

PLEASE NOTE CHANGE IN LOCATION

TOLLAND BOARD OF EDUCATION
Tolland High School
Library Media Center
Tolland, CT 06084

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
September 12, 2012

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 22, 2012 – 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. Teacher of the Year
 - F.2. Strategic Plan Presentation
 - F.3. Requests for Information
 - F.4. Cooperative Team Request – Ice Hockey
 - F.5. Cooperative Team Request – Swimming
- G. COMMITTEE & LIAISON REPORTS
- H. CHAIRPERSON'S REPORT
- I. BOARD ACTION

- 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 August 14, 2012
 - Town Council Minutes from August 30, 2012
 - New England Association of Schools and Colleges Notice of Evaluation
- M. FUTURE AGENDA ITEMS
- N. EXECUTIVE SESSION – Personnel Matters
- O. ADJOURNMENT

TOLLAND BOARD OF EDUCATION
Tolland High School
Library Media Center
Tolland, CT 06084

REGULAR MEETING - August 22, 2012

Members Present: Mr. Andy Powell, Chairman; Mr. Robert Pagoni, Vice Chair; Ms. Christine Riley Vincent, Secretary; Mr. Steve Clark; Mrs. Althea Gill; Mrs. Karen Kramer; Dr. Gayle Block

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

June 27, 2012 – Special Meeting

Ms. Riley Vincent motioned to approve the minutes of the June 27, 2012 Special Meeting. Mr. Clark seconded the motion. All were in favor. Mr. Pagoni abstained. Motion carried.

June 27, 2012 – Regular Meeting

Ms. Riley Vincent motioned to approve the minutes of the June 27, 2012 Regular Meeting. Ms. Kramer seconded the motion. All were in favor. Mr. Pagoni abstained. Motion carried.

C. PUBLIC PARTICIPATION (2 minute limit)

None

D. POINTS OF INFORMATION

Mr. Guzman introduced Ms. Patty Buell, Director of Pupil Personnel in Vernon, CT. He will be mentoring Ms. Buell, a participant in the UConn Executive Education Program. She will be in attendance at several BOARD OF EDUCATION meetings.

E. STUDENT REPRESENTATIVE REPORT

None

F. SUPERINTENDENT'S REPORT

F.1. Primary Mental Health Grant Application

Mr. Guzman reviewed that this grant is for funds to support the Birch Grove Primary Mental Health Program, primarily to fund paraprofessional costs. In order to prevent delays, Mr. Guzman requested that action be taken on this item this evening. Ms. Riley Vincent motioned to move item F1 to I1. Dr. Block seconded the motion. All were in favor. Motion carried.

F.2. Connecticut Mastery Test (CMT) Results – Spring 2012

Mr. Guzman explained and reviewed the test results which covered grades 3-8. Attachment A represents the scores by cohort. The data represents this year's students with the scores these same students achieved in the previous grade level. (Note that the grade 3 students do not have a comparison since they do not sit for the CMT in grade 2.) With the exceptions of 5th grade writing which

dropped .5% and 8th grade reading which dropped .2%, all other categories showed an increase.

Attachment B represents the scores by grade; the percentage of students at goal level year over year.

Attachment C represents the scores comparing Tolland to the DRG (District Reference Group) C and the state. The Board of Education is very mindful of the comparison to the DRG C since these districts represent districts with similar demographics.

Attachment D indicates where Tolland is relative to the 21 other districts that belong to DRG C. The districts that have scored the highest in each grade were highlighted. Tolland is highlighted in the following groups: Grade 5 Science, Grade 7 Math and Grade 7 Writing. The DRG C average is also listed in the report. Although the state no longer calculates this average, Dr. Eidson prepared an approximate average.

Mr. Powell noted that data analysis may not appropriately define how a class is doing or what they are learning. He added that statistically the 4th grade stands out in that its percentage of students reaching goal has dropped (attachment B) from that of the percentage of 4th graders reaching goal in 2011 as well as in comparison to the DRG. Mr. Powell asked for feedback on this. Dr. Eidson noted that the 3rd grade students entered the 4th grade at a lower level.

Additionally, this year an entirely new curriculum is being developed. The State Education Resource Center (SERC) has been working with teachers on reading improvement and they have seen a tremendous improvement with students going from the 3rd to 4th grades. Dr. Eidson handed out analytical booklets. Further a computer program which will provide data results much more quickly and will be implemented this year.

Ms. Kramer inquired if the test scores on the CMT by the cohort method are the ones that are reported on the Strategic School Profile or if it is by grade. Dr. Eidson noted that it is by grade.

Mr. Guzman commented that he would prefer to see the cohort analysis since this represents the same students. Mr. Powell noted that if this data were being posted, that there needs to be information included to explain the data. The best way to define the educational process is to watch the groups go through and as they advance over time, see if their scores improve.

Mr. Powell inquired what would be a highlight and what would be a point of concern. Dr. Eidson believes the highlight is that there are some very advanced students; however, the needs of all of the students should be met. Additionally, she noted that the board should look at all day kindergarten and the amount of time spent in math. Mr. Powell agreed but noted that the mantra be adhered to – to teach to the standard, not to the test.

Mr. Pagoni inquired how many schools in DRG C have all day kindergarten. Dr. Eidson will present this data shortly as well as recommendations. He expressed concern that Tolland was behind the curve with those schools offering full time kindergarten. Ms. Riley Vincent would also like to see the fiscal analysis. Mr. Pagoni asked for a staffing estimate if the Town were to go to an all-day kindergarten model. Mr. Guzman noted that the number of teachers would need to be doubled. The space and curriculum are available.

A general discussion of all-day kindergarten, testing and its scheduling took place.

F.3. Connecticut Academic Performance Test (CAPT) Results – Spring 2012

Mr. Guzman noted that there is no cohort analysis but compared to last year, the 10th graders went down a point on the goal measurement, up in science, reading and writing yet Tolland did not surpass the DRG average. The staff at the high school has been working diligently with the language arts curriculum and collaborating with the teachers. In some instances scores have gone up (i.e. science and math) but there is still work to be done.

Mr. Guzman added that in regards to unfunded mandates, in a December 2011 article in the Hartford Courant, Yankee Institute gave high marks to school districts for cost efficiency; it ranked 2nd from the bottom (for two consecutive years) in terms of expenditures per pupil. This speaks to the dedication of the staff, administrators, teachers, and the involvement of everybody in the classroom and how they are collaborating with the intent of improving student achievement.

Mr. Pagoni, in reviewing the CAPT scores by DRG C districts, inquired if it would be possible to find out what other regions which are surpassing Tolland are doing to present strong scores. Ms. Riley Vincent agreed that the Board should look at models being used in the DRG so that perhaps the districts can learn from each other to provide the best for all students. Mr. Guzman noted that they do in fact speak with other districts. A general discussion as to the impact of the 4x4 block took place. Mr. Guzman will inquire which other DRG districts, if any, are using 4x4 blocks.

Dr. Block made that observation that there are significant differences in the challenges presented by CP (College Prep) English and Honors English. Students in Honors English have to work much harder and perhaps not enough is being demanded in CP English classes. Mr. Pagoni added that one of the greatest complaints from colleges is that the students are not arriving ready to write at the college level. He suggested approaching the colleges to determine what they would like to see in incoming students so that a program could be built accordingly. Mr. Guzman will raise the question of the expectation differences between CP and Honors English. Further, he will ask the Director of Guidance to make college preparation part of her presentation. Mr. Powell suggested surveying students who went on to college to gather feedback on whether or not they were prepared.

F.4. School Improvement Goals – 2011-12 Results

Mr. Guzman provided an amended intermediate school report. Mr. Powell noted that in the future he would like to see the preamble discuss the metrics and their analysis rather than a general summary. Ms. Riley Vincent noted that the challenge is that much of the information is in education jargon and difficult for the lay person. Mr. Powell noted that the reports are written for internal use and distribution back to the state but in terms of communicating with the citizens of the community that the board needs to do so in a language that can be understood. Perhaps this could be done by distilling some of the overview into the summary.

Mr. Guzman reviewed the School Improvement Plan. The goal is to improve student achievement in each of the curriculum areas. Each school had three goals: academic, climate, and response to intervention. Each of the schools' (Birch Grove Primary, Tolland Intermediate, Tolland Middle, Tolland High) documents indicate the measurable objective, the strategies to attain those goals, methods of measurement, baselines and goals set. These documents include the midterm and final results. Mr. Powell would like to see all acronyms bracketed and explained; he reiterated the need to distill information in a way that the community will understand. Dr. Block suggested including a glossary page. Mr. Clark clarified that all of this documentation was requested by the board to be developed. Mr. Guzman noted that this was an initiative to show the Board of Education goals and objectives. These goals are set by the schools for themselves.

Mr. Pagoni inquired about how the schools were doing over time and would like to see trends over a perhaps the past 5 years when exit surveys were incorporated. He would like to see what 8th graders say today versus their responses five years ago to measure what has been accomplished. Mr. Guzman said that this data for 8th and 12th graders could be gathered.

F.5. Tolland High School Field Improvement Projects – Status Report

Mr. Guzman provided an update on the proposed field lights and artificial turf projects at Tolland High School. The Town Manager received approval to apply for a STEAP (Small Town Economic Assistance Program) grant and is looking for additional funding. After review it was determined that the increase to the utility budget would be approximately \$1000. Mr. White explained this was determined by the expecting lighting use and bulb wattage. Mr. Powell added that if this comes to fruition that it would be a self-funding project. The goal will be not to use the field only for the school's athletic programs but for others as well. Going forward, he explained that its usage would need to be determined for the long term and how it would fund itself. Conversations are currently taking place about a possible quasi-public commission which would be in charge of how the field is used and where money goes. He does not want to see it going into the general funds but rather to paying off the loans, maintenance and athletic accounts.

Mr. Clark inquired if the artificial turf had been discussed at a board meeting. It had not. Mr. Clark then inquired as to the genesis of this conversation. Mr. Guzman explained that there was a private funding source for lighting and turf and the goal was to upgrade the facilities at no cost. Mr. Powell added that no decisions have been made; the board is just looking at the viability. Mr. Clark commented that the STEAP grant is already in process. Mr. Powell responded that the board could choose not to take it. Mr. Clark expressed concern that this was occurring without a discussion taking place where everyone was involved. Mr. Powell stated that it would be added to the next agenda.

F.6. Special Education Programs Review

Mr. Guzman received two letters from the CT State Department of Education (CSDE).

The first letter was regarding the 2010-11 District Annual Performance Reports and Determinations. This letter stated, "the CSDE would like to acknowledge the district's efforts in being one of 127 districts to be assigned to *Meets Requirements* in the identified areas".

The second letter from the CSDE and Bureau of Data Collection, Research and Evaluation regarding the General Supervision/Focused Monitoring Program File Review noted that, "your district has demonstrated full compliance with the Individuals with Disabilities Education Improvement Act (IDEA)".

Mr. Powell encouraged that notices such as these be included in the media to demonstrate that the Town is following the mandates and doing them well. Ms. Riley Vincent added that as a result of this good news they the district may also be selected to participate in "How to Create a Data Wall".

F.7. Resolution to Amend the Tolland Public Schools 403(b) Retirement Plan

Mr. Guzman explained that changes to the Plan are in response to the following acts: Heroes Earnings Assistance and Relief Tax Act of 2008 (HEART) and Worker, Retiree, and Employer Recovery Act of 2008 (WRERA). The OMNI Group Inc who implements the plan for the district drafted the amendment (Attachment 2) to ensure compliance. The administration would like to authorize the superintendent to sign a resolution to amend the Plan.

Ms. Riley Vincent motioned to move this to action. Mrs. Kramer seconded the motion. All were in favor. Motion carried. Item F7 was moved to I2 for action.

F.8. Tolland Public Schools - Annual Report (2011-12)

Mr. Guzman noted that this reviewed the schools' accomplishments and will be posted online. It may be accessed at: www.tolland.k12.ct.us

F.9. Freshmen Girls Volleyball - Proposal

Mr. Guzman explained that there are enough young ladies interested in participating in a Freshman Girls Volleyball team for the 2012/13 season. The anticipated cost is \$2,625. Mr. Guzman recommends approval of this. There are no transportation or game official costs. Ideally there will be enough participants to cover the cost. Mr. Powell entertained a motion to move the institution of a Freshman Girls Volleyball Proposal from F9 to I3. Dr. Block motioned to move this item. Mr. Pagoni seconded the motion. All were in favor. Item F9 was moved to I3 for action.

F.10. Tuition Rates – Fiscal Year 2012-13

(Regular Education, Special Education and TALC)

Mr. Guzman reviewed the calculation of tuition rates which was based on previous year's costs plus a percentage increase to absorb additional costs. A brief discussion of why the cost varied based on grades took place.

G. COMMITTEE & LIAISON REPORTS

Ms. Riley Vincent reported on the Policy Committee. Some language changes have been made as well as updates to Series 9000, Board of Education By-Law. The report will be e-mailed to the members in preparation for review at the next meeting.

Mr. Clark reported as the Town Council Liaison. He noted that there was not much in terms of the BOARD OF EDUCATION at this time. He requested that Mr. Powell fill them in on energy management.

Mr. Powell explained that there are no decisions that are being made for the Board. The Board will make the decisions. The town cannot enter into an agreement without the Board's consent. There are two proposals to provide services for energy management, savings and upgrading. Based upon the amount of savings that could be recognized over a period of time, that that would pay for the enhancements to the energy systems in the schools or town. Johnson and Honeywell have presented proposals. Mr. White understands that a joint meeting will be recommended to be held with the winning company to present the details to the Board of Education and the Council as a whole and then the members will return to their respective bodies for discussion. Hence the interview process is still going forward. Mr. White explained that there are two entities at work: an energy task force and the ESCO (Energy Services Company). The responsibilities of the consultants are done. Mr. Powell explained that the energy management company may come back with ideas to augment energy services for the district and the town. Depending upon the viability and potential savings, the ESCO group may include this in its proposal.

Ms. Riley Vincent inquired as to how this would fit into the strategic plan. Mr. Guzman explained that he did not recall whether the strategic plan studies included any comments relative to the physical plant. Mr. Guzman noted that total utility cost would still increase; however, the utility costs had you not done the work would have increased even more. Mr. Powell explained that this is cost avoidance. Ms. Riley Vincent suggested that perhaps something be incorporated into the strategic plan regarding the incorporation of a structural plan. Mr. Guzman added that the work of NESDEC (New England School Development Council) has been completed and that information will be presented at an upcoming meeting and to provide Board members the opportunity to comment on the need to incorporate facility in the strategic plan. Mr. Powell added that if this is something the board would like to add to the strategic plan that it could do so. Mr. Guzman will look into if the district will have a representative at CABA (CT Association of Boards of Education).

Community Hour resumes in September. Ms. Riley Vincent will confirm the date.

Mr. Powell added that the Technology Task Force, an advisory board, has been meeting biweekly for the last 3 months and is looking at technology for the town and the district. The district is in very good shape technology-wise. In an emergency, the high school becomes an island of refuge in case of an emergency and they are looking at ways to have the cafeteria, gym and other areas available to provide the community with internet access in an emergency. Further, they are looking at improving disaster recovery such as having a better generator at the middle school. The long term strategic direction is to have the Board of Education resources available if needed. Additionally, more security and storage is needed. Further, another goal is to have Wi-Fi so that administrators' tablets can utilize Wi-Fi and not need 3g.

Mr. Pagoni asked if the geothermal project at Hick's is doing what was promised. Mr. White explained that it is still being staged out and is up, operational and working up to specifications. He was not familiar with any shortfalls. Mr. Pagoni stressed the importance of looking long term and that this is something the energy proposals need to contain and wants this to be part of the discussion.

H. CHAIRPERSON'S REPORT

Mr. Powell thanked the members for returning. It is a new year with new challenges but the same dedication to making this the best school district in CT and beyond. The district has done exceptionally well with what it has been given and is actively working with the Town Council to improve the budgeting process. The Board will be looking at long term issues, incorporating the strategic plan and as communicative to community as possible.

I. BOARD ACTION

1. Primary Mental Health Grant Application

Ms. Kramer motioned to approve the Primary Mental Health Grant Application. Ms. Riley Vincent seconded the motion. All were in favor. Motion passed.

2. Resolution to Amend the Tolland Public Schools 403(b) Retirement Plan

Ms. Riley Vincent motioned to approve the resolution to approve the amendments to Tolland Public Schools' 403b Retirement Plan. Dr. Black seconded the motion. All were in favor. Motion passed.

3. Freshmen Girls Volleyball - Proposal

Mr. Pagoni motioned to sponsor a Freshmen Girls Volleyball Proposal. Mrs. Kramer seconded the motion. Mr. Clark inquired who the athletic department was and where the money would come from for this proposal. Mr. Guzman explained that the athletic department is the athletic director and that the funds will come from pay-to-play participation fees. Mr. Powell added that any overages would come from the athletic department fund. Mr. Clark expressed concern that this has not been budgeted and asked why this sport was not previously considered. Mr. Guzman explained that this had only recently come to his attention. Mr. Guzman explained that when a budget is developed that it is based on the best information available at the time; it is a planning document. Mr. Clark noted that his concern was not with the program but with the concept. Mr. Pagoni moved the question. Ms. Riley Vincent seconded the motion. All were in favor. Mr. Clark opposed. Motion passed. Regarding the approval of the motion on the table, all were in favor. Mr. Clark abstained. Motion passed.

J. PUBLIC PARTICIPATION (2 minute limit)

Mr. Powell noted that comments will be limited this term to 2 minutes and that the board's secretary, Ms. Riley Vincent will track the time.
No public participation

K. POINTS OF INFORMATION

Ms. Karen inquired about the minutes from the Town Council's June 26 meeting, item 8.6, discussion of the Education Non-Recurring Expense. She asked if this would be discussed as a future agenda item. Mr. Powell responded that the Finance and Facility Committee will take this under advisement.

Mr. Pagoni expressed concern regarding item 14 in the Town Council's July 24, 2012 meeting minutes. Although not contesting the "fact" that there is a 40% rate of injury on artificial turf, he would like to confirm this with the athletic director.

Mr. Powell noted that in the first week of September that he, Mr. Guzman, and Mr. Pagoni will meet with Steve Werbner, Rick Fields, Jack Scavone and Mark Gill in regards to the budget process. It is a framework conversation. It is to aid in

communicating the Board of Education's needs and to be sure no one is putting out numbers before facts are known. He will update the Board after the meeting. Mr. Clark inquired if this was subject to FOI. Mr. Powell noted that this is a public meeting. Mr. Clark expressed concern that meetings have occurred in the past and there were no minutes available. Mr. Powell ensured him that this would not happen again.

L. CORRESPONDENCE

- Open House and Curriculum Night Schedule – attendance is encouraged
- School Calendars – September – calendars are currently being distributed
- Convocation at THS at 7am – attendance is encouraged
- Town Council Minutes from June 26, 2012
- Town Council Minutes from July 10, 2012
- Town Council Minutes from July 24, 2012

M. FUTURE AGENDA ITEMS

1. Strategic Plan (NESDEC and Diane Clokey)
2. Responses to questions regarding all-day kindergarten
3. Information on 4x4 blocks
4. Five year analysis on exit surveys
5. Question regarding college prep (may be at a later meeting)
6. Question related to artificial turf
7. Question related regarding if CABA has a board of representative
8. Executive session
9. Putting out the word to look for community volunteers to find and write grants
10. Report on the possibility of piloting a bilingual program
11. Request an update on prior Community Conversations
12. Status and lessons learned regarding interactions with the Town and the Board of Education in case of an emergency

N. EXECUTIVE SESSION – Personnel Matters

Mr. Clark motioned and Mr. Pagoni seconded to move into Executive Session at 9:54 P.M. for the purpose of discussing personnel matters. All were in favor. Motion carried. The Board returned to public session at 9:59 P.M.

O. ADJOURNMENT

Mr. Clark motioned and Mrs. Kramer seconded to adjourn the meeting at 10:00 p.m. All were in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk

TO: Members of Board of Education

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

DATE: September 12, 2012

SUBJECT: Tolland Teacher of the Year – Linda S. York

It is with great pleasure that I announce that Linda York is the 2012 Tolland Teacher of the Year. Linda has taught in Tolland since 1986 in the Preschool program. Prior to Tolland, she taught preschool in the Windsor and Bloomfield Public Schools. Linda is well deserved of this honor and has served as a special education preschool teacher for more than thirty-four years. Linda puts forth great effort on a daily basis to teach the core curriculum and sets high expectations for herself and her students to achieve to their fullest potential. She works eagerly to instill the love of learning by finding ways to get to know all of the students' interests and relate it to a particular theme of study.

As the Applied Behavior Analysis (ABA) Teacher/Coordinator, Linda continues to demonstrate her capacity to take on teaching and leadership roles within the school. Linda is responsible for evaluating and being the case manager for very involved students, working with more than fifteen staff members, managing the preschool and special education budgets, setting up professional development opportunities, facilitating training, writing weekly/daily reports, attending district meetings and teaching an ABA preschool class. From the day Linda stepped into this coordinator position, she has been working tirelessly to enhance the program. Linda works closely with the school administration to communicate the various needs of the ABA program.

As part of her position as the ABA teacher/program supervisor, she oversees the day to day performance of paraprofessionals, writes individualized lessons, monitors delivery of behavior plans, reinforcement systems, and data collection. She continued to run small and whole group instruction for pre-teaching and social skills development. In addition to these responsibilities in her own classroom, she also coordinates with Pre-Kindergarten and Kindergarten classroom inclusion teachers insuring that there is consistency among the treatment team.

Linda is a tireless, dedicated professional teacher. She is always enthusiastic, quick to take notes and eager to implement suggestions with her students. She is able to grasp behavior analysis theory and application. She works with her staff to make sure that theory is put into practice.

Linda has a wealth of knowledge, experience and compassion. She has never ending energy, putting in long hours and giving what is needed and doing what she needs to do. To say Linda goes above and beyond would be an understatement. She is a gifted teacher, a remarkable leader, a dedicated advocate, and an outstanding role model. She is most deserving of the Teacher of the Year Award and truly a dedicated professional.

F.2.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: September 12, 2012

SUBJECT: Strategic Plan Presentation

During the 2011/2012 school year, a Strategic Plan for the School District has been under development. This process has been facilitated by the New England School Development Council (NESDEC) and two graduate student interns from the University of Connecticut, Mrs. Linda Hodge and Ms. Michele Burge.

Mr. Don Kennedy, NESDEC facilitator, and Mrs. Diane Clokey, Strategic Planning Committee Chair, will be at the Board meeting to present the findings to date and discuss future steps in the Strategic Plan process.

Neither Mrs. Hodge nor Ms. Burge could make the Board's meeting but we wish to express our appreciation for the work they did in facilitating focus group sessions with the various Tolland residents.

WDG:ca

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: September 12, 2012

SUBJECT: Requests for Information

At the August 22, 2012 Meeting, Board Members requested information relative to the following:

1. Status of Community Conversation
2. Exit Survey – Six Year Data Comparison
3. Emergency Planning
4. District Reference Group C – Program Information
5. Freshmen Girls Volleyball Team

1. Status of Community Conversation

Attachment A is a May 11, 2011 status report to the Board of Education on eighteen (18) recommendations. Of the 18 recommendations, 15 have been addressed. The remaining three recommendations –

1. Create a permanent staff committee dedicated to communication
2. Develop a communication plan

These two items will be addressed through the Strategic Plan to be presented to the Board.

3. Survey the residents –

Several focus group meetings were held this past spring resulting in the findings of the UCONN interns and reported earlier to the Board.

2. Exit Survey – Six Year Data Comparison

Attachment B lists two charts (Chart A - High School and Chart B - Middle School) which indicate the percentage of Seniors and Eighth Grade students who responded to the Exit Surveys in 2007 and in 2012. Please note that although

the surveys have been amended over time, the responses listed are for those questions that are similar in each of the surveys.

3. Emergency Planning

Over the past school year, seven (7) upgrades to the High School were planned to make the school an emergency shelter for residents. The following upgrades were to provide:

1. Emergency power connections for the Building Control system
2. Emergency power connections for the hot water system for Area C, kitchen and all locker rooms
3. Emergency power connections for the HVAC units for gym, cafeteria and atrium
4. Emergency power connections for the Home Economic refrigerator units and LP cooking equipment
5. New emergency circuit breaker panels for HVAC rooftop unit for mini gym

These upgrades costing \$25,000 have been completed. Funding came from unallocated capital fund balance approved by the Town Council. A remaining project to provide emergency circuit breakers for the auditorium has been postponed due to funding restrictions. A second project to move a diesel fuel tank from the Town Hall to be used as an auxiliary tank at the High School is currently underway.

4. District Reference Group DRG C – Program Information

The DRG C listing below indicates those DRG C districts with an all-day kindergarten and a high school 4 x 4 block schedule at their high school:

DRG C DISTRICT	ADK	4 x 4 BLOCK
Andover (District 8)	X	
Barkhamsted (Region 7; also includes Colebrook and Norfolk, which are in DRG E and do not have all-day kindergarten, as well as New Hartford below)		
Bethany	X	
Bolton		
Canton*		
Columbia	X	
Cornwall		
Ellington		
Essex (Region 4: also includes Chester and Deep River, which are in DRG E and have all day Kindergarten)		
Hebron (District 8)		

DRG C DISTRICT	ADK	4 x 4 BLOCK
Mansfield	X	
Marlborough (District 8)		
New Hartford (Region 7; also includes Colebrook and Norfolk, which are in DRG E and do not have an all-day kindergarten, as well as Barkhamsted above)		
Oxford		
Pomfret		
Salem		
Sherman	X	
Somers		
Suffield		
Tolland		X
Regional School District 10 (Burlington and Harwinton)	X	
Regional School District 12	X	X
Regional School District 13**		
Regional School District 14	X	
Regional School District 17	X	
Regional School District 18	X	

*Canton will implement a pilot 4 x 4 this year.

5. Freshmen Girls Volleyball Team

At the last meeting, the Board approved sponsoring a Freshmen Girls Volleyball team. The cost of the program amounted to \$2,625. Please note that twelve (12) students are participating in the program resulting in an anticipated revenue from pay to participate of \$2,700.

ATTACHMENT A

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: May 11, 2011

SUBJECT: Community Conversation Recommendation Update

On October 7, 2008 the Board of Education invited residents to participate on several committees in a series of community conversations. Throughout the fall months of 2008, residents met as members of five (5) separate committees. These Committees reported their findings and recommendations to the Board on the following dates:

Co-Curricular	-	December 10, 2008
Curriculum	-	December 10, 2008
Transportation, Energy and Technology	-	January 14, 2009
Communication	-	January 14, 2009
Budget	-	January 28, 2009

During the spring of 2009, the Administration reviewed each of the 116 total recommendations submitted by the Committees and reported to the Board of Education over a series of meetings between April 22, 2009 and June 24, 2009.

As of September 9, 2009, eighteen (18) recommendations required additional review. Below is an update of those recommendations.

Co-Curricular Activities

- **Explore the possibility of Co-op activities with other schools.**

We have investigated this possibility but found the coordination of these activities to be difficult, if not impossible to implement. Factors such as meeting times, costs of transportation, contract stipend stipulations were the major road blocks.

ADDRESSED

- **Explore possibilities for student activity fundraising opportunities not be individual clubs or groups but in total as a school.**

Individual fundraising activities allow students and staff to readily identify a particular objective for the fundraising. Fundraising for individual activities also

provides opportunities for a greater number of students to become involved in all aspects of club membership. **ADDRESSED**

Curriculum

- **Systematically tell families about excellent local resources that provide opportunities that we can't offer but might be independently accessed.**

Throughout the school year, the District disseminates information to parents from a host of organizations and agencies offering enrichment programs for children. These include academic offerings, athletic programs, museums, performing arts visual arts, etc. **ADDRESSED**

Transportation/Energy/Technology

- **Engage students (and staff) in conservation efforts by holding a contest to see which school can reduce their energy the most.**

A suggestion box was placed in each of the schools to solicit recommendation from students. After the first year, a minimal number of suggestions were submitted and were reviewed by Chris White. The program will continue and be enhanced through the digital backpack. **ADDRESSED**

- **Recommend that the Council fund an annual grant to the BOE equal to 1/3 of the cost savings realized from the previous budget.**

This request had been communicated to Town Manager Steve Werbner. **ADDRESSED**

Communications

- **Create a permanently staffed committee dedicated to communications.**

Two ad hoc committees were established to review the areas of communications. The first ad hoc committee was formed to review all District website pages to ensure relevancy and timeliness of information, as well as grammar usage. The second ad hoc committee was formed to review advantages/disadvantages of hiring a web hosting company and awarded a contract to Sharp School based on price and ease of use. The communication tools available through Sharp School include surveys, blogs, forums, etc.

- **Develop a communication plan.**

A comprehensive plan has yet to be developed. Perhaps the strategic plan to be undertaken by the District can focus in this area for development.

- **Reduce the amount of paper.**

Each of the elementary schools and the Middle Schools utilizes a 'digital backpack'. The High School has a parent portal on PowerSchool information system. **ADDRESSED**

- **Survey the residents.**

The District entered into a contract with Sharp School to host Tolland's website. Among the communication tools available will be one to produce surveys on any number of topics. Once operational, the survey tool will be utilized to gather data on a variety of District initiatives.

Budget

- **Computerized Maintenance Management System – Many private companies keep track of their assets through a computerized software program. Many are available. Cost to implement such a program should be investigated. This should also include an annual inventory of all assets to reduce loss.**

The cost to train personnel for the implementation of the Fixed Assets module is approximately \$1,500. To implement this program we will need to determine the personnel who will be responsible for the maintenance and upkeep of the information. In addition, if there is a current program in existence, there will be an additional cost to import that data into the new fixed assets module. This will be discussed with the new District Director of Technology after he comes on board and settles into his new responsibilities and a timeline will be reviewed.

ADDRESSED

- **Senior Citizen Discount – Provide a discount incentive to Senior Citizens who are residents of the town to attend school activities. Possibly issue them some type of ID card which would generate information from which a senior citizen volunteer force could be created, a volunteer force within the school district.**

Senior Citizen discounts are available to residents to attend the High School's annual musical. Senior citizens may also attend Friday luncheons sponsored by the High School at a cost of \$5.00 per person. The sixth grade chorus participated in the Tolland Senior Variety Show. Bev Bellody, Tolland Director of Human Services, has been contacted to explore additional ways to foster collaborative efforts. **ADDRESSED**

- **Education System Checking Account – Any funds should always be in an interest bearing account. Also the number of checking accounts should be reduced to the most minimal number for easier auditing and tracking. Also, any Activity Fund accounts should require two signatures to withdraw funds. This ensures that hanky panky will not take place.**

After review of the checking accounts, each school has only the account which is necessary to operate their student activities in the school. Two signatures are already required on all accounts.

After discussion with the bank manager it was explained that business checking accounts do not earn interest and it is a regulation that municipalities cannot earn interest on checking accounts. The schools could have a savings account and transfer funds to a checking account as needed, but per regulations they are limited to six (6) electronic transactions per cycle, therefore, an employee would have to go to the bank to conduct business which would not be cost effective.

ADDRESSED

- **Cooperative Buying – cost of goods: paper and janitorial, food, office supplies. Partner with other schools, our town, and business.**

The maintenance department purchases custodial supplies as much in bulk as the facility can handle and through vendors that allow for the best pricing. Office supplies have been purchased through competitive priced vendors and when at all possible goods such as white boards are purchased through state contract bids. We continue to purchase fuel oil, diesel, insurance plans both medical and property, and consultants in coordination with the town to obtain good pricing as well. **ADDRESSED**

- **School bus routes – Take a close look at specific neighborhoods that would lend it to having children assemble at a specific junction point for bus pick-up. This could eliminate the constant stopping and starting in many neighborhoods.**

This past year we asked the transportation provider to review all routes and to consolidate where possible. First Student made appropriate changes to route areas that allowed for safe pickup and delivery of students. **ADDRESSED**

- **Internships – Further develop internships and intern partnerships with local universities for substitute teaching, in-school tutoring, both remediation and enrichment, reading group facilitation, math assistance, recess monitoring, etc.**

We have an established an internship program with the University of New Haven.
ADDRESSED

- **Memberships – Audit real value of memberships, including CABE, NASB and all other organizations. Investigate alternate funding sources or elimination of memberships and paid subscriptions.**

The District does not belong to CABE or NASB. We have one subscription to Education Week that is circulated among all administrators and have simplified our membership to CAS (Connecticut Association of Schools). Other memberships have been reviewed and determined to be of value relative to information provided.
ADDRESSED

- **Have staff development providers come to the district to provide training. It's cheaper than paying employees to travel to the provider.**

Staff development is more expensive if we have someone come in, unless they are volunteers. We have done most of the staff development internally with coordinators and frozen much of the outside PD. Kathleen Raymond has brought several presenters in with ARRA grant money. **ADDRESSED**

- **Enter into articulation agreements with higher education institutions to allow students to take college courses through distance learning. In some cases, this is cheaper than employing specialized teachers.**

The Board of Education recently adopted an on-line course policy. We anticipate utilizing the Connecticut Distance Learning Consortium to coordinate the course offerings. All teachers through this program hold Connecticut certification. School year 2011/2012 will be the pilot year from implementation. **ADDRESSED**

ATTACHMENT B

**CHART A
TOLLAND HIGH SCHOOL**

QUESTIONS	Strongly Disagree		Disagree		Neutral		Agree		Strongly Agree	
	2007	2012	2007	2012	2007	2012	2007	2012	2007	2012
On average, I have more than 120 (60) minutes of homework a night	6	31	30	28	24	18	22	12	18	7
I am actively engaged in my school community through participation in athletics, clubs and activities	10	10	16	18	13	9	25	31	34	27
I feel the THS policies and staff keep me physically safe while I'm at school	3	3	4	7	17	19	59	49	16	18
Discipline is administered fairly equitably by THS staff	15	21	27	25	30	26	24	18	3	6
Teachers at THS care about me	2	4	7	8	29	19	50	54	10	10
Teachers in my school treat students with respect	1	6	8	7	28	19	50	53	11	10
When I learn that students might get hurt or hurt others, I feel comfortable bringing this information to a staff member at THS	4	7	19	15	41	35	32	26	2	11
I am not picked on, teased or bullied during school hours	8	3	10	7	19	15	41	42	21	29
I have at least one adult, besides my school counselor, who cares about me	2	1	8	2	6	11	49	39	35	43
I feel a sense of pride in being a student at THS	7	9	6	6	33	31	42	38	11	12

**CHART B
TOLLAND MIDDLE SCHOOL**

QUESTIONS	Strongly Disagree		Disagree		Neutral		Agree		Strongly Agree	
	2007	2012	2007	2012	2007	2012	2007	2012	2007	2012
On average, I have more than 90 (60) minutes of homework a night	7	8	19	24	18	26	29	24	26	18
Teachers treat students with respect at TMS	17	8	27	12	26	32	22	36	6	11
I feel safe at TMS	4	3	15	5	24	16	40	44	17	33
Discipline is applied fairly at TMS	23	25	31	20	27	22	15	28	4	6
I feel teachers at TMS care about me	7	6	10	9	37	33	33	40	10	12
When I learn that students might get hurt or hurt others, I feel comfortable bringing this information to a staff member at TMS	11	9	28	20	39	33	16	28	4	14
I am not picked on, teased, or bullied during school hours	14	9	16	8	22	15	30	39	16	29
I have at least one adult at school who cares about me	5	5	4	4	15	13	47	35	29	43

F.4.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: September 12, 2012

SUBJECT: Cooperative Team Request – Ice Hockey

As a result of Tolland High School not having an ice hockey team, it is necessary for students wishing to participate in this sport to do so with other high school teams. The cooperative ice hockey program established with E.O. Smith, Tolland and Windham has afforded the three schools an opportunity to compete in Boys' Ice Hockey in CIAC competition. The three communities provide a limited number of athletes qualified to compete at the varsity level. With the limited availability of ice time at the UCONN Ice Arena, low participation rate and lack of area youth programs, the cooperative effort is the most viable one for our students' to compete in interscholastic competition.

The following is the anticipated participation for E.O. Smith, the host school (1), Tolland High School, coop school (2) and Windham High School, coop school (3).

Grade	Host School (1)	Coop School (2)	Coop School (3)	Total
9	2	2	0	4
10	8	2	0	10
11	2	6	0	8
12	2	6	1	9
Total	14	16	1	31

It is recommended that the Board of Education approve the agreement with E.O. Smith for Tolland High School students to participate in this program and represent Tolland High during the 2012-2013 school year.

WDG:ca

APPENDIX G

(Cooperative Team Policy Information can be found in CIAC Bylaws Section 3.0, of this Handbook)

CIAC APPLICATION FOR COOPERATIVE TEAM SPONSORSHIP

(Application deadlines: Fall sports -- May 1; Winter sports -- September 15; Spring sports -- January 15)

Application for: Initial Renewal Application Date 9/1/12

1. Names of Schools Applying 2. City/Town 3. Principal's Name

Host School (1) E.O. Smith Storrs Louis DeLoreto
Coop School (2) Tolland Tolland Dominique Rex
Coop School (3) Windham Windham Gene Blain

4. Sport (boy or girl) Ice Hockey Total # of athletes allowed by CIAC 15/30

5. Effective Date of Coop 2012-13

6. Name of Coop E.O. Smith-Tolland-Windham Bucks

7. Potential Participation (List number of students in each school who are expected to participate on this team.) ** Include eligibility lists for previous year.

Grade	Host School (1)	Coop School (2)	Coop School (3)	Total
* 9	<u>2</u>	<u>2</u>	<u>0</u>	<u>4</u>
10	<u>2</u>	<u>2</u>	<u>0</u>	<u>4</u>
11	<u>8</u>	<u>2</u>	<u>0</u>	<u>10</u>
12	<u>2</u>	<u>6</u>	<u>0</u>	<u>8</u>
Total	<u>14</u>	<u>12</u>	<u>0</u>	<u>26</u>

* NOTE: This figure must include the expected participants from the incoming ninth graders if this application is submitted the previous school year.

8. Current Program Status (List the number of participants included in your program during the sport season preceding this application.)

Grade	Host School (1)	Coop School (2)	Coop School (3)	Total
9	<u>2</u>	<u>2</u>	<u>0</u>	<u>4</u>
10	<u>8</u>	<u>2</u>	<u>0</u>	<u>10</u>
11	<u>2</u>	<u>6</u>	<u>0</u>	<u>8</u>
12	<u>2</u>	<u>6</u>	<u>1</u>	<u>9</u>
Total	<u>14</u>	<u>16</u>	<u>1</u>	<u>31</u>

9. Agreement Signatures: The following signatures certify approval of this cooperative team by a formal vote of the local education authority and the administrators of the schools involved, and it attests that all the information submitted is accurate, all schools have an agreement with respect to insurance, coaching personnel, facilities, equipment, student eligibility and complying with CIAC By-laws.

Dissolving an active CIAC approved co-op lies solely between the schools involved.

Schools	Board President/Chair/ or Superintendent Signature	Principal Signature	Date
Host (1) <u>E.O. Smith</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>9/1/12</u>
Coop (2) <u>Tolland</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>9/1/12</u>
Coop (3) <u>Windham</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>9/1/12</u>

10. Addendums to this Application: (The following items must accompany this application in order for it to be processed.)

- A written statement expressing the reason for formation of this coop.
- A written statement from all schools involved that they will adopt a no-cut policy for this coop.
- A written statement from your league or six (6) competing schools approving this coop.
- The eligibility lists of previous sport season.

NOTE: Member schools are advised that when a Cooperative Athletic Team is dissolved for any reason, any and all remaining players from the school that is no longer participating in the co-op are not eligible to continue participating with the host team. For purposes of clarification, the host team is that team which was previously part of the coop team and has increased its team membership to a level which the CIAC determines sufficient to sponsor its own school team independent of a co-op arrangement.

OFFICIAL CIAC ACTION: The above application for cooperative team sponsorship --
IS / IS NOT granted for the school years _____ and _____

Chairman, CIAC Board of Control / Date

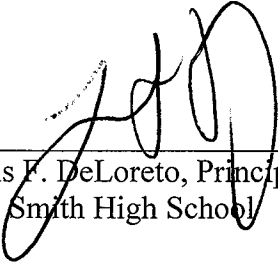
September, 2012

To: CIAC Board of Control

Fr: E.O. Smith – Tolland – Windham High Schools

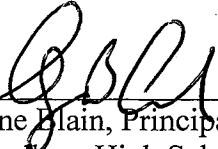
Re: Cooperative Ice Hockey Program “No-Cut” Policy

This is to certify that E.O. Smith, Tolland and Windham High Schools’ will continue to maintain a “no-cut” policy in the cooperative ice hockey program.



Louis F. DeLoreto, Principal
E.O. Smith High School

Dominique Fox, Principal
Tolland High School



Gene Blain, Principal
Windham High School

Rationale for Co-op Request

The cooperative ice hockey program established with E.O. Smith, Tolland and Windham has afforded the three schools an opportunity to compete in Boys' Ice Hockey in CIAC competition. The three communities provide a limited number of athletes qualified to compete at the varsity level. With the limited availability of ice time at the UConn Ice Arena, low participation rate and lack of area youth programs, the cooperative effort is the most viable one for our students' to compete in interscholastic competition. It is our expectation that this pattern will continue in the future.

E.O. Smith-Tolland-Windham Boys Ice Hockey 2011-12 Eligibility List

Total Number of Athletes on Team: 31
 Information on file as of: 2012/07/09 12:40:05

Name	Sex	Date of Birth	Grade	Transfer	School Attended	First Entered Grade 9	Physical Date	Left/Dismissed From Team	Awards/Notes
Allanach, James	M	12/07/1994	12		Tolland	2008-09			
DeSciscio, Connor	M	06/20/1994	12		Windham	2008-09			
Gower, Aaron	M	02/23/1994	12		E.O. Smith	2008-09			
Kelting, Tyler	M	03/21/1994	12		Tolland	2008-09			
Klopher, Connor	M	01/07/1994	12		Tolland	2008-09			
Lane, Michael	M	10/14/1994	12		Tolland	2008-09			
Lefevre, Alex	M	10/20/1994	12		E.O. Smith	2008-09			
Susca, David	M	11/29/1993	12		Tolland	2008-09			
Whitlock, Drew	M	01/24/1994	12		Tolland	2008-09			
Gorman, Quinn	M	08/06/1995	11		Tolland	2009-10			
Castro, Dan	M	08/11/1995	11		Tolland	2009-10			
Criniti, Mike	M	11/05/1994	11		Tolland	2009-10			
Foster, Chance	M	04/03/1995	11		Tolland	2009-10			
Mayer, Sam	M	06/24/1995	11		Tolland	2009-10			
Perras, Weston	M	07/12/1994	11		E.O. Smith	2008-09			
St. Onge, Darryl	M	02/24/1995	11		E.O. Smith	2009-10			
Tirrell, Garrett	M	09/17/1995	11		Tolland	2009-10			
Brancati, Ross	M	03/29/1996	10		Tolland	2010-11			
Duhamel, Sean	M	04/26/1996	10		Tolland	2010-11			
Gagnon, Justin	M	07/15/1996	10		E.O. Smith	2010-11			
Hill, Austin	M	06/06/1996	10		E.O. Smith	2010-11			
Lassow, Aaron	M	06/21/1996	10		E.O. Smith	2010-11			
Lassow, Ben	M	06/21/1996	10		E.O. Smith	2010-11			
Lohman, Bryan	M	04/21/1996	10		E.O. Smith	2010-11			
Marshall, Matt	M	04/02/1996	10		E.O. Smith	2010-11			
Quenzer, Kyle	M	07/23/1996	10		E.O. Smith	2010-11			
Sahi, Eric	M	02/24/1996	10		E.O. Smith	2010-11			
Allanach, Tyler	M	10/21/1996	9		Tolland	2011-12			
Evripidov, Stavros	M	07/19/1997	9		Tolland	2011-12			
Hoyle, Ethan	M	07/12/1997	9		E.O. Smith	2011-12			
Rolla, Tristan	M	09/30/1997	9		E.O. Smith	2011-12			

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: September 12, 2012

SUBJECT: Cooperative Team Request – Boys Swimming

As a result of Tolland High School not having a swim team, it is necessary for students wishing to participate in this sport to do so with other high school teams. The cooperative Boys' Swimming program established with E.O. Smith and Tolland High School has afforded the two schools an opportunity to compete in Boys' Swimming in CIAC competition. At this time the schools are not providing the necessary participation numbers to support a competitive program at either school.

The following is the anticipated participation for E.O. Smith, the host school (1), and Tolland High School, coop school (2).

Grade	Host School (1)	Coop School (2)	Total
9	3	3	6
10	5	0	5
11	6	0	6
12	5	6	11
Total	19	9	28

It is recommended that the Board of Education approve the agreement with E.O. Smith for Tolland High School students to participate in this program and represent Tolland High during the 2012-2013 school year.

WDG:ca

APPENDIX G

(Cooperative Team Policy Information can be found in CIAC Bylaws Section 3.0, of this Handbook)

CIAC APPLICATION FOR COOPERATIVE TEAM SPONSORSHIP

(Application deadlines: Fall sports -- May 1; Winter sports -- September 15; Spring sports -- January 15)

Application for: Initial Renewal Application Date 9/1/12

1. Names of Schools Applying 2. City/Town 3. Principal's Name

Host School (1) E.O. Smith Storrs Louis DeLoreto
Coop School (2) Tolland Tolland Dominique Fox
Coop School (3) _____

4. Sport (boy or girl) Swimming Total # of athletes allowed by CIAC 14/28

5. Effective Date of Coop 2012-13

6. Name of Coop E.O. Smith - Tolland

7. Potential Participation (List number of students in each school who are expected to participate on this team.) ** Include eligibility lists for previous year.

Grade	Host School (1)	Coop School (2)	Coop School (3)	Total
* 9	<u>1</u>	<u>3</u>		<u>4</u>
10	<u>3</u>	<u>3</u>		<u>6</u>
11	<u>4</u>	<u>0</u>		<u>4</u>
12	<u>6</u>	<u>0</u>		<u>6</u>
Total	<u>14</u>	<u>6</u>		<u>20</u>

* NOTE: This figure must include the expected participants from the incoming ninth graders if this application is submitted the previous school year.

8. Current Program Status (List the number of participants included in your program during the sport season preceding this application.)

Grade	Host School (1)	Coop School (2)	Coop School (3)	Total
9	<u>3</u>	<u>3</u>		<u>6</u>
10	<u>5</u>	<u>0</u>		<u>5</u>
11	<u>6</u>	<u>0</u>		<u>6</u>
12	<u>5</u>	<u>6</u>		<u>11</u>
Total	<u>19</u>	<u>9</u>		<u>28</u>

9. Agreement Signatures: The following signatures certify approval of this cooperative team by a formal vote of the local education authority and the administrators of the schools involved, and it attests that all the information submitted is accurate, all schools have an agreement with respect to insurance, coaching personnel, facilities, equipment, student eligibility and complying with CIAC By-laws.

Dissolving an active CIAC approved co-op lies solely between the schools involved.

Schools	Board President /Chair/ or Superintendent Signature	Principal Signature	Date
Host (1) <u>E.O. Smith</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>9/1/12</u>
Coop (2) <u>Tolland</u>	_____	_____	_____
Coop (3) _____	_____	_____	_____

10. Addendums to this Application: (The following items must accompany this application in order for it to be processed.)

- A written statement expressing the reason for formation of this coop.
- A written statement from all schools involved that they will adopt a no-cut policy for this coop.
- A written statement from your league or six (6) competing schools approving this coop.
- The eligibility lists of previous sport season.

NOTE: Member schools are advised that when a Cooperative Athletic Team is dissolved for any reason, any and all remaining players from the school that is no longer participating in the co-op are not eligible to continue participating with the host team. For purposes of clarification, the host team is that team which was previously part of the coop team and has increased its team membership to a level which the CIAC determines sufficient to sponsor its own school team independent of a co-op arrangement.

OFFICIAL CIAC ACTION: The above application for cooperative team sponsorship --
IS / IS NOT granted for the school years _____ and _____

Chairman, CIAC Board of Control / Date

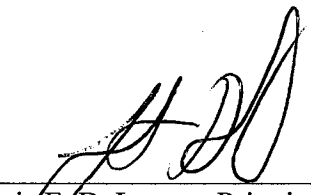
September, 2012

To: CIAC Board of Control

Fr. E.O. Smith High School, Tolland High School

Re: Cooperative Boys Swimming Program "No-Cut" Policy

This is to certify that E.O. Smith and Tolland High School will continue to maintain a "no-cut" policy in the cooperative swimming program.



Louis F. DeLoreto, Principal
E.O. Smith High School

Dominique Fox, Principal
Tolland High School

Rationale for Co-op Request

The cooperative Boys' Swimming program established with E.O. Smith and Tolland High School has afforded the two schools an opportunity to compete in Boys' Swimming in the CCC and at the state level. The projected numbers at E.O. Smith and Tolland for 2012-13 fall within the CIAC range for coop sponsorship. At this time the schools are not providing the necessary participation numbers to support "stand alone" programs. It is our expectation that this pattern will continue in the future.

E.O. Smith/Tolland Boys Swimming and Diving 2011-12 Eligibility List

Total Number of Athletes on Team: 28
 Information on file as of: 2012/07/09 12:39:24

Name	Sex	Date of Birth	Grade	Transfer	School Attended	First Entered Grade 9	Physical Date	Left/Dismissed From Team	Awards/Notes
Apuzzo, Ashley	F	03/25/1994	12		E.O. Smith	2008-09			
Beckius, Matthew	M	12/12/1994	12		Tolland	2008-09			
Braz, Benjamin	M	05/28/1994	12		Tolland	2008-09			
Bridge, Colton	M	02/10/1994	12		Tolland	2008-09			
Cuyler, Nathan	M	09/14/1993	12		E.O. Smith	2008-09			
DeBari, Ben	M	09/01/1994	12		E.O. Smith	2008-09			
Matusek, Dylan	M	01/28/1994	12		Tolland	2008-09			
McCall, Darren	M	05/14/1994	12		E.O. Smith	2008-09			
Melendy, Darrin	M	12/22/1994	12		Tolland	2008-09			
Perra, Brendan	M	07/29/1994	12		Tolland	2008-09			
Tomanelli, Alexander	M	03/31/1994	12		E.O. Smith	2008-09			
Harakaly, Calia	F	07/23/1995	11		E.O. Smith	2009-10			
Lambert, Todd	M	11/15/1995	11		E.O. Smith	2009-10			
LoTurco, Michael	M	04/14/1995	11		E.O. Smith	2009-10			
Rodriguez, Gabriel	M	12/18/1994	11		E.O. Smith	2009-10			
Scigliano, Austin	M	06/07/1995	11		E.O. Smith	2009-10			
Zhang, Jason	M	06/21/1995	11		E.O. Smith	2009-10			
Billings-Chiu, Justin	M	12/07/1995	10		E.O. Smith	2010-11			
Elshakhs, Benen	M	10/15/1996	10		E.O. Smith	2010-11			
Harnisch-Weidauer, Lukas	M	05/03/1996	10		E.O. Smith	2010-11			
King, Austin	M	07/15/1996	10		E.O. Smith	2010-11			
Shvydkyy, Volodymyr	M	08/10/1995	10		E.O. Smith	2010-11			
Avery, Jacob	M	05/12/1997	9		E.O. Smith	2011-12			
Cook, Ian	M	01/15/1997	9		Tolland	2011-12			
Jalbert, Dillon	M	09/11/1996	9		Tolland	2011-12			
Li, Samuel	M	04/07/1997	9		E.O. Smith	2011-12			
Metsack, Gavin	M	09/16/1997	9		E.O. Smith	2011-12			
Pynn, Lydia	F	01/22/1997	9		Tolland	2011-12			

MEETING MINUTES

**TOLLAND TOWN COUNCIL
FIRE TRAINING CENTER
191 MERROW ROAD, TOLLAND
AUGUST 14, 2012 – 7:30 P.M.**

August 16, 2012
Suzanne M. Lituini,
Asst. Town Clerk

RECEIVED
AUG 21 2012
Tolland Public Schools

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

MEMBERS ABSENT: Joshua Freeman

OTHERS PRESENT: Steven R. Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records

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

Larry Forrest of 621 Shenipsic Lake Road – He asked Mr. Field why he motioned to table the license to farm land.

Mr. Field said that he didn't feel they had enough information to make a decision on that item that night. They are to receive more information at the next meeting when they have discussion with the Town Attorney. Mr. Field stated he is not opposed to the idea.

Lynn Caley of 593 Old Post Road – She is in favor of that land being preserved in perpetuity for agricultural purposes. She feels the Council would be acting hastily if it issued a license to farm to someone. She feels that land was given to the town; we pay for it with our tax dollars. It should be something that is available to the entire town. She suggested having a community garden. We are the only town in the area that doesn't have one. She doesn't feel the town should grant one individual the use of that land.

Mr. Field added that they tabled this item to make certain they had all the information that they needed. He said this won't be discussed publicly until the September 11, 2012 meeting. Discussion at the next meeting will occur with the Town Attorney in an Executive Session.

Monica Auclair – She is a lifelong member of the community and a third generation farmer. She is also at the meeting as a representative of the Tolland Grange. She is hoping that a compromise can be reached. She would like to see the land used as farm land; whether it is by an individual or the community. It is an important part of where we live. She, along with many people, does not believe a ball field is needed.

Raymond McKenna of 7 Island Lane – Someone needs to take care of the land at Campbell's farm, or it will just become forest. If we do community gardens, he is afraid some won't take care of their little patch. It won't look like a farm. The land is exquisite New England, its quintessential New England. He is in favor of having the CT Farm Trust. Pay them the money and they will make sure that it is always a farm. They will guarantee that the land will be taken care of. The fact is that Jeff Campbell has been farming it

for nine (9) years since his parents couldn't care for it. He wants a 25 year lease. Mr. McKenna believes Mr. Campbell really would like to take care of his parent's legacy.

Resident of 105 Williams Way – She moved here 5 years ago from Bolton. She is all about community gardens, but said we don't live in the City. We all can have gardens of our own. She can't believe that they would take this piece of history and give it away when there are people that would take care of it. She was shocked to hear that they are considering ruining this farm. It is the last farm in town.

Brian Bell of 15 Johnson Road – The piece of property is 13 acres. This farm is the town's farm, and the town's property. If the town doesn't reap the benefits, it's foolish.

Ken Hankinson of 54 Johnson Road – He doesn't believe this Council will have plans to change what the farm will look like. He believes it will always look like a farm. To forever give away rights to that property to the CT Farm Land Trust is what he questions. If the town does work with the Trust, he believes the agreement should be reviewed.

Linda Palmer of 584 Sugar Hill Road – She would like to keep the land as farm land. She believes the Council will keep it agricultural, but the town needs time to see what their options are.

Resident of Crystal Springs Drive – He asked what the future Town Councils will do with this. Let's do the paperwork so that this doesn't continue to be a political soccer ball.

Jeff Campbell of 192 Hunter Road – He maintains the property. He uses his fuel and his tractor. He loves the property and he does it for free. He doesn't expect anything. That is the way his mother and father would like it; clean and nice - like they left it. Whatever choice you make, you make.

Rudy Fiorillo of 92 Crystal Springs Drive – He asked if there will be another opportunity for townspeople to see and discuss the new information that has been obtained following discussion with the Town Attorney.

Mr. Field said yes. A public hearing will be held and anyone can come and talk then.

Janice Campbell - Did it ever occur to anyone that a 4H might be interested in this? The children are our future.

6. PUBLIC HEARING ITEMS:

- 6.1 Consideration of a resolution for the Town of Tolland (the "Town") to appropriate the sum of \$5,000,000 for the cost of the pavement resurfacing, sealing, overlay, drainage improvements, repair and/or reconstruction of all or portions of certain town roads in accordance with the Town's automated pavement management system recommendations and authorizing the issuance of bonds and/or notes in the same amount to finance said appropriation as well as establishing a date for a referendum.

Mr. Werbner passed out a handout from VHB, which was provided to the Council during the budget discussions. He took excerpts from that discussion to refresh the Council's memory of what was provided. The town has been budgeting \$500,000 annually to repair roads. There was a proposed plan to increase that amount to \$750,000 annually as part of the Capital Improvement budget. Tolland's most recent review of the pavement conditioning index was 71. We would stay at that level through 2016. After that, we'd see a further decrease, with the continuing funding of \$500,000 to \$750,000.

In working with the Consultants, in order to address the backlog, an additional \$1m of roadwork per year for the next five years would increase our pavement condition index to the mid or upper 70's, but just as important, it would keep the index moving forward in a level position without further decline. The more

preventative maintenance you can do, the longer you can preserve the base of the road and put off major reconstruction.

Mr. Werbner reviewed the financial impact of the debt services planned over the next 5 years, as well as slides provided by VHB. The slides consisted of the pavement deterioration curve; pictures showing the various conditions of the road in relation to the index as it has been assigned to that road; average pavement condition chart (which shows our average at 71); PCI distribution trend; map showing the various ratings in town; current backlog summary; future pavement condition projections; and proposed pavement CIP's for 2013-2017 and 2014-2015.

Jan Rubino read the following proposed Resolution:

RESOLVED, (1) That the Town of Tolland (the "Town") appropriate the (i) sum of \$5,000,000 for the cost of the pavement resurfacing, sealing, overlay, drainage improvements, repair and/or reconstruction of all or portions of certain town roads in accordance with the Town's automated pavement management system recommendations (the "Project"). The appropriation may be spent for design and construction costs, equipment, materials, site improvements, architects' fees, engineering fees, legal fees, net interest on borrowings and other financing costs, and other expenses related to the Project or its financing. The Town Council is authorized to determine the scope and particulars of the Project. The Town Council may reduce or modify the scope of the Project, and the appropriation may be spent on the Project as so reduced or modified.

(2) That to finance said appropriation for the Project, the Town issue bonds or notes in an amount not to exceed \$5,000,000 (or so much thereof as may be necessary after deducting grants or other sources of funds received by the Town for said Project). The bonds or notes shall be issued pursuant to Chapter 109 of the Connecticut General Statutes, Revision of 1958, as amended (the "Connecticut General Statutes"), including, without limitation, Section 7-369 of the Connecticut General Statutes, and any other enabling acts.

(3) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the Project or the receipt of grants for the Project. The amount of the notes outstanding at any time shall not exceed \$5,000,000. The notes shall be issued pursuant to Section 7-378 of the Connecticut General Statutes. The Town shall comply with the provisions of Section 7-378a of the Connecticut General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.

(4) That the Town Manager and the Treasurer of the Town (the "Officials") be authorized to sign said bonds or notes of the Town by their manual or facsimile signatures and to determine the amounts, rates of interest, dates, maturities, dates of principal and interest payments on such bonds or notes, the form of such bonds or notes, the provisions for protecting and enforcing the rights and remedies of the holders of such bonds or notes and all other terms, conditions and particular matters regarding the issuance and securing of such bonds or notes and to execute, sell and deliver the same and all other documents, agreements and certificates related to the sale, issuance or delivery of said bonds or notes, and to provide all supporting documentation as may be necessary or desirable to accomplish such purposes and to comply with the requirements of the Internal Revenue Code of 1986, as amended, Securities and Exchange Commission Rule 15c2-12, and in accordance with the Connecticut General Statutes and any other applicable provision of law thereto enabling. The bonds and notes authorized hereby shall be general obligations of the Town secured by the full faith and credit of the Town.

(5) That the Officials are hereby authorized to designate a bank or trust company to be the certifying bank, registrar, transfer agent and paying agent for such bonds and notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; that the law firm of Updike, Kelly & Spellacy, P.C.,

Hartford, Connecticut, is designated as the attorneys at law to render an opinion approving the legality of such bond or note issue or issues.

(6) That the Officials are authorized to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes, including, but not limited to, entering into a continuing disclosure agreement pursuant to Security and Exchange Commission Rule 15(c)(2)(12). If the bonds or notes authorized by this resolution are issued on a tax-exempt basis, the Officials are authorized to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes, including covenants to pay rebates of investment earnings to the United States in future years.

(7) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the Project. The Officials are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(8) That the Town Manager is hereby authorized, on behalf of the Town, to execute any contracts with engineers, contractors, architects and other persons for the Project, to apply for and accept state grants to finance the appropriation for the Project, and to execute and file any application or enter into any grant agreement prescribed by the State of Connecticut. The Officials are authorized to execute and deliver any obligations arising under such grant agreement.

(9) That the Officials and other proper officers of the Town are authorized to take all other actions which are necessary or desirable to complete the Project consistent with the foregoing and to issue bonds, notes or other obligations to finance the aforesaid appropriation.

(10) That this resolution shall become effective after approval at referendum vote.

BE IT FURTHER RESOLVED,

(1) That should the Town Council adopt the foregoing resolution, pursuant to Sections C9-16 and C10-3 of the Town Charter, said resolution shall be submitted to the voters at referendum to be held on Tuesday, November 6, 2012, between the hours of 6:00 a.m. and 8:00 p.m., for yes or no vote, in the designated voting locations in the manner provided by said Charter and the Connecticut General Statutes, Revision of 1958, as amended, and that the Town Clerk is directed to post and publish notice of such referendum in accordance with the provisions of said Charter and the Connecticut General Statutes.

(2) That the aforesaid resolution shall be placed upon paper ballots or voting machines under the following heading:

“SHALL THE TOWN OF TOLLAND APPROPRIATE \$5,000,000 FOR ROAD IMPROVEMENTS AND AUTHORIZE THE ISSUE OF BONDS

AND NOTES IN THE SAME AMOUNT TO FINANCE SAID
APPROPRIATION?"

- (3) That the Town Council hereby authorizes the preparation and printing of explanatory text in accordance with Section 9-369b of the Connecticut General Statutes for the question to be voted upon on November 6, 2012 approved above.

Richard Field motioned to open the public hearing; Seconded by Mark Gill. All in favor. None opposed.

Sandy Cyr of 282 Metcalf Road – They were told their road would be paved when they moved there 20 years ago. The dust is unbelievable. The much needed drainage was done, but the roads were not properly pitched. She is pleased to hear that the town is trying to acquire these funds. The road is riddled with washouts and pot holes. She invited the Council members to take a ride down Metcalf someday.

Larry Forrest of 621 Shenipsic Lake Road – Since bonds are cheap, why not bond for \$15,000,000?

Mr. Belsito responded that the \$5m is \$1m each year. You can't take \$5m and put it in our back pocket. Mr. Field added that even though the rates are low now, you don't bond the whole \$5m at once. When you get out 6-7 years and then go out to bond some more, the interest rates may not be so low. The funds just can't be held.

Ken Hankinson of 54 Johnson Road – He asked if town staff, as well as contractors will be doing the work.

Mr. Werbner said we are doing a lot of drainage work ourselves, and the contractors will do the paving.

Bob Rubino of 296 Weigold Road – He is in favor of the \$5m. It's time to pay the piper. We've dug ourselves a hole.

Mr. Werbner clarified that this bonding is not for the paving of dirt roads.

Pricilla Hart of 232 Old Post Road – She is in favor of whatever they need to do with the roads. How will this affect the taxpayers?

Mr. Werbner said they do have what the average impact would be. They use three different valued homes that are used as comparisons. This information will be available.

Resident of 6 Hawthorne Hill – What is the impact on the taxpayers? You need to explain it to the people. He is in favor of improving the roads, but you need to show the numbers.

Ed Cyr of 282 Metcalf Road – He invites the Council to ride on Metcalf. It is hard to ride motorcycles on that road. There are a lot more roads than just Metcalf that need help.

Mr. Werbner said funding has been approved for Metcalf Road. They are having a meeting for the neighborhood to make sure everyone knows what is going to happen.

A straw poll was conducted of all those in favor of this resolution. 16 in favor; 0 opposed.

Jan Rubino motioned to close the public hearing; Seconded by Mark Gill. All in favor. None opposed.

Richard Filed made a motion to approve the Resolution as read into the record; Seconded by Jan Rubino.

Mr. Belsito said he feels strong about improving and maintaining our infrastructure. What he disagrees with is the method to pay for the improvements. Bonding should not be used as a method to secure funds. He had two suggestions 1.) One line addition to the tax bill for 1 year for \$1m would accomplish the major transparency for the taxpayers. An average home assessed at \$300,000 will pay +/- \$78.00 that year, versus it being in our budget for fifteen years; 2.) Change how the town spends its funds. Assessments for autos should go to the work that needs to be done on the roads to keep them in good condition for the travel of automobiles. This could solve multiple problems. He will vote against this.

Mr. Gill appreciates Mr. Belsito's passion on this subject. Mr. Gill said money is the cheapest it has ever been. He is not for borrowing for anything, but this makes sense. We are not deciding anything tonight. The town will decide when they vote.

Mr. Field commented that Mr. Belsito's 1st option would be a bigger bite out of the taxpayers than bonding.

Jan Rubino is in favor of the bonding as it has been put forth. It doesn't make sense to put this off. It is something that matters to everyone. It's a safety issue. We need to take care of our infrastructure. We are in good financial shape. We have a phenomenal Town Manager who has done a great job and we have a wonderful Council. She has no fear that we will go bankrupt.

Mr. Stanford asked Mr. Werbner what the auto revenue is, and agreed that maybe a portion of it could be used. Although he added that we should bond now, because of the rates. Mr. Werbner said it is robbing Peter to pay Paul if you use the vehicle assessments. Mr. Stanford said it should be looked at though as a benchmark.

Jack Scavone; Richard Field; Mark Gill; Jan Rubino and Benjamin Stanford are in favor.

Sam Belsito is opposed.

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

7b. REPORTS OF TOWN COUNCIL LIAISONS: Mr. Field said the PCC is having a meeting on Thursday and they will discuss the tree memorial and Celebrate Tolland. Mr. Stanford said the Energy and Facilities Task Force meet and discussed the RFP's. They are meeting tomorrow night to discuss the proposals and make a recommended selection.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Appointments to vacancies on various municipal boards/commissions.

No appointments made tonight.

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

10. REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY): Mr. Werbner commented that the June 22nd storm cost \$32,544. The refuse and recycling has some items that need discussion and he suggested adding them to a future agenda. There was a successful conversion of the recycling carts. The carts are now in demand and they will be suggesting that the Council give approval to acquire more carts. He did speak of the two outstanding reviews received from Standard & Poor's and Fitch. They had nothing but good things to say about the town's financial position. We are not a community in jeopardy of going bankrupt.

Mr. Field congratulated and thanked Mr. Werbner for his great leadership and expertise.

11. ADOPTION OF MINUTES

- 11.1 July 24, 2012 Meeting Minutes: Richard Field moved to adopt the minutes; Seconded by Benjamin Stanford. All in favor. None opposed.

12. CORRESPONDENCE TO COUNCIL: None.

13. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS: Mr. Field asked about the status of trimming the limbs hanging over the sidewalks near Hicks on the Green. Mr. Werbner will check on this. Mr. Belsito wants the budget process review on the agenda.

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

Ken Hankinson of 54 Johnson Road – re: Campbell Property - Can someone prepare a Fact Sheet on the property? Otherwise people are misinformed. It may provide more information to the public. The more information people have before they get here, the better off they'll be.

Ed Cyr of 282 Metcalf Road – he suggested bulky waste occur twice a year, and then have a center to bring bulky items, including leaves and branches.

Bob Rubino of 296 Weigold Road – He reviewed Mr. Belsito's suggestions made instead of the bonding. He commended the Council for not kicking the can on the Campbell property. He mentioned that the principal structure on the land is now a non-conforming structure, because the well and the septic are on town property. That needs to be fixed. He also suggested that they give the current people using the property an extension on their lease until the end of year. It will give the Council the time to consider and to move forward carefully. He also recommended another task force be created to report back to the Council on this matter.

15. EXECUTIVE SESSION

Richard Field motioned to go into Executive Session at 9:10 p.m., thus ending the Regular Meeting of the Town Council; Seconded by Mark Gill. All in favor. None opposed.

- 15.1 Executive Session to discuss performance review of the Town Manager.

16. ADJOURNMENT: Rick Field moved to adjourn the meeting; Seconded by Benjamin Stanford at 9:34 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk

Received August 30, 2012
Margaret DeStito
Town Clerk

MEETING MINUTES

TOLLAND TOWN COUNCIL FIRE TRAINING CENTER 191 MERROW ROAD, TOLLAND AUGUST 28, 2012 – 7:30 P.M.

RECEIVED

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven R. Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Beverly Bellody, Human Services; Clem Langlois, Public Works; Linda Farmer, Director of Planning and Community Development

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

Mary Hannon of 181 Baxter Street – She wants to know why there has been a steady stream of trucks hauling wetlands items from Gehring Road to another wetlands in Tolland? They also worked all day on Saturday, starting at 6:30, which is time and a half. To her, that seems like a lot of wasted money. That money could be used for the schools or road repairs. Why is this being transported across town, and who gave the order to work on a Saturday.

Mr. Werbner will send a letter to Ms. Hannon responding to her questions.

Richard Bozzone of 9 Elm Road – With all the money being spent on the renovations at the Town Hall and Library, we still have a book drop sitting there from the 1930's. It has no security for items being returned to the Library. He is astounded that no one has walked away with books / dvd's. Is there not \$250 available to put in a secured box for returns? He asked if the study has commenced regarding expanding the Library to the gym.

Mr. Werbner commented that a report should be available in September.

Marilee Beebe of 90 Rhodes Road – She is at the meeting representing the PZC as its Chair with regard to the proposed Rt. 195 work. Last night, was the first night the PZC was able to go over the plans for the construction. They believe many of the design elements to be good; however, they do not feel that the design is representative of the complete streets mandate or what is planned to be a major transit corridor to UCONN. Especially, considering that UCONN is breaking ground on the technical park. They are in the process of submitting a \$500,000 grant to establish the transit in the Village area. The thought is that the PZC should partner with the Council to request that DOT include the important things that are missing. Some of which are: public safety considerations at the intersection of Goose Lane and Rhodes Road, a better detailed pedestrian crossing, drainage issues, and the addition of a multi mobile pathway for pedestrian and bicycle access. The DOT needs to do a comprehensive look at all of this, given all of the

work that has already been done. They also have the Commissioner of the DOT who has recently bought into the idea.

6. PUBLIC HEARING ITEMS: None.

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

7b. REPORTS OF TOWN COUNCIL LIAISONS: Mr. Field said the PCC and the Celebrate 300 Committee met. They will be coming up with a memorial for the tree being removed. The Celebrate 300 Committee is concerned about receiving \$5,000 that a previous Council member promised to them. Mr. Werbner said it was discussed that they would give them \$5,000 seed money to start fund raising efforts should they run into something that they needed the money for. There was no commitment of \$5,000 for every year. Ms. Rubino added that she spoke to both the Council person and Celeste of the Committee. Celeste said that the Council person had agreed to personally assist in fund raising. Mr. Field said that this will need to be clarified.

Mr. Stanford commented on the WPCA - they are having issues with filling vacancies and not having enough members attending the meetings for a quorum. The Energy and Facilities Task Force will be meeting to go over the input received from various municipalities who have used the two companies that have submitted RFP's. A recommendation will be made to the Council at the next meeting, or the one after.

Mr. Clark commented that the BOE discussed the CAP scores at their last meeting, and there was no other action taken. He announced that the 2nd BOE meeting in September has been moved to Thursday, September 27th.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Discussion of proposed Route 195 widening plans.

Mr. Werbner said this project has been on the books long before he came on board. The major events at UCONN and the stacking of cars on the off ramp are a concern. The major concern is the traffic going towards UCONN, from the highway. There has been a series of meetings over the years to discuss the plans that have changed over the years. The latest version, prior to this one, included a median. At that point in time, two lanes would be going towards UCONN, with one in the other direction. With the economic downturn that took place 3 - 4 years ago, this project got shelved. About 6 - 7 months ago, we were told the project was active, and that funds had been identified. Discussions occurred and it was stated that we wanted two lanes in both directions with a median. They were receptive in listening to the discussions, but they were also concerned with deviating from the concept due to the funds being available now. They want to be assured that whatever we come up would be the final plan. They did come back with a re-design, and concurred that two lanes in both directions is a good idea. Although, there was no multi-purpose pathway because of slope concerns, and no work in the Rhodes Road and Goose Lane intersection area, which could be a problem. Should we press for these items, it could delay the project, and they couldn't guarantee the funding would be available. Therefore, we could slide off the construction list. They are looking for support from the Town that this plan is where the town would like to be.

Ms. Farmer spoke using a map to outline the project details.

Mr. Belsito raised the point that although they maybe resolving the bottlenecking off the highway, what about further down Rt. 195? Ms. Farmer said that is not part of this project. Mr. Werbner said they have spoken to the DOT Commission and Lt. Governor's office about the need for a full traffic study from the

interstate to the University. It should be included in their long range planning. For now, this is a short term fix.

Mr. Freeman said we are helping them solve their problem, but they are not solving any problems of ours. He understands the money is there now, and this is a project that will provide us with some benefit in the long term, but the fact that there is no multi – use path and not fixing the Rhodes Road intersection bothers him.

After discussion, it was determined that Mr. Werbner would draft a letter of support with concerns for the Council to review at the next meeting.

8.2 Consideration of a Certified Resolution for the submission of a Main Street Investment Fund grant for approximately \$500,000.

Mr. Werbner said this is a new state grant. The purpose is to help develop or improve town centers to attract small businesses, promote commercial viability, and improve aesthetics and pedestrian access. The Tolland Village Area is a planned town commercial center which will be a sustainable and walkable compact mix of land uses and transportation facilities. The plan proposed a new connector road that would connect Route 195 to Cider Mill Road and provide access to land on the easterly side of Route 195. The purpose of the grant would be for the cost of a traffic light at the new intersection and widening of Route 195 to provide the required turning lanes into this proposed connector road. The grant is due by the end of September.

Richard Field read the following **amended** resolution:

Whereas; PA-11-1, AN ACT PROMOTING ECONOMIC GROWTH AND JOB CREATION IN THE STATE, Sections 78 and 79, provides grants not to exceed five hundred thousand dollars (\$500,000) to municipalities with populations of **not** more than thirty thousand (30,000) and authorizes the Office of Policy Management to accept such applications, known as the Main Street Investment Fund;

Whereas; the Town of Tolland project is consistent with the State Plan of Conservation and Development and previously approved plan known as the Tolland Village Area;

Be it resolved that it is in the best interests of the Town of Tolland, to submit a grant application to the Office of Policy and Management titled "Tolland Village Area Intersection Improvements" under the Main Street Investment Fund Program referenced in Section 78 and 79 of the PA 11-1;

In furtherance of this resolution, Steven R. Werbner the Town Manager is duly authorized to and sign the Main Street Investment fund application and administer the grant and the project on the Steven R. Werbner currently holds the Town Manager position and has held that office since October 1, 2005. The Town Manager is further authorized to provide such additional information and execute such other documents as may be required by the state or federal government in connection with said contracts and to execute any amendments, rescissions, and revisions thereto. A project description is attached and made a part of this record.

Seconded by Mark Gill.

Mr. Belsito is concerned about putting a light 600' down, then another light, and then a light at the center of town? He believes this might cause congestion. Mr. Gill said it would create better spacing. That was the whole logic behind it. Mr. Scavone said it makes everything safer and creates gaps in the traffic flow.

Jack Scavone; Richard Field; Joshua Freeman; Mark Gill; Jan Rubino and Benjamin Stanford were all in favor. Sam Belsito abstained.

- 8.3 Consideration of a resolution to approve changes to Ordinance #46 Sections 94-2, 94-17, 94-22 and 94-24 of the Solid Waste and Recycling Regulations and approving the purchase of 200 additional 95 gallon recycling containers and the setting of a public hearing thereon for September 11, 2012.

Mr. Werbner said they are anxious to continue the greater use of recycling. It is environmentally friendly and a money maker in terms of revenue for the town. The program of promoting the swapping out to bigger recycling bins was a great success, and there is currently a waiting list. They would like to have larger bins on hand as new residents come in, or as replacement bins. They would like to change some provisions within the regulations to include:

- Making the 95 gallon recycling cart the standard size going forward for new carts.
- Making the 65gallon recycling cart the standard size going forward for new carts.
- Limiting the number of refuse carts per household from the current (2) to only (1), but grandfathering any resident who previously purchased and currently uses (2).
- Adding language relating to bulky waste pick-up and the ability of the months to be predetermined by the Town on an annual basis. With regards to bulky waste, it has been reduced to 10 months.

Mr. Field said if this was marketed right, it would be a bigger success. Mr. Werbner agrees, and said that Mike Wilkinson is in the process of checking with other towns to see what promotional programs they have. Mr. Field suggested getting the schools involved somehow.

Richard Field motioned that the following resolution be introduced and set down of a public hearing on September 11, 2012 at 7:30 p.m. at the Tolland Fire Training Center:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached revised sections of Chapter 94 – Solid Waste Regulations (sections 94-2, 94-17, 94-22, 94-24) of the Code of the Town of Tolland and approves the purchase of 200 additional 95 gallon recycling containers.

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

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

Ben Stanford motioned to move Perne Maynard from his alternate position to a regular position on the WPCA; Seconded by Jan Rubino. All in favor. None opposed.

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): None.

11. ADOPTION OF MINUTES

- 11.1 August 14, 2012 Meeting Minutes: Richard Field moved to adopt the minutes; Seconded by Ben Stanford. All in favor. None opposed. Josh Freeman abstained.

12. CORRESPONDENCE TO COUNCIL: None.

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Ms. Rubino asked the Council if they were interested in having a booth at 'Celebrate Tolland' on September 15th. Mr. Gill committed to being there. Mr. Field commented that September 27th will be the TC/BOE hour at the Fire Training Center, 6 – 7 p.m. (in order to accommodate the BOE's meeting).

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

Marilee Beebe of 90 Rhodes Road – With regards to the recycling item: If you can get a school group / kids interested in doing a poster or design, she would volunteer the space at the end of the ramp off interstate 84, and pay to have it printed.

Bob Rubino of 296 Weigold Road – Regarding the Campbell property: He has faith that the Council will clean up the liability on the property regarding the septic and well issues. Also, he believes the transfer language will be reviewed. The Council heard from the public and he believes they will act in kind. He believes the property should remain open-space/farmland. The question will become how does the town protect the property? A task force should be created to look at all the different options for that property. The maintenance of that property is outside of the Conversation Corps expertise. He is not in favor of turning the property over to a 3rd party. He has great faith that the Council will do the right thing.

15. **EXECUTIVE SESSION**

Richard Field motioned to go into Executive Session at 8:34 p.m., thus ending the Regular Meeting of the Town Council; Seconded by Mark Gill. All in favor. None opposed.

15.1 Executive Session for discussion of the Transfer of Land and the performance review of the Town Manager.

16. **ADJOURNMENT:** Mark Gill moved to adjourn the meeting; Seconded by Richard Field at 9:53 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk



Founded in 1885

NEW ENGLAND ASSOCIATION OF SCHOOLS & COLLEGES, INC.
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COMMITTEE ON PUBLIC SECONDARY SCHOOLS

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August 22, 2012

Dear Mr. Guzman:

We have enclosed a copy of a letter indicating that Tolland High School will be evaluated on March 23, 2014 through March 26, 2014.

The faculty and administration are just beginning the school's self-study, the most important phase of the Committee's accreditation process, in preparation for the on-site decennial evaluation visit. This self-study should take approximately two to three semesters. Schools typically commit some regular faculty meeting time and in-service days to the self-study, but these are usually not sufficient to complete the work that is required. For that reason, we recommend that the school board provide additional release time that can be dedicated to the process and in so doing assure the professional staff that the board supports this important process.

Although it is required that the school administration, faculty and support staff be directly involved in the self-study, there are a number of appropriate ways in which the school board, central office personnel, students, parents and community members may also be asked to contribute. We suggest that you discuss their involvement with the school principal.

The Committee's accreditation process provides a unique opportunity for members of the school community to discuss every aspect of the school's programs and services to improve its offerings for young people. We wish to emphasize the importance of this process and offer our support as the school undertakes its self-study. Please feel free to contact me directly with any questions you may have.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Janet D. Allison'. Below the signature is the printed name 'Janet D. Allison'.

Janet D. Allison

JDA/sb
Enclosure

cc: Dominique Fox, Principal, Tolland High School
Robert Powell, Chairperson, Tolland Board of Education
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