

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA  
May 8, 2013

**VISION STATEMENT**

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

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

April 5, 2013 – Special Meeting  
April 10, 2013 – Regular Meeting  
April 24, 2013 – Regular Meeting

C. PUBLIC PARTICIPATION (2 minute limit)

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

D. POINTS OF INFORMATION

E. STUDENT REPRESENTATIVE REPORT

F. SUPERINTENDENT'S REPORT

- F.1. International DECA Conference
- F.2. School Facility Utilization and Study – Proposal Award
- F.3. Career and Technical Education Innovation Grant
- F.4. Drainage System/Paving Fund
- F.5. Request for a Leave of Absence
- F.6. Status of the Budget – April 23, 2013

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

- I.1. Healthy Food Certification

- I.2. Tolland High School Athletic Trainer – Proposal Award
- I.3. Obsolete and Surplus Equipment – Parker Memorial School and Birch Grove Primary School
- I.4. Board Policy and Administrative Regulation 3080 – Advertising and Promotion
  
- J. PUBLIC PARTICIPATION (2 minute limit)  
*Comments must be limited to items on this agenda.*
  
- K. POINTS OF INFORMATION
  
- L. CORRESPONDENCE
  - Town Council Minutes from Annual Budget Presentation April 23, 2013
  - Official Statement – School Nurses Day – May 8, 2013
  
- M. FUTURE AGENDA ITEMS
  
- N. EXECUTIVE SESSION – Personnel Matters
  
- O. ADJOURNMENT

**Tolland Board of Education  
Special Meeting**

**Minutes – April 5, 2013**

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

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

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

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

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

**Motion**

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

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

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

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

Respectfully submitted,

William D. Guzman  
Superintendent of Schools  
WDG:ca

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

REGULAR MEETING – April 10, 2013

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

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

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

B. APPROVAL OF MINUTES

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

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

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

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

March 13, 2013 – Regular Meeting

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

March 19, 2013 – Special Meeting

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

March 25, 2013 – Special Meeting

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

C. PUBLIC PARTICIPATION (2 minute limit) - None

D. POINTS OF INFORMATION

Mr. Frattaroli noted that negotiations began last week.

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

E. STUDENT REPRESENTATIVE REPORT - None

F. SUPERINTENDENT'S REPORT

F.1. Tolland Intermediate School Fire Prevention Poster Contest

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

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

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

F.2. Educator Evaluation and Support Plan

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

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

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

F.3. Healthy Food Certification

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

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

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

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

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

G. COMMITTEE & LIAISON REPORTS

EASTCONN

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

Finance & Facilities Committee

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

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

#### Policy Committee

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

#### Negotiation Committee

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

#### Town Council Liaison

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

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

#### H. S. Turf Field Committee Liaison - None

#### H. CHAIRPERSON'S REPORT

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

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

I. BOARD ACTION

I.1. Educator Evaluation and Support Plan

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

J. PUBLIC PARTICIPATION - None

K. POINTS OF INFORMATION

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

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

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

L. CORRESPONDENCE

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

M. FUTURE AGENDA ITEMS

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



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

N. ADJOURNMENT

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

Respectfully submitted,

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

Lisa Pascuzzi  
Clerk

TOLLAND BOARD OF EDUCATION  
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REGULAR MEETING – April 24, 2013

Members Present: Mr. Andy Powell, Chair; Ms. Christine Vincent, Secretary; Dr. Gayle Block, and Mr. Steve Clark

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

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

B. APPROVAL OF MINUTES

April 5, 2013 – Special Meeting – deferred

April 10, 2013 – Regular Meeting – deferred

C. PUBLIC PARTICIPATION (2 minute limit) - None

D. POINTS OF INFORMATION - None

E. STUDENT REPRESENTATIVE REPORT

Ms. Lasala explained that the Student Council is working on Prom Safety Week and teaming up with the AT&T “It Can Wait” no-texting campaign. Additionally, the Council is ordering “No Text Is Worth It” bracelets. Further, a wrecked car and caution tape will be used to promote prom safety. The prom’s theme is Casino Royale.

New for next year, the Student Council will appoint a representative from each advisory group to participate in the Council. A date is being set for “Step Up Day” for Middle School students. During this day they visit the High School to begin the transition process. The Student Council is working on a slide show to illustrate what the Student Council is all about. This will be used for Freshman Orientation next fall. Lastly, the Star on the Wall program is taking place again to feature where seniors will be attending college.

F. SUPERINTENDENT’S REPORT

F.1. Tolland Middle School Model UN Conference

Mr. Guzman recognized the Tolland Middle School students who participated in the Model U.N. Conference that was held at Kingswood-Oxford School and introduced Mr. Ian Polun, the Social Studies coordinator who facilitated the program.

Mr. Polun explained that Ms. Andrea Spak, a Tolland Middle School parent, inspired Tolland’s participation in the program. An overwhelming number of students expressed interest in the activity and twelve followed through. The student participants who attended the conference were: Charles Perosino (8), Griffin Powell (9), Ryan Carnemolla (8), Marlee Takes (7), Jack Powell (6), Anna Roberts (6), Teagan Connelly (6), Nick

Bidorini (6), Matt Pasini (6), and Lucan Papadopoulos(6). The event was run like a high school model U.N. Conference and the students were put on committees to represent various countries. Among other tasks, students had to negotiate, deliberate, and learn parliamentary procedures and they did an impressive job. Some of the resolutions that were passed included: a U.N. task force to crack down on illegal weapons trade, a water task force to ensure every country would be able to access water and have assistance from other countries to do so, and safe houses for women in developing countries to protect them from violence and provide an education. Students Charles Perosino and Griffin Powell won awards as Honorable Delegates for their work and leadership. The Board thanked all of the students for their participation and wished them the best.

F.2. School Breakfast Program – Tolland Middle School Pilot

Mr. Guzman explained that the District would like to initiate a pilot school breakfast program that would run for the last six weeks of this school year to see if such a program would be successful. This would be a self-sustaining program and the hope is that, if successful, the program would be instituted at the Tolland Middle School in September. Mr. Clark inquired if this would affect bus runs. Mr. Guzman explained that it would not. Mr. Guzman introduced Mrs. Kassman-Harned, the Director of Food Services.

Mrs. Kassman-Harned explained that the menu would follow federal guidelines and a traditional meal pattern would be selected. This includes four components: milk, fruit/vegetable, grain, and meat/meat alternative. Students would need to choose at least two of the components for their meals. There will be both cold and hot offerings and many will be pre-wrapped. Different items would be offered daily and the meals will need to be consumed in the cafeteria.

Mrs. Kassman-Harned explained that one reason the program is being initiated is to address concerns that she has received from school nurses that many students do not have time to eat breakfast before school. It is not a food insecurity issue at home. She did not expect there to be any additional costs and the labor for the program will be relatively low. Research has repeatedly shown that eating breakfast improves performance and reduces behavioral problems. Ms. Vincent inquired how the success of the program would be defined. Mrs. Kassman-Harned explained that if the breakfast is offered and there is no negative impact, then it is successful. Additionally, a reduction in visits to the nurses' office and higher test scores will also indicate success. Mr. Powell commented that this is a great idea and clarified that students will be charged for the breakfast. This program has the potential of helping students be better prepared for their day, reduce nurse involvement, and potentially increase student performance and reduce disruptions in the classroom without a cost to the district.

F.3. Investment Grade Audit

Mr. White explained that this process began in September and that an Investment Grade Audit is currently being performed. The audit is a document that lists opportunities to save energy and is now 30% complete. Mr. White introduced Mr. Paul Popinchalk, a representative from Celtic Energy.

Mr. Popinchalk explained that Celtic Energy was engaged by Tolland to act as the representative in the development of the performance contract – a mechanism that allows the Town to capture energy savings. Cost and opportunity savings will be made available to assist in making systems more efficient and reduce operating costs. The savings would be used for facility updates to increase efficiency. The Town has approximately 700K square feet of space; of which about 650k square feet is used by the Board of Education. \$1.5M per year is spent on energy for all of the buildings. An analysis of the buildings is underway to learn what can be done to reduce energy usage through conservation. Some incentives are available to assist in offsetting the implementation as well. In the report, the baseline of energy usage will be presented. This will be the benchmark on which savings is measured. Honeywell is expected to deliver another 60% of the Independent Energy Audit document some time during the week of May 20<sup>th</sup>. That report will have a more detailed analysis of the various measures identified for conservation and savings as well as an estimate of the cost to install these measures. It will be up to the Town, the Board of Education, the Energy Committee, and Celtic Energy to clarify what measures would be most important for the community to implement. The savings from these measures will pay for the financing and implementation. Once the list is finalized, Honeywell will get vendor quotes, equipment pricing, and provide a clear understanding of the potential cost and financing necessary. A brief discussion of financing including terms and interest rates took place. Mr. Popinchalk distributed a matrix to the Board members that provided potential energy conservations measures for each building.

A discussion of the Energy Dashboard took place. This would allow everyone to own responsibility for energy efficiency and conservation. The issue of security of the system was discussed and Mr. Popinchalk explained that the burden would be on Honeywell to address this. It was clarified that such a control system as the Dashboard would have very little impact on the network infrastructure. Mr. Popinchalk commended the great staff and volunteers who have brought the project to this point.

#### F.4. Tolland Athletic Program

Mr. Pat Cox, the Athletic Director, distributed the Tolland Public Schools Athletic Department Update document, dated April 24, 2013, to the Board members.

Throughout the school year, Tolland High School will have offered 23 varsity programs, 12 junior varsity programs, and three freshmen programs. In addition, a Unified Sports basketball team is in place as is a dance team. The total number of participants is 676. Over the course of the year, these programs will participate in approximately 560 contests. The Middle School has 11 programs with 250-260 participants. These programs will participate in approximately 100 contests.

Tolland High School employs 41 paid coaches as well as an athletic trainer. Tolland Middle School employs 12 paid coaches. In addition, there are volunteer coaches as well. These volunteers all go through the Board of Education's human resource process including background checks and receive the appropriate training.

A brief overview of bus trips took place. Mr. Clark expressed concern that in more than one instance he has seen a Cross Country team member running by herself and that this

may not be safe. Mr. Cox noted that there is a lead runner as well as one behind the group and will address this with the coaches to ensure that there is no one running without a buddy. Ms. Vincent asked what the Cross Country team did when there is inclement weather. Mr. Cox explained that during the most recent incident of an unexpected storm, the students stopped at another school and a bus was sent for them. The students are instructed to seek shelter and if the staff knows the weather is going to be inclement, the students are coached appropriately.

Mr. Cox explained that for certain events like varsity football games, there are many parts to the process. There may be two or three public safety officers, state police officers, and a number of others to facilitate a large scale event including faculty members who know the students. Ms. Vincent asked how these services are paid for. Mr. Cox explained that this is in the budget and the orthopedic physician is paid via the gate receipts which are held in account #903 at the high school. This account is audited and generally holds \$2,000-\$4,000 for ancillary costs.

Mr. Cox highlighted some of the successes of the athletic programs and confirmed that they are well above par in terms of compliance with Title IX.

Dr. Block expressed her displeasure that two sports teams were going door-to-door selling cards. This is against Board policy and she asked Mr. Cox if this had been addressed. Mr. Cox confirmed that it had and suggested that the Board policy be refined to make it more definitive. Dr. Block explained that the Board policy is no door-to-door sales. Mr. Guzman noted that this is a serious matter and the Board policy is online. A brief discussion of the policy took place. Mr. Guzman recommended that Mr. Cox go online, review the policy, write up how he would like to see it, and submit it to the Board. Dr. Block noted that she does not want students she does not know coming to her door. Although a policy is in place, this activity is still going on. Mr. Powell commented that he can appreciate the sensitivity of fundraising but that he has fielded questions and concerns from parents who have approached him. They have told him that there appears to be pressure put on the students – if they are not selling then they are not playing. Mr. Cox responded that this is inaccurate and completely without merit. Mr. Powell said that he would take Mr. Cox on his word on this but wanted to express the two statements that he has heard.

Mr. Powell inquired if the number of participants Mr. Cox quoted referred to individuals. Mr. Cox explained that 676 is the overall number; individually it is about 460 students. Mr. Powell asked if after Pay to Play was instituted if participation changed. Mr. Cox believes that it has stayed the same but added that this may not be accurate given the new programs which have been added but confirmed that it is within the margin of error. If someone is a baseball player, they are a baseball player and there are means in place for those who cannot afford the fee. Mr. Powell asked Mr. Cox how he thinks the installation of the artificial turf and lighting will affect the program. Mr. Cox noted that the impact will be significant and there will be a budgetary impact since more people will be needed. Mr. Guzman noted that discussions are still taking place regarding the Artificial Turf Agreement and he will report back with the changes to the Policy Committee.

Mr. Powell noted that Mr. Cox has been in this role for nine months and asked how it has been. Mr. Cox explained that it has been challenging, particularly working with the middle school programs and scheduling. It is difficult to find coaches at any level but it becomes even more difficult in the lower grades. He is proud of the coaches and what they do as well as the success of the program. The programs are growing while maintaining compliance. Mr. Powell noted that athletics is a segment of school life and he wants to be sure that it is included and aligned with the curriculum directors and others so it is part of the school experience. Mr. Cox will provide a seasonal report to the Board.

- F.5. Board Policy and Administrative Regulation 3080 – Advertising and Promotion  
 This information was provided for a first reading. Mr. Clark noted that on Policy 3080, Business, in the first paragraph, the second sentence should start with “No” rather than “All” and that “advertising” has been misspelled. Mr. Powell noted that on Policy 3080, Administrative, #5 should read, “Be libelous or slanderous in the view of the Board of Education”. The Policy Committee will meet on May 8<sup>th</sup> and this will be on the agenda of the Board of Education that evening for action.

G. COMMITTEE & LIAISON REPORTS

EASTCONN - None

Finance & Facilities Committee

Mr. Powell noted that the committee had a special meeting to review the proposal for the school assessment and planning. It was enlightening and after consultation, the Finance and Facilities Committee is recommending DRA for consideration. The firm has a wide range of experience and expertise and will do a presentation for the Board. They were the most qualified and had the lowest bid. Further, they may be able to be integrated with the energy audit and will hold at least two community conversations. Mr. Guzman did a review of the references and they were all very positive.

Policy Committee - None

Negotiation Committee

The committee has met with representatives for the custodians and clerical staff and will soon have meetings with the paraprofessional representatives.

Town Council Liaison

Mr. Clark noted that there was no meeting, only the budget presentation.

H. S. Turf Field Committee Liaison - None

H. CHAIRPERSON’S REPORT

Mr. Powell noted that it is critical that the referendum pass. He added that in regard to the statement that the 1% would not have an impact, that it was incorrect. Mr. Guzman should have put forward a 9% or 10% budget increase but he and his staff responsibly put forth a fiscally conservative budget that nevertheless did impact the district. It does not serve the Town or the needs of the students. After looking at other towns and seeing what they are doing with their budgets, the Town needs to consider its priorities. It is critical that people turn out to vote. It affects everyone who lives in Tolland. If someone does not have the time to vote then they should not show up anywhere to speak his/her opinion. One’s opinion matters most at the ballot box.

I. BOARD ACTION

These will appear on the May 8<sup>th</sup> agenda due to the lack of a quorum.

I.1. Healthy Food Certification

I.2. Tolland High School Athletic Trainer – Proposal Award

I.3. Obsolete and Surplus Equipment – Parker Memorial School and Birch Grove Primary School

Mr. Guzman asked Mr. Carroll to address the items currently at the Parker Memorial building. Mr. Carroll explained that a lot of the equipment is starting to rust and the items with fabric are beginning to mildew. There is no heat or air conditioning in the building; in turn there is the potential for mold. Mr. Guzman explained that the reason they need to remove these items from the building is so that further deterioration can be prevented. With the items removed, the building can be cleaned and maintained. Currently, there are animals living inside. Mr. Carroll noted that there is kitchen equipment that may still be usable and that it may be kept in the District.

J. PUBLIC PARTICIPATION – None

K. POINTS OF INFORMATION - None

L. CORRESPONDENCE

- Town Council Minutes from April 9, 2013
- School Calendars for May

M. FUTURE AGENDA ITEMS

1. Healthy food certification
2. Athletic training proposal award
3. Obsolete equipment
4. Second reading of Policy 3080
5. Status of the budget
6. Presentation by DRA regarding the facility enrollment study
7. Proposal relating to repairing the drainage at Birch Grove
8. Executive session for personnel matters
9. Request for a teacher leave of absence for two years
10. Minutes for approval

N. ADJOURNMENT

Dr. Block motioned to adjourn the meeting at 9:32 P.M. Ms. Vincent seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

Respectfully submitted,



Lisa Pascuzzi  
Clerk

**TO: Members of the Board of Education**

**FROM: William D. Guzman**

**DATE: May 8, 2013**

**SUBJECT: International DECA Conference**

On March 13, 2013, we reported that ten (10) Tolland High School students competing in the DECA State Leadership Conference were recognized as finalists. Six of the students were invited to compete in the International Career Development Conference in Anaheim, California during April 24 – 27, 2013. The students competing in Anaheim at the international level were:

Name of Student/Advisor	Event	Place/Honor
Tyson Bridge (junior) and Ray Tetreault (senior)	Sports and Entertainment Marketing Team Decision Making	
Kelsey Lewis (senior) Shaheer Hassan (senior)	Business Law and Ethics Team Decision Making	Certificate of Excellence Award
Chance Foster (senior)	Sports and Entertainment Marketing Series	Certificate of Excellence Award
Hunter Mulhauser (sophomore)	Quick Serve Restaurant Management	Certificate of Excellence Award

During the school year, approximately 120,000 of DECA's 200,000 student members take part in the organization's competitive events program, allowing them to compete for local and regional titles. The competitions are designed to simulate real-life business scenarios and test student's academic understanding and skills development. The top state and provincial winners put their talents to the test during the program's final round of competition in Anaheim. The DECA International Career Development Conference was the pinnacle of competition, where nearly 10,000 students vied for international honors.

DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management. DECA enhances the preparation for college and careers by providing co-curricular programs that integrate into classroom instruction, apply learning, connect to business, and promote competition.

Mrs. Bridge and the students participating will be at the Board meeting to speak of their experiences at the International Conference.

WDG:ca



**TO: Members of the Board of Education**

**FROM: William D. Guzman**

**DATE: May 8, 2013**

**SUBJECT: School Facility Utilization and Study – Proposal Award**

The Board of Education developed a Request for Proposal for Services to provide a Districtwide School Facility Utilization and Study. The proposal was advertised in the Hartford Courant and the Journal Inquirer on February 8, 2013. Proposals were sent to the following companies:

- Silver/Petrucci & Associates
- McGraw-Hill Construction
- Moser Pilon Nelson
- NESDEC
- Milone and MacBroom
- Cooperative Education Services
- BSC Group, Inc.

The following three companies submitted proposals which were opened on March 8, 2013:

DRA, Inc. (Drumme Rosane Anderson)	-	\$27,800
NESDEC	-	34,540
Silver/Petrucci & Associates	-	98,000

On Tuesday, March 26, 2013, the Finance and Facility Committee reviewed the three proposals. Based upon the review, the Committee invited DRA and NESDEC to a future meeting to present their proposals and answer questions by Committee members. Representatives from NESDEC and DRA presented to the Committee on Thursday, April 11, 2013.

The Finance and Facility Committee of the Board recommends approval of the contract submitted by DRA, Inc. in the amount of \$27,800 for a Facility Utilization and Study to DRA, Inc. Mr. James Barrett of DRA, Inc. will be at the Board of Education meeting to outline his company's proposal and answer questions from the Board.

WDG:ca

**F.3.**

**TO: Members of the Board of Education**

**FROM: William D. Guzman  
Dr. Kathryn Eidson**

**DATE: May 8, 2013**

**SUBJECT: Career and Technical Education Innovation Grant**

The District wishes to submit an application to the State Department of Education for a Career and Technical Education (CTE) Innovation Grant. The Carl D. Perkins Career and Technical Education Improvement Act (Perkins IV), sets a new vision of career and technical education (CTE) for the 21<sup>st</sup> century. Perkins IV promotes reform, innovation and continuous improvement in CTE to ensure that students acquire skills and knowledge they need to meet challenging state academic standards and industry-recognized skill standards. It prepares students for postsecondary education, further learning and a wide range of opportunities in high-skill, high-wage or high demand occupations in emerging professions.

Attached are the Plan Summary and the Local Plan Narrative for your review. The Budget for the application will be presented at the Board meeting. To be eligible for the grant, the application requires Board approval and must be submitted prior to May 15, 2013.

WDG:KE:ca

## **Plan Summary**

### **Purpose**

Electronic commerce has expanded rapidly over the past five years and is predicted to continue at this rate, or even accelerate. In the near future the boundaries between "conventional" and "electronic" commerce will become increasingly blurred as more and more businesses move sections of their operations onto the Internet. Ecommerce is often faster and cheaper, has a better choice of products and is more convenient than the traditional methods.

Since ecommerce is currently one of the most important aspects of the evolving ways of doing business in the 21<sup>st</sup> century, the purpose of revitalizing the entrepreneurship class at Tolland High School to provide students with a useful and current foundation for understanding the ways the world is doing business.

### **Objectives**

1. To explore the range of ecommerce businesses, their purposes and their similarities and differences, e.g. consumer based retail sites, auction or music sites, and business to business exchanges goods and services.
2. To compare the benefits and drawbacks of ecommerce, e.g. that it allows consumers to electronically exchange goods and services with no restrictions on time or distance. To look at this type of transactions and the competitive advantages over traditional methods.
3. To examine the methods used for electronic transactions or electronic data interchanges which require each supplier and customer to set up a dedicated data links.
4. To examine the means of accepting online payments, such as PayPal.
5. To research and understand the legal and regulatory guidelines required to properly implement an e-business.
6. To become familiar with the use of a shopping cart and shopping cart software which allows consumers to purchase goods and or services, track customers, and keep records of the buying and selling process.
7. To examine the processes involved in determining what type of business or product might be successful as an ecommerce business. Explore a variety of choices for an on-line business that take into account cost restrictions.
8. To investigate current types of consumer fraud, including online scams.
9. To evaluate ecommerce enabled websites.

10. To examine marketing strategies for bringing customers to sites and keeping them as repeat customers.
11. To bring a variety of skills together, including mathematics and language arts skills, to create an ecommerce site.

### **Strategies**

The following steps will need to take place in order to completely reinvent the Entrepreneurship class (E-class) at Tolland High School.

1. Determine or create appropriate standards.
  - a. Examine the current 2011 CTE Performance Standards in Personal Finance, Marketing, and Computer Information Systems.
  - b. Review the technical language arts standards in the Common Core State Standards (CCSS).
  - c. Consult with a variety of sources concerning appropriate standards for instruction about ecommerce, including the advisory board, and on-line mentors.
  - d. Gather, write and/or edit the standards to be used in the E-class.
2. Create a thematic order for the presentation of standards taking into consideration the thought processes for learning about business and ecommerce.
3. Assign standards to the themes and implement the unit development process using the district-wide unit format.
4. Consult with the IT director about the necessary technology hardware, software, rights, supports and security.
5. Consult with the Counseling Department at Tolland High School introducing the new career pathway chart, requesting course catalog description changes and the marketing of the course to students.

### **Outcomes**

Students will:

1. Know how different types of businesses use the Internet to their advantage;
2. Understand the benefits and drawbacks of ecommerce;
3. Understand the methods used for electronic transactions or electronic data interchanges and be able to establish these;
4. Know how to set up an on-line payment system, such as PayPal;
5. How to research legal and regulatory guidelines;

6. Follow legal and regulatory guidelines;
7. Be aware of types of consumer fraud;
8. Will understand the use of a shopping cart and be able to use shopping cart software;
9. Understand the processes involved in determining what type of business or product might be successful as an ecommerce business;
10. How to evaluate websites for a specific purpose;
11. Learn marketing strategies for bringing customers to sites and keeping them as repeat customers; and
12. Set up a working on-line enterprise.

## Local Plan Narrative Innovation Grant Application

### Describe how the innovation model implementation will:

1. improve and enhance CTE programs;

Currently CTE developed pathways in Tolland include the following:

- a. Human Services: Early Childhood Development and Services
- b. Business Financial Management and Administration: Business Financial Management & Accounting
- c. Government and Public Administration: Introduction to Law/Law, Public Safety, Corrections and Security: Correction and Law Enforcement Services
- d. Business, Management and Administration: Marketing
- e. Information Technology – Programming and Information Support and Services
- f. Science, Technology, Engineering and Mathematics: Engineering and Technology (Principles of Engineering)
- g. Hospitality and Tourism: Restaurants and Food/Beverage Services

The development of a business/entrepreneurship pathway will move students into the 21<sup>st</sup> century with a Business Financial Management and Administration focus around Entrepreneurship and Business. We now only have the traditional Accounting and the traditional Marketing pathway.

2. develop and implement a career pathway(s) and individual SSP for all students under the model proposed in this application;

The above career pathway will provide another choice for students for their individual Student Success Plan.

3. improve district, state and local adjusted levels of performance;

This enhancement will improve CCSS academic skills and CTE skills as well as communication skills for the participating career and technical education students. It will support their achievement of the same rigorous academic standards as all students. This will be accomplished by requiring students to acquire and use their basic knowledge in language arts and math in the carrying out this current, student oriented project.

4. improve students' academic and technical skill development through integration;

The extensive use of Internet technologies will support the further development of technology skills and student use of academic skills including language arts and mathematics skills.

5. provide students with strong experience in, and understanding of, all aspects of an industry;

By creating a working ecommerce site students will learn a variety of aspects of this type of industry. They will have strong experiences in and an understanding of an on-line business.

6. encourage CTE students at the secondary level to enroll in rigorous and challenging courses in core academic subjects;

Seeing a need for current skills related to core academic skills that are Internet related and address aspects of social media will encourage CTE students to enroll in rigorous and challenging courses in core academic subjects.

7. provide comprehensive professional development for staff engaged in this initiative;

Development of a curriculum for ecommerce is a new area for our staff. They are excited by the possibility of delving into this area but will need the support of a physical as well as on-line advisory group. The make-up of our advisory group will need to shift.

Our staff has unpacked the technical CCSS standards and have workshops at the end of the year around creating tasks using these standards.

Our staff is aware of and uses the CTE 2011 standards but will also need to spend some time analyzing standards in a variety of areas as the creation of an ebusiness crosses multiple areas.

8. ensure that the innovation plan is of sufficient size, scope and quality to bring about improvement in CTE;

We expect improvements in staff knowledge as well as student interest and engagement. Size would be 1-2 classes per year; scope, sufficient to encourage improvement in basic as well as technical knowledge, and quality ensured by the actual functioning of an ecommerce site.

9. develop a process to be used to evaluate the effectiveness of the initiative;

Benchmarks are created for each unit of study. They involve traditional questions as well as the use of rubrics to evaluate processes and products.

The evaluation of the initiative involves not only selection of the course by students but the functioning of working ebusiness. We also use student, staff and parent surveys.

10. ensure that individuals who are members of special populations will not be discriminated against based on this status;

This is ensured.

11. promote preparation for nontraditional training and employment; and

Guidance promotes nontraditional class participation choices as well as gender neutral class marketing. Curriculum development likewise keeps in mind gender neutral activities.

12. provide career guidance and academic counseling to CTE students, including linkages to future education and training opportunities.

Use by guidance of Student Success Plans, Career Pathways, and advisories assures that students are provided linkages to future education and training opportunities.

**F.4.**

**TO: Members of the Board of Education**

**FROM: William D. Guzman**

**DATE: May 8, 2013**

**SUBJECT: Drainage System/Paving Fund**

Currently, there are seven (7) drainage areas at Birch Grove that have deteriorated over time due to ineffective construction methods and materials. These drainage areas require immediate improvement. Preliminary estimates for repair services total \$25,000.

Funds for this repair would come from a CIRMA (Connecticut Interlock Risk Management Agency) equity distribution. The CIRMA Board of Directors recently declared an equity distribution to be shared among eligible members. CIRMA is a service program of CCM (Connecticut Conference of Municipalities) offering boards and towns workers compensation insurance. The total CIRMA distribution was for \$27,947. The Town's share is \$12,727 and the Board of Education share is \$15,220.

The Administration requests that the Board allocate its share of the distribution in the amount of \$15,220 to Capital Improvements Board of Education District Wide Drainage/Paving Fund to cover the partial cost of Birch Grove drainage repair project.

WDG:ca



**F.5.**

**TO: Members of the Board of Education**

**FROM: William D. Guzman**

**DATE: May 8, 2013**

**SUBJECT: Request for Leave of Absence**

Article 23, Extended Leave of Absence, of the Tolland Education Association contract permits the Board of Education to consider granting a two (2) year leave of absence for a teacher to pursue "government service such as the Peace Corps, VISTA, or other international or domestic teaching, or service opportunities."

Mr. John Powell, Science teacher at the High School is requesting a two year leave of absence (see attached). Mr. Powell has worked in the District since the start of the 2000/2001 school year. The Administration recommends approval of Mr. Powell's request for a two year leave of absence.

WDG:ca

Tolland Board of Education  
96 Old Post Road  
Tolland, CT 06084

Dear Mr. Guzman and Members of the Board of Education,

It is with a mixture of regret and excitement that I request a two year leave of absence from the Tolland Public School system. My wife Sarah Bakulski (also a past employee of Tolland Public Schools) and I have been offered two year contracts to teach at the North Jakarta International School in Jakarta, Indonesia for the 2013/2014 and 2014/2015 school years. I will be teaching various science courses, leading the grade 7-12 science department, and developing new science curricula vertically aligned with the new Science Common Core Standards.

International and multicultural experiences have been a driving force in my life and a passion I have incorporated into my teaching. I often refer to my Peace Corps volunteer service in Malawi, Africa for real life examples of biological concepts, conservation, and perhaps more importantly, of how cultural diversity and various lifestyles around our world celebrate the human spirit. I have managed four successful trips and homestays for Tolland High School students to Costa Rica, where they have been able to experience first-hand another part of our world. I believe that teaching abroad will only enhance my ability to educate the students of Tolland while providing me invaluable experience developing curricula, establishing a high school science program and facilitating an academic department.

Under Article 23(A), upon recommendation from the Superintendent, the Board of Education may approve a two year leave of absence "for Government Service such as the Peace Corps, VISTA, or other international or domestic teaching, or service opportunities." I am hoping that my opportunity to teach internationally will fall under this category. Thank you for your consideration.

Sincerely,

John Powell

**TO: Members of the Board of Education**

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

**DATE: May 8, 2013**

**SUBJECT: Status of the Budget – April 23, 2013**

In accordance with Board of Education Policy 3010, attached please find the status report of the budget for fiscal year 2012-13 as of April 23, 2013.

The budget for fiscal year 2012-13 (adopted and adjusted) is \$35,702,228. As of April 23, 2013, expenditures and encumbrances total \$35,474,385 leaving a projected balance in the amount of \$227,843. The difference in the unexpended balance since the February 25, 2013 budget projection is \$294,772.

The difference in the program side of the budget since the last projection is \$170,936. Significant changes are as follows:

Language Arts, Math, Science and Social Studies (101-104)	\$(65,211)
Funds in these programs have been set aside to accommodate for pending purchases as the curriculum is written based on the Common Core State Standards.	
Special Services (131)	\$(47,635)
Additional services including tutoring for a student currently at an out of district facility have been encumbered since the February report.	
Principals' Office (710)	\$(29,173)
Provision for graduation and year-end expenses.	
Transportation (701)	\$133,618
It is anticipated that in May we will receive \$120,380 for the Student Based Supplement through the Excess Costs Grant which historically has been forwarded to the Board of Education.	
Custodial/Maintenance Services (661/662)	\$(79,416)
It is anticipated that these funds will be fully utilized through year-end.	
Program/Professional Development (770)	\$(22,935)
These funds will be utilized by year-end for the work that	

is required for the Common Core State Standards and Teacher Evaluation changes.

Board of Education (791)	\$(28,049)
Funds have been set aside pending approval of the facility study.	
Other sundry accounts	<u>\$(32,135)</u>
Program Sub-total	\$(170,936)

Significant changes to the personnel portion of the budget which amount to \$123,836 are as follows:

Certified Regular/Special Education (178-179)	\$(56,274)
Transfer adjustments between programs for change of status funds and substitute pay and estimate of participation fee revenues.	
Non-Certified (180)	\$(22,361)
Anticipated expenses for personnel previously charged to grant.	
Substitutes (187)	\$(76,386)
Increase in substitute wage due to substitute acquisitions for long term paid leave absences, Common Core State Standards and teacher evaluation work.	
Systemwide Services (188)	\$53,605
Adjustments for an increase in tutoring expenses, decrease in curriculum writing expenses due to reduction of instructional days in school calendar, release of encumbrance for educational technology position not filled.	
Other sundry accounts	<u>\$(22,420)</u>
Personnel Sub-total	<u>\$(123,836)</u>
Total Program and Personnel	\$(294,772)

As we move closer to the end of fiscal year 2012-13, it is important to keep in mind that this document is a projection of expenses and balances. There are two months remaining in this fiscal year. Purchase order review is on-going and requisition review and approval is done judiciously.

Major program accounts such as utility, special services, and custodial and maintenance programs are under constant review, as well as all other program accounts.

TOLLAND PUBLIC SCHOOLS  
Business Services  
April 23, 2013  
Fiscal Year 2012-13 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	April Budget Transfers	Balance	%
101	Language Arts	\$ 97,960	\$ (178)	\$ 97,782	\$ 97,260	\$ -	\$ 522	0.5%
102	Math	\$ 41,263	\$ 178	\$ 41,441	\$ 41,441	\$ -	\$ -	0.0%
103	Social Studies	\$ 18,918	\$ (2,095)	\$ 16,823	\$ 16,255	\$ -	\$ 568	3.4%
104	Science	\$ 73,525	\$ (1,665)	\$ 71,860	\$ 68,010	\$ -	\$ 3,850	5.4%
105	Art	\$ 28,992	\$ -	\$ 28,992	\$ 27,452	\$ -	\$ 1,540	5.3%
106	Music	\$ 19,804	\$ -	\$ 19,804	\$ 16,334	\$ -	\$ 3,470	17.5%
107	Physical Education/Health	\$ 13,238	\$ -	\$ 13,238	\$ 11,564	\$ -	\$ 1,674	12.6%
108	World Language	\$ 11,268	\$ -	\$ 11,268	\$ 8,170	\$ -	\$ 3,098	27.5%
109	Family and Consumer Science	\$ 14,917	\$ -	\$ 14,917	\$ 14,414	\$ -	\$ 503	3.4%
110	Technology Education	\$ 36,678	\$ -	\$ 36,678	\$ 41,990	\$ -	\$ (5,312)	-14.5%
111	Business Education	\$ 6,472	\$ 572	\$ 7,044	\$ 7,446	\$ -	\$ (402)	-5.7%
112	Digital Education	\$ 10,083	\$ (90)	\$ 9,993	\$ 8,347	\$ -	\$ 1,646	16.5%
115	TALC	\$ 1,240	\$ -	\$ 1,240	\$ 898	\$ -	\$ 342	27.6%
131	Special Services	\$ 2,291,201	\$ -	\$ 2,291,201	\$ 2,117,653	\$ -	\$ 173,548	7.6%
132	Special Education	\$ 88,051	\$ 6,680	\$ 94,731	\$ 91,716	\$ -	\$ 3,015	3.2%
133	Interdistrict Programs	\$ 146,038	\$ -	\$ 146,038	\$ 181,508	\$ -	\$ (35,470)	-24.3%
134	Student Athletics	\$ 153,677	\$ -	\$ 153,677	\$ 153,677	\$ -	\$ -	0.0%
136	Student Activities	\$ 23,787	\$ -	\$ 23,787	\$ 23,787	\$ -	\$ -	0.0%
142	School Counseling Services	\$ 9,948	\$ (984)	\$ 8,964	\$ 4,319	\$ -	\$ 4,645	51.8%
144	Nursing	\$ 16,561	\$ -	\$ 16,561	\$ 17,073	\$ -	\$ (512)	-3.1%
145	Library	\$ 16,475	\$ -	\$ 16,475	\$ 15,576	\$ -	\$ 899	5.5%
146	Audiovisual	\$ 3,614	\$ -	\$ 3,614	\$ 2,696	\$ -	\$ 918	25.4%
710	Principals' Office	\$ 130,446	\$ (2,357)	\$ 128,089	\$ 110,320	\$ -	\$ 17,769	13.9%
701	Transportation	\$ 2,317,868	\$ -	\$ 2,317,868	\$ 2,225,710	\$ -	\$ 92,158	4.0%
755	Superintendent's Office	\$ 18,924	\$ 5,235	\$ 24,159	\$ 24,941	\$ -	\$ (782)	-3.2%
756	Business Services	\$ 191,953	\$ 800	\$ 192,753	\$ 196,643	\$ -	\$ (3,890)	-2.0%
757	Technology Services	\$ 215,116	\$ 15,000	\$ 230,116	\$ 220,881	\$ -	\$ 9,235	4.0%
661	Custodial Services	\$ 219,364	\$ -	\$ 219,364	\$ 219,364	\$ -	\$ -	0.0%
667	Comm/Ins	\$ 195,297	\$ (15,000)	\$ 180,297	\$ 175,147	\$ -	\$ 5,150	2.9%
663	Utilities-Energy Mgt	\$ 1,383,344	\$ -	\$ 1,383,344	\$ 1,270,395	\$ -	\$ 112,949	8.2%
666	Energy Management	\$ 6,360	\$ -	\$ 6,360	\$ 6,211	\$ -	\$ 149	2.3%
662	Maintenance	\$ 379,772	\$ -	\$ 379,772	\$ 379,772	\$ -	\$ -	0.0%
770	Prog/Prof Development	\$ 67,163	\$ 584	\$ 67,747	\$ 67,747	\$ -	\$ -	0.0%
790	Adult Education	\$ 30,269	\$ -	\$ 30,269	\$ 30,267	\$ -	\$ 2	0.0%
791	Board of Education	\$ 75,921	\$ 11,500	\$ 87,421	\$ 116,749	\$ -	\$ (29,328)	-33.5%
xxx	<b>Program Total</b>	<b>\$ 8,355,507</b>	<b>\$ 18,180</b>	<b>\$ 8,373,687</b>	<b>\$ 8,011,733</b>	<b>\$ -</b>	<b>\$ 361,954</b>	<b>4.3%</b>

JAN

TOLLAND PUBLIC SCHOOLS  
Business Services  
April 23, 2013  
Fiscal Year 2012-13 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	April Budget Transfers	Balance	%
177	Staff Services - Other	\$ 1,141,474	\$ 6,529	\$ 1,148,003	\$ 1,107,913	\$ (15,000)	\$ 25,090	2.2%
177	Staff Services - Health Insurance	\$ 4,592,232	\$ 8,030	\$ 4,600,262	\$ 4,727,069	\$ -	\$ (126,807)	-2.8%
178	Certified Regular Ed	\$ 13,044,049	\$ 3,028	\$ 13,047,077	\$ 13,062,077	\$ 15,000	\$ -	0.0%
179	Certified Special Ed	\$ 2,732,975	\$ -	\$ 2,732,975	\$ 2,675,687	\$ (25,635)	\$ 31,653	1.2%
180	Non-Certified	\$ 1,212,738	\$ -	\$ 1,212,738	\$ 1,252,043	\$ -	\$ (39,305)	-3.2%
181	Building Operations	\$ 902,310	\$ (60,850)	\$ 841,460	\$ 841,460	\$ -	\$ -	0.0%
182	Building Maintenance	\$ 176,911	\$ -	\$ 176,911	\$ 176,911	\$ -	\$ -	0.0%
183	BOE Clerk	\$ 1,095	\$ 2,257	\$ 3,352	\$ 3,062	\$ -	\$ 290	8.7%
184	Business Services	\$ 292,814	\$ -	\$ 292,814	\$ 292,730	\$ -	\$ 84	0.0%
185	Superintendent's Office	\$ 274,641	\$ (3,290)	\$ 271,351	\$ 270,451	\$ -	\$ 900	0.3%
186	Principals' Office	\$ 1,525,238	\$ (5,496)	\$ 1,519,742	\$ 1,522,977	\$ -	\$ (3,235)	-0.2%
187	Substitutes	\$ 364,736	\$ -	\$ 364,736	\$ 466,757	\$ 25,635	\$ (76,386)	-20.9%
188	Systemwide Services	\$ 1,085,508	\$ 31,612	\$ 1,117,120	\$ 1,063,515	\$ -	\$ 53,605	4.8%
xxx	<b>Personnel Total</b>	\$ 27,346,721	\$ (18,180)	\$ 27,328,541	\$ 27,462,652	\$ -	\$ (134,111)	-0.5%
xxx	<b>Original Appropriation Total</b>	\$ 35,702,228	\$ -	\$ 35,702,228	\$ 35,474,385	\$ -	\$ 227,843	0.6%
	<b><u>Additional Appropriations:</u></b>							
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	<b>Add'l Appropriations Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	<b>Grand Total</b>	\$ 35,702,228	\$ -	\$ 35,702,228	\$ 35,474,385	\$ -	\$ 227,843	0.6%

**TO: Members of the Board of Education**

**FROM: William D. Guzman**

**DATE: May 8, 2013**

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

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

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

WDG:cja  
attachment

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

**Section 1 – Background**

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

**Section 2 – Certification Statement**

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

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

and

*(Name of the Board of Education or Governing Authority)*

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

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

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

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

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

Signature: \_\_\_\_\_

**William D. Guzman**

*(Signature of the Authorized Representative)*

*(Printed Name of the Authorized Representative)*

**Superintendent of Schools**

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

*Date of Authorization*



### Section 3 – Exemption Statement

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

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

☒ will

☐ will not

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

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

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

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

#### Tolland Board of Education

*(Name of the Board of Education or Governing Authority)*

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

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

Signature: \_\_\_\_\_

*(Signature of the Authorized Representative)*

**William D. Guzman**

*(Printed Name of the Authorized Representative)*

#### **Superintendent of Schools**

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

\_\_\_\_\_  
*Date of Authorization*

#### **FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE**

Connecticut State Department of Education

Signature: \_\_\_\_\_

*(Signature of State Agency Representative)*

**Brian Mahoney**

*(Printed Name of State Agency Representative)*

**Chief Financial Officer**

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

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

**TO: Members of the Board of Education**

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

**DATE: May 8, 2013**

**SUBJECT: Tolland High School Athletic Trainer – Proposal Award**

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

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

Proposals were sent to the following companies:

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

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

Submitted proposal results are as follows:

Select Physical Therapy

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

Integrated Rehabilitation Services

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

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

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

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

**TO: Members of the Board of Education**

**FROM: William D. Guzman**

**DATE: May 8, 2013**

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

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

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

WDG:ca

PARKER SCHOOL INVENTORY  
April 2013

ATTACHMENT I

Teacher desk - 27

Student desk -

207 Desks  
315 Desk/with attached chair

Metal desk

14 asst.  
50 desk/chairs

Computer Carts

47 carts

Tables

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

File cabinets

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

Kitchen

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

Art

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

TV's 11

Misc.

1 whirlpool tub – stainless steel  
1 easel  
1 portable wooden portable air conditioner cabinet  
4 24' long library book shelves  
  
91 chairs  
10 desk top cubbies  
2 cubbies  
3 overhead projectors  
16 solar panels

Assorted computer monitors & printers

PARKER SCHOOL INVENTORY  
April 2013

Books – see Kathryn Eidson

AP Room

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

Room 2

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

Room 3

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

Health Room

- 1 – 4 x 6 wooden table

Room 5

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

Room 6

- 9 – computer carts

Room 7

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

Room 8

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

Room 9

- Computers monitors & printers
- 16 – solar panels

Room 10

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

PARKER SCHOOL INVENTORY  
APRIL 2013

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

Room 11

Books – see Kathryn Eidson

Room 12

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

Room 14

- 25 – assorted teacher desks – wooden & metal

Room 16

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

Room 18

- 162 – student desks
- 30 – asst. chairs

Room 19

- 70 – student desk/ with attached chair

Teacher Lounge

- 1 – stove
- 1 – microwave

Room 20

- 50 – student desks middle/high
- 50 chairs

Room 23

- 150 – student desk/with attached chair

Room 24

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

Room 29

- 1 – 3 x 5 table

Room 33

- 40 – student desk/with attached chair

Room 34

- 55 – student desk/with attached chair

Room 35

- 1 – computer cart

Kitchen – see Abby

## BIRCH GROVE PRIMARY SCHOOL

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

**TO: Members of the Board of Education**

**FROM: William D. Guzman**

**DATE: May 8, 2013**

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

Attached please find Board Policy and Administrative Regulation 3080 – Advertising and Promotion that was presented for a first reading on April 24, 2013.

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

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

WDG:ca



**TOLLAND PUBLIC SCHOOLS**  
**Tolland, Connecticut**

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**BOARD POLICY                      REGARDING: ADVERTISING AND PROMOTION**

**NUMBER: 3080**  
**BUSINESS**

**APPROVED:**

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

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

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

**FOR THE PURPOSE OF THIS POLICY, ADVERTISING IS DEFINED AS ALLOWING ACCESS TO STUDENTS, STAFF, PARENTS AND/OR RESIDENTS IN EXCHANGE FOR MONEY, SERVICES, MATERIALS, OR OTHER INTANGIBLES.**

**TOLLAND PUBLIC SCHOOLS**  
**Tolland, Connecticut**

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**ADMINISTRATIVE REGULATION REGARDING: Advertising and Promotion**

**Number: 3080**

**ADMINISTRATIVE**

**APPROVED:**

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

**RESTRICTIONS ON ADVERTISING**

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

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

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

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

#### **DISCLAIMER**

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

#### **PERMISSION**

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

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

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

**6. THE LENGTH OF THE AGREEMENT.**

**FUNDS MANAGEMENT**

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

RECEIVED

**SPECIAL MEETING MINUTES**

**TOLLAND TOWN COUNCIL  
TOLLAND HIGH SCHOOL – AUDITORIUM  
APRIL 23, 2013 – 7:30 P.M.**

Received April 24, 2013  
Margaret DeVito  
Town Clerk

**ANNUAL BUDGET PRESENTATION**

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

MEMBERS ABSENT: Benjamin Stanford

OTHERS PRESENT: Steven Werbner, Town Manager; Michael Wilkinson, Director of Administration Services; Beverly Bellody, Human Services; Lisa Hancock, Director of Finance and Records; John Littell, Public Safety/Fire Chief; Clem Langlois, Public Works Operations Manager

1. **CALL TO ORDER:** Jack Scavone called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **ANNUAL BUDGET PRESENTATION**
  - 4.1 Pursuant to C9-9 of the Town of Tolland Charter, the Town Council shall arrange for an annual budget presentation. The annual budget presentation is intended to provide information and encourage public discussion.

Mr. Scavone explained that by charter, this is the budget presentation. He explained that up to this point there have been several meetings including community conversations, a capital budget hearing, joint meeting of the Town Council and the Board of Education, and workshops with the Town Manager. The budget was finalized on April 2, 2013 in the Town Council Chambers.

Budget Referendum: Tuesday, May 7<sup>th</sup>

**“Shall the Town of Tolland’s proposed 2013-2014 budget of \$51,844,725 reflecting a spending increase of \$482,491 or 0.94% which is equal to a 0.67% tax increase of .20 mills compared to the current mill rate and requiring a tax rate of 30.19 mills, be adopted? Yes/No”**

The Town Council’s budget goal for FY 13-14 is that it will maintain important services, continue to provide a quality education for children, and produce a fiscally responsible budget. Mr. Scavone reviewed the expenditure summary. The grand total of the recommended budget is \$51,844,725 reflecting a .94% increase.

Mr. Scavone reviewed the Board of Education funding as recommended as well as the tax impact of the proposed referendum. To determine the impact, a link to the calculator, which uses data from one’s tax assessment, is available on the Town’s website [www.tolland.org](http://www.tolland.org). The Tax Calculation Form link may be found in the right navigation bar on this site.

Mr. Scavone noted that the Council and the Town Manager want to plan for the future and the ability to fund what the future will look like. At the last meeting, a Blue Ribbon committee called "Tolland 2030" was established. It will be made up of representatives from various Town Boards and Commissions as well as from a diverse group of residents with the express purpose, over a year's time, to examine the base level of service the Town and Board of Education desire at a cost deemed sustainable through the year 2030. This item will be on the Town Council's next agenda to determine what the committee will look like and to establish the charter.

Mr. Scavone reviewed what citizens can do going forward. He strongly encouraged people to become involved and stay informed.

The Annual Budget Referendum is on Tuesday, May 7<sup>th</sup>. The polls will be open from 6:00 a.m. to 8:00 p.m.

## 5. PUBLIC PARTICIPATION

Andy Powell, 21 Clear Brook Drive, stated that the Town Council should be very thankful for the budget proposal that Superintendent Bill Guzman put into place. Knowing what percent number would be coming forward, Mr. Guzman did all of the hard work up front to allow the Town Council to say that nothing was cut. In reality, he should have put up a 9% increase for the needs of the district which are many and varied. The statement of "no impact" is not true. Going forward, the district has larger class sizes, loss of personnel, and a loss of services. A security officer is not included and paraprofessionals are being lost as well as custodians. Further, there were no reductions to the Pay to Participate program. While he appreciates the Council's position, the reality is that it is on the back of Mr. Guzman. He appreciates the work the Council has done, as well as its highlighting of the fiscal reality, but this must be approved at the first referendum or everyone will be in trouble.

Deidre Goldsmith, 21 Marlboro Glade, stated that residents who speak up are not welcomed but tolerated. In the opinion of one Town Council member, those who have repeatedly spoken up in support of education are actually members of a special interest group. Maybe she is but her special interest should be the Council's. She thanked the three members of the Council who spoke up in support of increasing the 1% budget increase.

Ken Kittredge, 37 Farm Brook Drive, agreed that he likes to see people get involved. He likes to see the Town come together and discuss ideas with people. There was a clear message this year. There were people at the Fire Training Center, the joint meetings, and the public hearing and it is what the Council told those people – thank you for your time but it does not matter. Next year, he wants the public hearing to be a public hearing where the community comes together. He wants to hear from people who are struggling and cannot afford it. It is important to hear it. This year, he only heard one side. He was told by the Town Council that there is another side but he never heard it. The previous Town Councils read e-mails and he would like this one to do the same. He feels robbed that they did not get the budget they would like to see. The referendum is supposed to be a process that finds the balance between the "yes" voters and the "no" voters. The Council, as leaders, should step up and say that this is what you would like to support and present the level of service. If someone cannot afford that, then they will vote "no". It should not be the Council's job to decide what the public can afford. The Council should say what is needed and what it would like the people to stand up for. People will support it. Mr. Kittredge cited the example of the referendum for road repairs and asked the Council to take a leap of faith and ask the people to stand behind it. He thinks people will.

Patricia Curylo, 17 Oakwood Lane, stated that she represents the silent majority, those who are tired of coming to meetings and spoken down as those who cannot afford something. There are

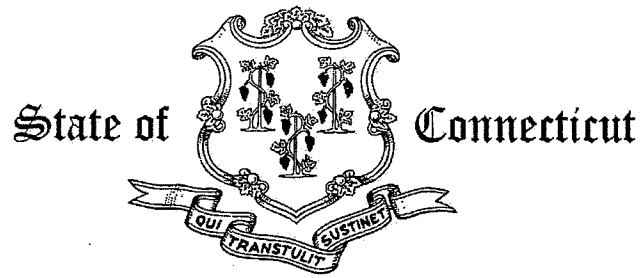
people who live on a fixed income. Her income has not increased in the last 20 years and she is living on a budget that is far below what she needs while the expenses of the town, government, and nation keep rising beyond what is affordable. Do not ever think that the silent majority does not know what is going on – it does. It keeps track of all of the meetings and what is going on. Just because it has not stood up and said that the Board of Education budget is too high, does not mean that it does not support public education; it also supports the Town but that does not mean that it can afford the increases. When economic times improve, spend more. Right now, the unemployment rate in the Town is astronomical, homes are on the market because people cannot afford to live here, and other homes are being foreclosed. Just because the silent majority is not present does not mean that it backs any increase.

6. **ADJOURNMENT:** Mr. Field motioned to adjourn the meeting at 7:52 p.m. Mr. Gill seconded the motion. All were in favor. Motion carried.

---

Jack Scavone, Council Chair

Lisa Pascuzzi  
Clerk



By His Excellency Dannel P. Malloy, Governor: an  
**Official Statement**

*O*n behalf of the State of Connecticut,  
I, Dannel P. Malloy, Governor,  
take great pleasure in  
recognizing

*May 8, 2013*

as

*School Nurses Day*

*T*his day recognizes the important role  
school nurses play in the State of Connecticut.

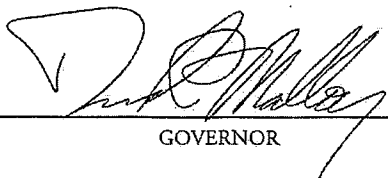
*P*roviding students with access to health professionals  
is a critical component to ensuring our students are  
ready and able to learn. The commitment  
school nurses have to our  
students is commendable.

*T*his recognition highlights the important role  
school nurses in the State of Connecticut.

*T*herefore, I, Dannel P. Malloy, Governor of the State of Connecticut,  
do hereby proclaim May 8, 2013 as

*School Nurses Day*



  
GOVERNOR