1,300	\$ 22,428	\$ 21,135	\$ -	\$ 1,293	5.8%
111	Business Education	\$ 6,472	\$ -	\$ 6,472	\$ 5,348	\$ -	\$ 1,124	17.4%
112	Computer Education	\$ 11,947	\$ -	\$ 11,947	\$ 8,429	\$ -	\$ 3,518	29.4%
114	Skills for Adolescence	\$ 750	\$ (750)	\$ -	\$ -	\$ -	\$ -	100.0%
115	TALC	\$ 1,345	\$ -	\$ 1,345	\$ -	\$ -	\$ 1,345	100.0%
131	Special Services	\$ 1,805,875	\$ -	\$ 1,805,875	\$ 1,302,244	\$ -	\$ 503,631	27.9%
132	Special Education	\$ 82,574	\$ -	\$ 82,574	\$ 78,950	\$ -	\$ 3,624	4.4%
133	Interdistrict Programs	\$ 158,997	\$ -	\$ 158,997	\$ 150,847	\$ -	\$ 8,150	5.1%
134	Student Athletics	\$ 95,328	\$ -	\$ 95,328	\$ 49,450	\$ -	\$ 45,878	48.1%
136	Student Activities	\$ 17,025	\$ 6,236	\$ 23,261	\$ 14,331	\$ -	\$ 8,930	38.4%
142	Guidance Services	\$ 9,948	\$ -	\$ 9,948	\$ 5,920	\$ -	\$ 4,028	40.5%
144	Nursing	\$ 16,601	\$ -	\$ 16,601	\$ 14,240	\$ -	\$ 2,361	14.2%
145	Library	\$ 17,620	\$ -	\$ 17,620	\$ 14,462	\$ -	\$ 3,158	17.9%
146	Audiovisual	\$ 5,914	\$ (500)	\$ 5,414	\$ 2,775	\$ -	\$ 2,639	48.7%
710	Principals' Office	\$ 85,937	\$ 4,480	\$ 90,417	\$ 43,313	\$ -	\$ 47,104	52.1%
701	Transportation	\$ 2,347,622	\$ -	\$ 2,347,622	\$ 2,178,177	\$ -	\$ 169,445	7.2%
755	Superintendent's Office	\$ 20,384	\$ -	\$ 20,384	\$ 16,766	\$ -	\$ 3,618	17.7%
756	Business Office	\$ 182,558	\$ -	\$ 182,558	\$ 175,321	\$ -	\$ 7,237	4.0%
757	Technology Services	\$ 113,206	\$ -	\$ 113,206	\$ 96,203	\$ -	\$ 17,003	15.0%
661	Custodial Services	\$ 173,518	\$ -	\$ 173,518	\$ 132,127	\$ -	\$ 41,391	23.9%
667	Comm/Ins	\$ 195,161	\$ -	\$ 195,161	\$ 188,224	\$ -	\$ 6,937	3.6%
663	Utilities-Energy Mgt	\$ 1,347,820	\$ -	\$ 1,347,820	\$ 1,347,341	\$ -	\$ 479	0.0%
666	Energy Management	\$ 2,195	\$ -	\$ 2,195	\$ 2,165	\$ -	\$ 30	1.4%
662	Maintenance	\$ 378,703	\$ -	\$ 378,703	\$ 261,894	\$ -	\$ 116,809	30.8%
770	Prog/Prof Development	\$ 52,993	\$ -	\$ 52,993	\$ 25,450	\$ -	\$ 27,543	52.0%
790	Adult Education	\$ 29,674	\$ -	\$ 29,674	\$ 29,674	\$ -	\$ -	0.0%
791	Board of Education	\$ 81,039	\$ 2,236	\$ 83,275	\$ 83,275	\$ -	\$ -	0.0%
xxx	Program Total	\$ 7,580,561	\$ 7,722	\$ 7,588,283	\$ 6,452,026	\$ -	\$ 1,136,257	15.0%

JAN

Expenditure Report General Fund FY11-12 10-14-11 FY2011-12

TOLLAND PUBLIC SCHOOLS
 Business Services
 October 14, 2011
 Fiscal Year 2011-12 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	October Budget Transfers	Balance	%
177	Staff Services - Other	\$ 1,194,108	\$ (2,236)	\$ 1,191,872	\$ 1,206,928	\$ -	\$ (15,056)	-1.3%
177	Staff Services - Health Insurance	\$ 5,219,463	\$ -	\$ 5,219,463	\$ 5,107,839	\$ -	\$ 111,624	2.1%
178	Certified Regular Ed	\$ 12,366,268	\$ -	\$ 12,366,268	\$ 12,247,550	\$ (41,188)	\$ 77,530	0.6%
179	Certified Special Ed	\$ 2,701,786	\$ -	\$ 2,701,786	\$ 2,641,499	\$ -	\$ 60,287	2.2%
180	Non-Certified	\$ 1,148,115	\$ -	\$ 1,148,115	\$ 1,168,418	\$ -	\$ (20,303)	-1.8%
181	Building Operations	\$ 850,879	\$ -	\$ 850,879	\$ 849,873	\$ -	\$ 1,006	0.1%
182	Building Maintenance	\$ 175,337	\$ -	\$ 175,337	\$ 175,337	\$ -	\$ -	0.0%
183	BOE Clerk	\$ 1,240	\$ -	\$ 1,240	\$ 1,240	\$ -	\$ -	0.0%
184	Business Services	\$ 287,675	\$ (2,207)	\$ 285,468	\$ 284,213	\$ -	\$ 1,255	0.4%
185	Superintendent's Office	\$ 263,129	\$ 2,207	\$ 265,336	\$ 263,848	\$ -	\$ 1,488	0.6%
186	Principals' Office	\$ 1,485,822	\$ -	\$ 1,485,822	\$ 1,474,038	\$ -	\$ 11,784	0.8%
187	Substitutes	\$ 354,612	\$ -	\$ 354,612	\$ 395,800	\$ 41,188	\$ -	0.0%
188	Systemwide Services	\$ 1,033,362	\$ (5,486)	\$ 1,027,876	\$ 1,027,876	\$ -	\$ -	0.0%
xxx	Personnel Total	\$ 27,081,796	\$ (7,722)	\$ 27,074,074	\$ 26,844,459	\$ -	\$ 229,615	0.8%
xxx	Unallocated Reserve Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	Original Appropriation Total	\$ 34,662,357	\$ -	\$ 34,662,357	\$ 33,296,485	\$ -	\$ 1,365,872	3.9%
<u>Additional Appropriations:</u>								
179	Medicaid Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	Add'l Appropriations Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	Grand Total	\$ 34,662,357	\$ -	\$ 34,662,357	\$ 33,296,485	\$ -	\$ 1,365,872	3.9%

H.1.

TO: Members of Board of Education

FROM: William D. Guzman

DATE: October 26, 2011

SUBJECT: Revised Board Agenda

Attached is the revised Board Agenda as proposed by Mrs. Diane Clokey for discussion and approval.

WDG:ca

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

REGULAR MEETING

AGENDA
September 14, 2011

7:30-10:00 P.M.

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
August 24 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. Class of 2011 – Graduate Report
 - F.2. Family Resource Center
 - F.3. Data for New Hires, Retirements, & Resignations
- G. COMMITTEE & LIAISON REPORTS *(this section would include the committee agendas)*
 - G.1. Finance & Facilities
Status of the Budget
 - G.2. Town Council Liaison
- H. CHAIRPERSON'S REPORT

- I. ACTION ITEMS
 - I.1. Cooperative Team Request – Ice Hockey
 - I.2. Cooperative Team Request – Swimming
 - I.3. Freshman Girls Volley Ball – Proposal
 - I.4. Freshman Boys Soccer – Proposal
- J. PUBLIC LISTED PARTICIPATION (2 minute limit)
Comments must be limited to items on this agenda.
- K. POINTS OF INFORMATION
- L. CORRESPONDENCE
 - Town Council Minutes of June 1, 2011 Special Meeting
 - Town Council Minutes of June 14, 2011 Regular Meeting
 - CASBO
 - Science Center
- M. OLD BUSINESS
- N. FUTURE AGENDA ITEMS
- O. ADJOURNMENT

This meeting will be broadcast live on the Community Voice Channel (cable station 96).

It will also rebroadcast at various times throughout the month.

A schedule can be found at: <http://www.cvcct.org/>

I. INFORMATIONAL

NOVEMBER 2011 - Birch Grove Primary School

THE THEME OF THE MONTH IS SHARING

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 <i>TEPTO Night of Giving TIS 6:30 pm—8:30 pm</i>	5
6 <i>Daylight Saving time</i>	7 <i>TEPTO Meeting Birch Grove 7:00 pm</i>	8	9 <i>BOE Meeting Council Chambers 7:30 pm</i>	10 <i>No School For Students Teacher In-Service</i>	11 <i>No School Veteran's Day</i>	12
13	14	15 <i>Lyman Pie Pick Up Birch Grove 3:30 pm—6:00 pm</i>	16	17	18	19
20	21	22	23 <i>Half Day of School Thanksgiving Break</i>	24 <i>No School Thanksgiving Break</i>	25 <i>No School Thanksgiving Break</i>	26
27	28	29	30 <i>Guest Author Steve Swinburne Pre-K -2 Attending</i>			

TOLLAND HIGH SCHOOL

November 2011						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Oct 31	Nov 1	2 End of 1st Quarter	3 NHS Blood Drive	4 Senior Portraits	5 SAT	6
7	8	9	10 No School - In-Service	11 Veterans Day - No School	12	13
14 Winter Sports Physical/Permission Slips Due	15 Junior College Planning Session	16	17	18	19 Project Graduation Bottle Drive	20
21 Booster Club	22	23 Half-Day Session	24 No School - Thanksgiving	25 No School	26	27
28	29	30	Dec 1	2 Tolland Idol	3	4

[Print](#)

November 2011						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Oct 31	Nov 1	2 ☐ Breakfast with the Principal	3	4	5 ☐ XC State Meet - Wickham Park	6
7 ☐ ROPE Graduation	8 ☐ TMS PTO Meeting	9	10	11	12	13
14	15	16	17	18 ☐ DC Fundraiser Pickup	19	20
21	22	23 ☐ Early Dismissal - Thanksgiving Break	24 ☐ Thanksgiving Break - No School	25 ☐ Thanksgiving Break - No School	26	27
28	29	30	Dec 1	2	3	4

[Print](#)

November 2011						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Oct 31	Nov 1 3rd Grade Field Trip-Shearer 3rd Grade Field Trip - Dunn	2 3rd Grade Field Trip - Deptula 3rd Grade Field Trip - Williams	3 3rd Grade Field Trip-Fischer 3rd Grade Field Trip - Dziubek	4 5th Grade Field Trip - Campbell/Kneeland 3rd Grade Field Trip - Bottaro <i>More events...</i>	5	6
7	8	9 3rd Grade Field Trip - Drury 3rd Grade Field Trip - Sikoski	10 No School - Teacher Inservice	11 No School - Veterans Day	12	13
14	15	16	17 Picture Retakes	18 TIS - Wacky Hair Day	19	20
21	22	23 Half Day - Thanksgiving Break	24 No School - Thanksgiving Break	25 No School - Thanksgiving Break	26	27
28	29	30	Dec 1	2	3	4

[Print](#)

K. COMMUNICATIONS

Received Oct. 13, 2011
Margaret DeVito
Tollan Clerk

MEETING MINUTES

**TOLLAND TOWN COUNCIL
HICKS MEMORIAL MUNICIPAL CENTER
6th FLOOR COUNCIL ROOM
OCTOBER 11, 2011 – 7:30 P.M.**

RECEIVED
OCT 14 2011
Tolland Public Schools

MEMBERS PRESENT: Frederick M. Daniels, Chairman; MaryAnn Delaney Tuttle, Vice Chairperson; Dale Clayton; Jack Flynn; Francis Kennedy; Craig Nussbaum and April Teveris

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven R. Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Agata Herasimowicz, Acting Director of Finance and Records; Linda Byam, President of the Board of Directors for the Tolland Public Library Foundation, Inc.

1. **CALL TO ORDER** Frederick Daniels called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE** Recited.
3. **MOMENT OF SILENCE** Observed.
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit)

Sam Belsito of 55 Lee Lane – Warning signs – As we have heard before all is well with our well waters in Tolland according to the EHHD; except we do have a problem on Robbie Road. The amount of salt in the water is elevated. He believes there is a 99% probability that the contaminated water is caused by an increase in salt application. He has been before this Council a number of times saying that the salt being used is over the top. This Council should do something now.

6. **PUBLIC HEARING ITEMS:**

- 6.1 Consideration of a resolution making an additional appropriation of \$63,065.53 to the Capital Improvements Fire and Ambulance Fund from a Homeland Security Grant for \$59,968.90 and Town matching funds in the amount of \$3,096.63 from ambulance fees. These funds will be used for the purchase of hoses and appliances.

Mr. Werbner commented that this was a regional grant applied for by Union, Willington, Crystal Lake and Tolland fire departments. It is for the purchase of 5" large diameter hose and its appliances. Tolland's share of the grant is \$59,968.90, and the town's matching funds equal \$3,096.63. The Department is anxiously awaiting approval so that they can make the purchase by December 31, 2011. Dr. Daniels asked if the grant was specific to these items. Mr. Werbner said yes.

April Teveris motioned to open the public hearing; Seconded by Dale Clayton. All in favor. None opposed.

A straw poll was conducted of all those in favor of this item. 7 in favor; 0 opposed.

Craig Nussbaum motioned to close the public hearing; Seconded by Dale Clayton. All in favor. None opposed.

MaryAnn Delaney Tuttle read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby appropriates \$63,065.53 in Capital Improvements Fire and Ambulance fund received ~~Fund~~ from a Homeland Security Grant for \$59,968.90 and Town matching funds in the amount of \$3,096.63 from ambulance fees.

Seconded by Dale Clayton. All in favor. None opposed.

****NOTE: the word "Fund" should be removed as noted with the strikethrough.**

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

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** MaryAnn Delaney Tuttle commented that they have received the EDC Development Plan. The EDC decided to bring the Plan to the new Council for comment and approval in November/early December. She believes the EDC would appreciate any comments the current Council members may have as well. The PZC will have a public hearing on October 24th regarding revising the regulations concerning the chicken count allowed on residential property (1/2 acre/6 chickens/no roosters). Dr. Daniels commented that there will be a PZC workshop on the technology zone next Monday, October 17, 2011 in the Council Chambers @ 7:30 p.m. The TC/BOE hour is this Saturday @ 3 p.m. in the Community Room located in the Library.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

- 8.1 Annual meeting of the Tolland Public Library Foundation Inc. to discuss Foundation Directors, 2011 accomplishments, 2012 goals and 2012 approved budget as well as an overview of the Foundation activities over the past year.

Linda Byam, President of the Board of Directors for the Tolland Public Library Foundation, Inc. had submitted a letter dated September 14, 2011 to the Tolland Town Council, which she read to the Council and public. In summary, she named the Foundations Directors and requested that all be re-appointed as Directors as their terms were ending. She detailed their 2011 accomplishments: they sponsored the inaugural season of the Eaton-Dimock-King Author's Series, on-line reference tools were funded, in April 2011, the Foundation received a grant of \$6,500 from Newman's Own Foundation, the Board increased publicity and awareness of the Foundation as a United Way designated recipient of contributions, the Board continues to work closely with Apex Investment Services (the investment advisor), and the Grants to the Library totaled \$18,417.59, as of August 31, 2011. Their goals for 2012 include focusing on grants to the library, providing grants to the library to honor Phil Bognar and Barbara Butler's services, continue to improve public and business awareness of the Foundation, and resume efforts to gain formal recognition by more Connecticut employers/corporations to facilitate Tolland resident employee matching gifts. She also reviewed the budget for 2012.

Mr. Flynn asked how the investment firm was working out. Ms. Byam said in general they are happy with the work they are doing. They have done an excellent job in keeping us involved and updated.

Dr. Daniels asked how the Newman's Own grant was given to us. Ms. Byam said a town resident works for Newman's Own and as a privilege of her employment can recommend a non-profit/charity organization to receive the grant; she choose the Library this year.

Ms. Teveris asked if the authors/programs they are doing are being sponsored by the Foundation or the Library Board. Ms. Byam said they are sponsored by the Foundation because there is usually an honorarium involved that does not come from the town or library's budget.

Dr. Daniels commented that they appreciate the work the Foundation has done for the Library.

- 8.2 Consideration of a resolution authorizing Steven R. Werbner, Town Manager, to execute a Limited Release in favor of Lloyd D. Bahler and Jayne C. Bahler in a form acceptable to the Town Attorney.

Mr. Werbner commented that there was a suit brought by the Bahler's as an appeal to an action brought by the Zoning Board regarding an outdoor wood burning furnace. The ZBA has approved a settlement of that claim, which the Bahler's agree to. The settlement will be executed by the ZBA. The settlement agreement only pertains to the zoning appeal. There was also a separate declaratory judgment action brought against the PZC and the Town. In the settlement agreement with the ZBA, the Bahler's have provided a limited release to the Town and the PZC, in addition to the ZBA. Since the Town and PZC are not parties to the settlement agreement, their needs to be a limited release in favor of the Bahler's from the Town and PZC. The release being recommended by the town attorney is a mirror image of the limited release contained in the ZBA settlement agreement. The town attorney is recommending this action.

MaryAnn Delaney Tuttle read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby authorizes Steven R. Werbner, Town Manager, to execute a Limited Release in favor of Lloyd D. Bahler and Jayne C. Bahler in a form acceptable to the Town Attorney.

Seconded by Jack Flynn. All in favor. None opposed.

- 8.3 Appointments to vacancies on various municipal boards/commissions.

MaryAnn Delaney Tuttle moved re-appoint **Betty-Lou Griffin, Mary Jo Leahy, Eric Weiss and Linda Byam** to the Library Foundation for the term of October 11, 2011 through October 11, 2013; Seconded by Dale Clayton. All in favor. None opposed.

Ms. Tuttle mentioned a letter of resignation received from George Roberts from the Tolland Energy Task Force. They appreciate his time on the committee and a replacement will be sought.

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 on the salt application issue, a summary is in his monthly report – Our standard for salt application is now 150 pounds of salt per lane mile, which is much less than the standard used by the State of Connecticut and surrounding States. This is not a town wide concern regarding the destruction of our water. The situation will be monitored continually.

The bond sale had a true interest cost of 2.305%, which reflects a premium of \$344,694 and an estimated issuance cost of \$90,000. This rate is almost 1% less than the rate received last year and is indicative of the strong ratings issued by both Standard & Poors and Fitch.

He mentioned that an anonymous donation of a plaque was received showing the Town of Tolland as the 37th best town to live in the Country, as printed in Money Magazine. It will be hung in the Town Hall's lobby. He thanked the Donor.

Dr. Daniels mentioned the TWC/WPCA workshop will be held next Tuesday on October 18th @ 7:30 p.m. in the Council Chambers.

The organizational meeting of the Council (November 9th) will be in the Council Chambers and the subsequent meetings will be at the Fire Training Center until further notice.

11. ADOPTION OF MINUTES

- 11.1 September 27, 2011 Regular Meeting Minutes – MaryAnn Delaney Tuttle moved to adopt the minutes; Seconded by Craig Nussbaum. All in favor. None opposed.

12. CORRESPONDENCE TO COUNCIL

- 12.1 EDC Report for the Development Action Plan
12.2 Correspondence from FEMA re: National Flood Insurance Program
12.3 Notes from United Way
12.4 Note from John and Delores Hutton thanking the Tolland Emergency Number and Fire Department during storm Irene.

13. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS: None.

14. PUBLIC LISTED PARTICIPATION *(on any subject within the jurisdiction of the Town Council)*
(3 minute limit)

Rich Bozzone of 9 Elm Road – Agenda item 8.2 – Did the court decide in favor of the Baler's? Mr. Werbner commented it was an outside settlement. Mr. Bozzone confirmed that the stove is not allowed in the Town. Mr. Werbner commented that the date it was installed and when permits were taken were the issues. There is a grandfather clause for future items that may arise.

Sam Belsito of 55 Lee Lane – To begin where he left off – Salt – it can go into your water, your soil, or into your neighbor's water downstream. From review of EHHD's report, every number is showing an increase. Everything is not ok there. We do have a problem. EHHD is taking their time and testing. Why don't they test every single house there? The problem is getting blown over. They are only going to monitor one house? Don't we owe it to test the whole neighborhood? Maybe the next Town Council will take initiative.

15. EXECUTIVE SESSION

Francis Kennedy motioned to go into Executive Session at 8:15 p.m., thus ending the Regular Meeting of the Town Council; Seconded by Dale Clayton. All in favor. None opposed.

- 15.1 Executive Session to discuss the Town Manager evaluation and a personnel matter.

16. ADJOURNMENT – Francis Kennedy moved to adjourn the meeting; Seconded by Jack Flynn at 9:05 p.m. All were in favor.

Frederick M. Daniels, Council Chair

Michelle A. Finnegan
Town Council Clerk

Received October 20, 2011
Margaret DeVito, Town Clerk

**TOWN OF TOLLAND, CONNECTICUT
TOWN COUNCIL – TOLLAND WATER COMMISSION – TOLLAND WPCA
JOINT WORKSHOP OF OCTOBER 18, 2011**

Members Present:

Town Council: Fred Daniels, Chair; MaryAnn Delaney Tuttle, Jack Flynn, Craig Nussbaum
Water Commission: Gene Koss, Chair; Richard Symonds, Vice Chair; Glenn MacDonald, Tom
Rallo, William Pakulis
Water Pollution Control Authority: Todd Rolland, Chair; Jim Williams, Vice Chair; Matt Rood

Others Present:

Steve Werbner, Town Manager
Jennifer Usher, PE, Town Engineer & Public Works Administrator
Rob Miller, Health Director with Eastern Highlands Health District

RECEIVED
OCT 20 2011
Tolland Public Schools

1. Call to Order: Fred Daniels, Town Council Chair called the meeting to order at 7:30p.m. in the first floor Community Room.
2. State of the Tolland Water Commission (TWC)

Jennifer Usher distributed two packets of information about the Tolland Water Commission and the Water Pollution Control Authority. She provided an overview of the existing water system, explaining that there are two water companies in town, the Connecticut Water Company and the Tolland Water System. The Tolland Water System has two parts, the main system that encompasses the area south of I-84 and which is fed from two town-owned wells at River Park, and the Skungamaug System which encompasses areas in the northern part of town.

She described the Tolland Water System as having 15 miles of water mains, five pressure reducing valve pits and a storage tank on Summit Drive. There is an additional community water system at the Village at Crystal Springs and it is anticipated that they will assume full ownership of this system in about five years. The Tolland Water System is made up of 476 customers with another 51 customers at the Village at Crystal Springs.

Jennifer Usher said current projects for the Tolland Water Commission include a report that was sent a year ago to the Department of Public Health at their request that shows water supply system projections. She said the DPH had requested further information and this additional information was recently submitted. Jennifer Usher said the Water Commission is also trying to obtain a new Diversion Permit to feed the Skungamaug system. She said customers on that system pay a higher rate because their water is purchased from the Connecticut Water Company. She said the TWC is also working on manganese and iron issues in the water.

She said that CWC is a contracted operator and they go to the well house daily. She and the TWC and the CWC have worked on several issues together.

Richard Symonds provided some history of the water systems in Tolland. He said the two Tolland systems were established in the 1980s in response to a significant number of failing well systems.

The possibility of a third well exists for Tolland Water Commission customers and Fred Daniels asked if the town actually needs a third well. Richard Symonds said a third well is a possibility that is on the table. He said presently they are focusing on repairs to the existing well systems and they are negotiating various stipulations in the Diversion Permit. Gene Koss said the issue is not so much whether there is sufficient water available, but whether they have the legal authority to take it. He said environmental regulators are very cautious in this area. Jennifer Usher said they do not need a third well immediately, but it is in their planning horizon.

Craig Nussbaum clarified with Tolland Water Commission members that a third well has not been actually drilled and he asked what the cost would be to do so. Jennifer Usher explained that while the drilling would cost thousands, the consulting and permitting fees to do so are greater. Mary Ann Delaney Tuttle asked where they anticipated a third well might be drilled. Gene Koss said there is plenty of room in the existing well field but at this time it is premature to speculate. He said they would first want to do exploratory drilling. He added that once they get the Diversion Permit they are seeking, it is good for 15 years.

Craig Nussbaum asked if the TWC had given any thought to turning the water system over to CWC. Richard Symonds and Gene Koss both explained that the rates from CWC are significantly higher as their operation is a for-profit one and the Tolland Water Commission has a different goal. Glenn MacDonald said they have not evaluated that option but they could. William Pakulis noted that the CWC-Skungamaug interconnection will also act as a backup water supply in an emergency situation, and if need be, they can open the interconnection in front of the Middle School to get CWC water to feed the town. Jennifer Usher said they did so recently as a result of problems associated with Hurricane Irene and also in another instance a few weeks later. Gene Koss reiterated that it is costly for the town to use this backup.

William Pakulis said there have been a number of increases in rates that they have had to implement in order to maintain their infrastructure and there will likely be more to follow.

Craig Nussbaum asked how big the problem is with iron and manganese. Rob Miller said the State does have an action level but not a maximum contaminant level for manganese. Jennifer Usher said in the past year and a half since she began working for the Town, she has gotten a lot of calls from residents. She described a situation where one person in a neighborhood has a problem but their neighbors do not, and so there was an assumption that there might be a problem with the individual lateral that goes to this resident's home. She said they flushed out the lateral and it cleared up the problem briefly, but it returned a few weeks later. She said they plan next to dig up the tap to see if it is set at the wrong angle. She said they are not always sure why manganese is showing up in the water and it is a cause for concern, but something that will require further investigation. She added that filters installed at homes or at well houses can remove manganese from the water but it is not an inexpensive operation. She said her office has been gathering information from residents with complaints in order to get a better handle on what might be the causes.

Fred Daniels asked if there are circumstances where the State can step in and require the Town to supply water to a resident. Gene Koss said this can occur. He noted that the DPH has strongly nudged Tolland to sell their water in Willington. Glenn MacDonald said wells contaminated by the town dump resulted in the establishment of the Skungamaug system. Additionally leaking tanks from a gas station caused well contamination at the Fire Training Center.

3. State of the Tolland Water Pollution Control Authority (WPCA)

Jennifer Usher noted that the WPCA is a younger commission than the Tolland Water Commission and many of the WPCA's problems mimic those that the TWC has experienced earlier. She said the WPCA used to meet once a month. Now they meet two times with their second meeting a workshop where they have focused on single issues such as putting together the FOG (fats, oils and grease) regulation, reviewing benefit assessments, and finalizing the Facilities Plan to name a few.

She said the WPCA's first charge is to protect the waters of the town and state so they are much more than a Sewer Commission. They presently have 11 miles of sewer mains, some that are gravity flow and others that are high pressure and low pressure mains. There are also four pump stations. The sewage is all pumped to the Vernon plant.

Todd Rolland noted that they have a lot of infrastructure, but only 75 customers and that creates a huge financial hurdle.

Jennifer Usher said in the WPCA's Operating and Maintenance budget for this year, they did not increase rates to customers. Members of the WPCA worked very hard to try to hold down costs, but there is not much money that they can put away for addressing deteriorating mains. Todd Rolland added that their base rate is Vernon's rate and then they build on that to add their costs to operate the system in Tolland. Jennifer Usher said the Town of Vernon looks at Tolland as basically one single big customer.

Jennifer Usher said they did not have much of a budget for a maintenance plan until about a year ago when they started reviewing their needs. She said they replaced the pumps at the high school a year ago. In talking about the pump station at the high school, Jim Williams said the pump station installed there was part of the high school building budget and at some point, a decision had been made to go with equipment the WPCA feels was inferior. Jim Williams also said in the past year a lock was flushed down the system which ended up destroying a \$30,000 grinder pump. He added that one thing that is hurting their system is that there are no mandatory hookups required and so they are not getting enough flow to keep the sewer lines clean. As a result, this leads to buildup of excessive grease. He said Jennifer, their consultant, and WPCA members have been inspecting grease traps quarterly to help to ensure that business owners are having those traps pumped out regularly.

Jim Williams said the WPCA is faced with some very stressful future projects in order to lift a consent order put in place by the Department of Environmental Protection (now the Department of Energy and Environmental Protection). He said the DEEP wants to see constructed solutions that are very expensive and which he expects would be very hard to pass in referendum because they will benefit so few residents in town. He said the question for them is—what happens if they can't pass this? He said their 75 customers cannot support

the constructed solutions and the DEEP is calling for unfunded mandates that a community of their size cannot afford.

Jim Williams said as part of their Wastewater Facilities Plan, the WPCA tried to establish a plan for testing criteria on areas of concern in town. Todd Rolland said they also added a recommendation for a town-wide pump-out ordinance. However, he said the DEEP responded by saying this was insufficient and they want to see constructed solutions in Tolland's Wastewater Facilities Plan. Todd Rolland said the constructed solutions for the Tier IV areas can cost in the area of about \$12 million each. Since their last conversation with DEEP, Todd Rolland said they have been working with the Health District to gather information on properties in the areas of concern and are hoping to meet again with the DEEP in early November.

Jim Williams noted that there is a proposal for development on the Gottier property and the WPCA is looking at the possibility of asking the developer to install a pump station on Anthony Road to handle their flow that could also be used to address areas of concern in the Anthony Road neighborhood. He said they are hoping it will demonstrate to the DEEP that they are making a good faith effort to address potential polluting of waters in town.

Mary Ann Delaney Tuttle asked if the Gottier plan, based on the topography of the area, could construct a gravity flow system. Jim Williams said the developer has proposed a gravity flow system. Jennifer Usher said the WPCA was entertaining the idea to require Gottier to construct a pump station/force main system in lieu of the gravity system, thereby providing the means for a connection to the Anthony Road area, an area of concern per the Wastewater Facilities Plan. Mary Ann Delaney Tuttle asked if the PZC could make the pump station a condition of approval for the development as it would also add substantially to the WPCAs flows and customer base. Jennifer Usher said that might be a possibility.

Fred Daniels noted that the philosophy in the past was to limit residential sewerage in order to prevent higher density development and to keep Tolland a rural community.

Jennifer Usher said that right now their regulations state that if a septic system repair or replacement is needed, and it cannot be done to code, and if sewers are available, the property owner must hook into the sewer. However, there is no mandate that they do so if they can make a code-compliant repair. Rob Miller said the EHHD does make some exceptions and they have never been in the position of having to condemn a home. He said the WPCA could modify their regulations to mandate sewer connections.

Steve Werbner said the concerns coming out of the DEEP are that there have been too many exceptions made and that creates the potential for water pollution. Todd Rolland noted that they have found no evidence that any waters in Tolland are being polluted. Jim Williams said the DEEP is calling for action now because they feel that waiting for pollution to be discovered may mean that it is too late to properly address the pollution problem.

Rob Miller said their office has compiled information on Willie Circle properties (another area of concern outlined in the Wastewater Facilities Plan) that show the properties can support code-compliant septic systems. He said many of the repairs and replacements made in this neighborhood are code compliant and if they are properly installed and maintained, there is no reason to believe they won't last indefinitely. Jim Williams said that they told the

DEEP they wanted to take the time to collect data to determine these things, but DEEP quickly rejected that notion. Rob Miller noted that the DEEP uses different, more conservative standards than DPH in regards to pollution by septic systems.

Jim Williams noted that the system at the high school was designed to handle 40,000 gallons per day and they are currently only discharging 3,500 gpd, a good example where actual flows can be different than design flows.

Jennifer Usher said in the last 18 months, the WPCA has done extensive work on the Wastewater Facilities Plan in an effort to lift the 35-year-old Consent Order. She said the DEEP rejected their plan indicating that sewers or community systems were the only solutions that would be accepted for the areas of high concern. The WPCA's plan now is to go back to the DEEP with substantial data showing repairs and variances made in areas of concern that prove to be minor.

Steve Werbner said that if there are, for example, only two homes in a particular area that require a constructed solution due to the inability to meet code compliance, it may be less expensive for the town to buy those properties from their owners rather than to construct \$12 million solutions. He noted that Tolland is called on to meet the same requirements of such systems as the Metropolitan District Commission which has a huge customer base.

Referring back to the discussion about the high school pump station, Mary Ann Delaney Tuttle asked if there was any discussion about upgrading the equipment as part of a school project that could be reimbursed at 55 percent. Todd Rolland noted that they did end up replacing the pumps there with different equipment, and if this had been a possibility, they had most likely missed this opportunity. Steve Werbner said he would think it would be unlikely for the state to fund a replacement for something that should have lasted 20 years.

Fred Daniels asked who the operators are for the TWC and WPCA. Jennifer Usher said The Water Planet is our operator for the WPCA. She said CWC operates the TWC systems, adding that they have to pay the operator for visits to the wellhouses and storage tank, so she and TWC members have been trying to pitch in to do work to save money. She said Gene Koss and Richard Symonds spent hours working on a response to the DPH, saving thousands on consultant fees—the same for their work on the Diversion Permit. She said the WPCA does grease trap inspections with her and the operator and that they try to minimize how much they use another consultant, Fuss & O'Neill.

4. Discussion of TWC & WPCA Objectives and On-Going Staffing Needs. Steve Werbner said both the TWC and WPCA came to him about a year ago asking for a minimum 30-hour a week person that the two commissions could share to help with the demands on the two commissions and alleviate the burden that has been placed on the Town Engineer. He said they both complimented Jennifer Usher's dedication to their commissions but acknowledge they need additional help. The position was approved as a contractual one, but unfortunately because of the insurance requirements, the town did not get any interest in the position. Meanwhile the problems remain and are worsening as the responsibilities on the Commissions are taking their toll on volunteers. He said they have to do something.

Noting that elections are coming up in early November, he said the Commissions will need to talk to the new Town Council. Fred Daniels asked what the new hire would be asked to do.

Jennifer Usher said they were originally looking for a person for a minimum of 24 hours. She said the work this person could do would free her up to concentrate on stormwater and other engineering issues. She said she would expect the new hire to do inspections, compile data, create maps and assist with the on-going operational and administrative needs of both commissions.

Jim Williams provided an example of what the new hire could do. He said the creation of record drawings for a town project slipped the contract process and while it is a simple drafting task that might take about 30 hours of work, the consultant has provided them with a quote to do the work for \$3,000. This example alone is 10 percent of the salary they would expect to pay for the new hire who could take on this task in just over a week.

5. Discussion of Future Actions including External Review of Long Term Needs of the TWC and WPCA and Alternative Management Structures. Glenn MacDonald said they cannot work on strategic planning for their commission when they are spending all their time plugging holes. He said they are reaching a saturation point just keeping the system going. Fred Daniels asked if they need to bring in a consultant for strategic planning for the two commissions. Glenn MacDonald said they have been in contact with a firm that does this type of work and have budgeted funds for these services into their 12-month plan.

Fred Daniels said these two commissions aren't normally high on the public's consciousness but are critical and the hiring of new staff and addressing of long-term planning will need to be a high priority with the new Council.

Jack Flynn asked Steve Werbner if he felt the town should increase subsidization of the two commissions. Steve Werbner said he would want to see what value they could first get out of a new hire but this is something they would also have to consider. He said they need to consider that the work the commissions do benefit the whole town and not just their individual customers. Craig Nussbaum said it is clear that contracting out the new hire position is not a viable option.

Steve Werbner asked both Commissions to discuss among themselves if their original recommendations for additional staff should remain the same or if they would recommend any changes. He said he will pass the information onto the new Town Council in November.

Jennifer Usher said she was grateful to all of the volunteers for their hard work they are doing, and appreciates all their efforts.

6. Adjournment: The meeting was adjourned at 9:10p.m.

Respectfully submitted,

Annie Gentile
WPCA Clerk