

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA  
October 8, 2014

**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

- Regular Meeting – September 23, 2014

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 REPRESENTATIVES REPORT – Charles Perosino and Sarah Welch

F. CLASS OF 2014 GRADUATE REPORT – Corrine Lorenzet

G. SUPERINTENDENT'S REPORT

G.1 2014 – 2015 Operating Budget Status

H. COMMITTEE & LIAISON REPORTS

I. CHAIRPERSON'S REPORT

J. BOARD ACTION

J.1 Obsolete and Surplus Equipment

K. PUBLIC PARTICIPATION (2 minute limit)

*Comments must be limited to items on this agenda.*

L. POINTS OF INFORMATION

M. CORRESPONDENCE

- Town Council Meeting – September 23, 2014

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

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

REGULAR MEETING – September 23, 2014

Members Present: Mr. Sam Adlerstein, Chair; Mr. Patrick Doyle, Vice Chair; Ms. Kathy Gorsky, Secretary; Ms. Karen Moran, Mr. Steve Clark, Mr. Robert Pagoni, Ms. Colleen Yudichak, Mr. Tom Frattaroli, and Mr. Joe Sce.

Administrators Present: Dr. Thomas McDowell, Interim Superintendent of Schools; Dr. Kathryn Eidson, Director of Curriculum and Instruction; Dominique Fox, Principal, Tolland High School; Ms. Margot Martello, Assistant Principal, Tolland High School

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:30 P.M. The Pledge of Allegiance was recited.

B. APPROVAL OF MINUTES – September 10, 2014 – Regular Meeting

Mr. Doyle motioned to accept the minutes of the September 10, 2014 meeting. Mr. Frattaroli seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION - none

D. POINTS OF INFORMATION

Mr. Adlerstein reviewed the Board Meeting Ground Rules: Purposeful, Intentional, Directional, and Aligned. In regard to presenters: Directional, Clear/Concise

In regard to correspondence, 170 e-mails have come in since November. Mr. Adlerstein noted that bulk were in reference to the topics of all-day kindergarten, curriculum and instruction.

E. STUDENT REPRESENTATIVE REPORT

Mr. Perosino noted that Open House took place last week and was a success. Additionally, Tolland High School was present at Celebrate Tolland. The face painting activity and the chance to meet the mascot were both popular. Mr. Perosino reviewed some of the upcoming events.

F. PARAPROFESSIONAL OF THE YEAR RECOGNITION – Shirley Gerich

Dr. McDowell recognized Ms. Shirley Gerich, the Paraprofessional of the Year. He highlighted her extensive career and noted that a letter to the office noted that she could not imagine loving a job more. Mr. Adlerstein congratulated Ms. Gerich on behalf of the Board.

G. WEBSITE TASK FORCE PRESENTATION

Ms. Moran distributed additional information that was presented to the Board and reviewed the goals of the task force as well as a list of its members. Ms. Vallo discussed the goals of the website, the guiding principles, and the work done thus far and thanked Mr. Sher for his assistance. Ms. Tyl explained the survey that was distributed and the results. The short and long term recommendations were presented and a presentation of the investment needed took place.

Ms. Moran noted that the task force would need an action by the board to extend and expand the charge of the task force and reviewed the investment needed.

Mr. Frattaroli inquired if other software was evaluated. The task force did look at some competitor functionality but moving to another platform would require a significant financial investment. The current vendor does have functionalities that would address many of the concerns noted in the surveys. Mr. Pagoni noted that the calendar is not up to date and a robust index is needed so a keyword can be easily searched. Mr. Doyle thanked everyone for volunteering their time and taking into consideration the teachers' recommendations. The task force did market research to determine the salary range.

Mr. Adlerstein recommended that the Board refer this to Dr. McDowell who will see how it fits with the Board's priorities and present a proposal of how to proceed. He thanked the task force.

H. NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES (NEASC) PRESENTATION – Final Report, Principal Dominique Fox

Ms. Fox presented the final report and began by reviewing the accreditation process. The process is cyclical and includes: self-study, an evaluation visit, and follow up (the school's effort to address valid evaluation recommendations). She reviewed the seven standards for accreditation and summarized the commendations, recommendations, and progress for each of the standards (available in the final report and attached presentation).

The follow up responsibilities were presented and included: publicizing the document as required by NEASC, forming a NEASC follow-up committee, and submitting a two and five year progress report.

Overall, Ms. Fox did not believe there were any surprises. There were an equal number of recommendations and commendations. The school's strengths are core values, school culture and leadership. Areas in need of improvement are curriculum and community resources for learning. Most, but not all, recommendations are doable. She thanked all involved in the process.

Ms. Fox summarized 21<sup>st</sup> century learning skills and differentiation at the request of the Board members. Dr. McDowell addressed the report. There were no real surprises because the administration and staff did a good job in the self-study.

SUPERINTENDENT'S REPORT

Dr. McDowell commented that Tolland is steeped in tradition. When it comes to curriculum, the district is behind. In education, there is no status quo – if one waits, others pass you by. While many areas need to be addressed, the district needs to concentrate on something and get it right. Along with the building administrators, he believes the concentration should be on language arts. Language Arts is the basis for everything that is done. At the elementary level, the district needs to move away from anthologies and adopt the workshop model for reading and writing. The district needs to move away from relying on textbooks as the curriculum. Use of anthologies is not amenable to differentiation in instruction. Teachers need the necessary training on the workshop model to meet the individual needs of each child. The district is



planning to send 6 teachers (2 from Birch Grove, 2 from TIS, 2 from TMS) to the K8 Literacy Coaching and Whole School Writing Reform Conference at Columbia University (October 14<sup>th</sup> - 19<sup>th</sup>). Six teachers have applied and they are waiting to hear if they have been accepted. The plan is that when these teachers return, they will train and coach other teachers. Further, after consulting with the Chair and some members of the Board, Dr. McDowell has arranged for Attorney Richard Mills of Shipman and Goodwin to conduct a workshop for Board members regarding roles and responsibilities. The workshop is scheduled for October 29<sup>th</sup> at 6:30 PM.

I.1 Board of Education Meeting Dates – 2015

After a brief discussion, it was noted that the schedule will be on the first November meeting agenda for action. (Attached)

I. COMMITTEE AND LIAISON REPORTS

Finance & Facilities – Next meeting: October 1<sup>st</sup> to discuss the DRA report

Policy – None

Communications – Next meeting: October 15<sup>th</sup>

Shared Services – Mr. Adlerstein noted that they are focused on the maintenance of the new geothermal systems. Additionally, they discussed how to use shared services with the community providing the examples of the respective recreation and athletic departments.

J. CHAIRPERSON'S REPORT

Mr. Adlerstein explained the process hiring the new superintendent. There was a steering committee of 17 people including staff, community experts, and residents. This committee reviewed resumes and interviewed candidates. The Board will go into executive session this evening to discuss the remaining candidates.

K. BOARD ACTION

L.1 Recommendation to appoint residency officer

Ms. Gorsky motioned to appoint Attorney Elisa Bartlett as the hearing officer for Residency Hearings. Ms. Moran seconded the motion. A discussion took place. Mr. Clark clarified that the attorney would not be on retainer but on an hourly basis. Mr. Pagoni noted that historically, the Board has showed leniency on a case by case basis. He would like such a situation to be presented by the superintendent to the Board before a residency hearing. Ms. Gorsky noted that Board has a responsibility to educate only the residents of Tolland. Dr. McDowell noted his responsibility to the Board and the people of Tolland. He would not involve an attorney if there were extenuating circumstances. The law states that one has to be educated where he/she resides. Members of the Board do not necessarily know the law – the residency officer does. In his experience, it is better to have someone from the outside involved so there may be objectivity.

Mr. Adlerstein, Mr. Doyle, Ms. Gorsky, Ms. Moran, Mr. Pagoni, Ms. Yudichak, Mr. Frattaroli, and Mr. Sce were in favor. Mr. Clark opposed. Motion carried.

L. PUBLIC PARTICIPATION - none

M. POINTS OF INFORMATION

Mr. Doyle clarified that since the Board has gone somewhat paperless; he is following along on his phone.

N. CORRESPONDENCE

- Town Council Meeting – September 9, 2014

O. FUTURE AGENDA ITEMS

- Website task force
- School calendar
- Community and outreach follow up
- Transition with newly nominated superintendent
- Budget development
- Financial report

P. PROPOSED EXECUTIVE SESSION – Discussion regarding superintendent search

Mr. Clark motioned to go into executive session at 9:19 PM for the purpose of discussing the superintendent search and invited Dr. McDowell. Mr. Doyle seconded the motion. All were in favor. Motion carried.

Q. RETURN TO OPEN SESSION

The Board returned to open session at 9:41 PM.

R. POSSIBLE ACTION REGARDING THE APPOINTMENT OF THE SUPERINTENDENT OF SCHOOLS

Mr. Adlerstein noted that the Board was purposely slow and very careful in regard to the search. Mr. Doyle thanked the residents, staff, and all who participated in the search. He announced that the Tolland Board of Education has identified a candidate for the position of Superintendent of Schools. Connecticut General Statute Section 10-157 authorizes the Board of Education to elect a Superintendent of Schools by a majority vote of all members, subject to confirmation of appropriate certification from the Department of Education and a background check. The statute also directs that the Board enter into an employment contract with the Superintendent of Schools for a term of no more than three years.


Mr. Doyle motioned that the Tolland Board of Education hereby elects Dr. Walter Willett to the office of the Superintendent of Schools pursuant to the provisions of Connecticut General Statute Section 10-157 and that the Board further authorizes Chairman Adlerstein to finalize and execute an employment agreement with the new Superintendent of Schools on behalf of the Board, to include a beginning date and term of employment, conditional upon confirmation of appropriate certification and a background check. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

Mr. Adlerstein noted that Dr. Willett has the Board's full support. There were many great candidates but Dr. Willett distinguished himself.

S. ADJOURNMENT

Mr. Clark motioned to adjourn the meeting at 9:44 PM. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lisa Pascuzzi".

Lisa Pascuzzi  
Clerk

Tolland High School  
September 23, 2014  
7:30 p.m



*Celebrate Tolland  
2014*

Board of Education



# WHAT'S

# HOT

- NEASC Final Report
- Website Taskforce Recommendations
- Paraprofessional of the Year
- Assessment | Set the Table
- Superintendent Search

# Agenda

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- Regular Meeting – September 10, 2014

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F. PARAPROFESSIONAL OF THE YEAR RECOGNITION – Shirley Gerich

G. WEBSITE TASK FORCE PRESENTATION

H. NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES (NEASC) |  
Final Report, Principal Dominique Fox

I. SUPERINTENDENT'S FINAL REPORT

- I.1 Board of Education Meeting Dates – 2015

J. COMMITTEE & LIAISON REPORTS

K. CHAIRPERSON'S REPORT

L. BOARD ACTION

- L1 Recommendation to appoint residency officer

M. PUBLIC PARTICIPATION (2 minute limit)  
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- Town Council Meeting – September 9, 2014

P. FUTURE AGENDA ITEMS

Q. PROPOSED EXECUTIVE SESSION – Discussion regarding superintendent search

R. RETURN TO OPEN SESSION

S. POSSIBLE ACTION REGARDING THE APPOINTMENT OF THE SUPERINTENDENT OF SCHOOLS

T. ADJOURNMENT

# BOE Meeting Ground rules

Set direction, with a sense of urgency  
Move efficiently and effectively to decisions & actions

BOE Members	Supporting behavior
1. Purposeful	<i>Work of ensuring higher levels of student achievement for each individual academically, socially and emotionally in preparation for a 21st Century World</i>
2. Intentional	Discussion is related to mission
3. Directional	Discussion is focused on decisions / actions
4. Aligned	Interaction is a model for our students and reflects the values of this community
Presenters	(anyone providing expert information)
1. Directional	Presentation focused on decisions / actions. Answer, "Why is this important?"
2. Clear / Concise	Presentation of most relevant information in time allotted. Information in advance, include additional information if applicable.







# Public Participation

2 min :-)

Please speak your mind

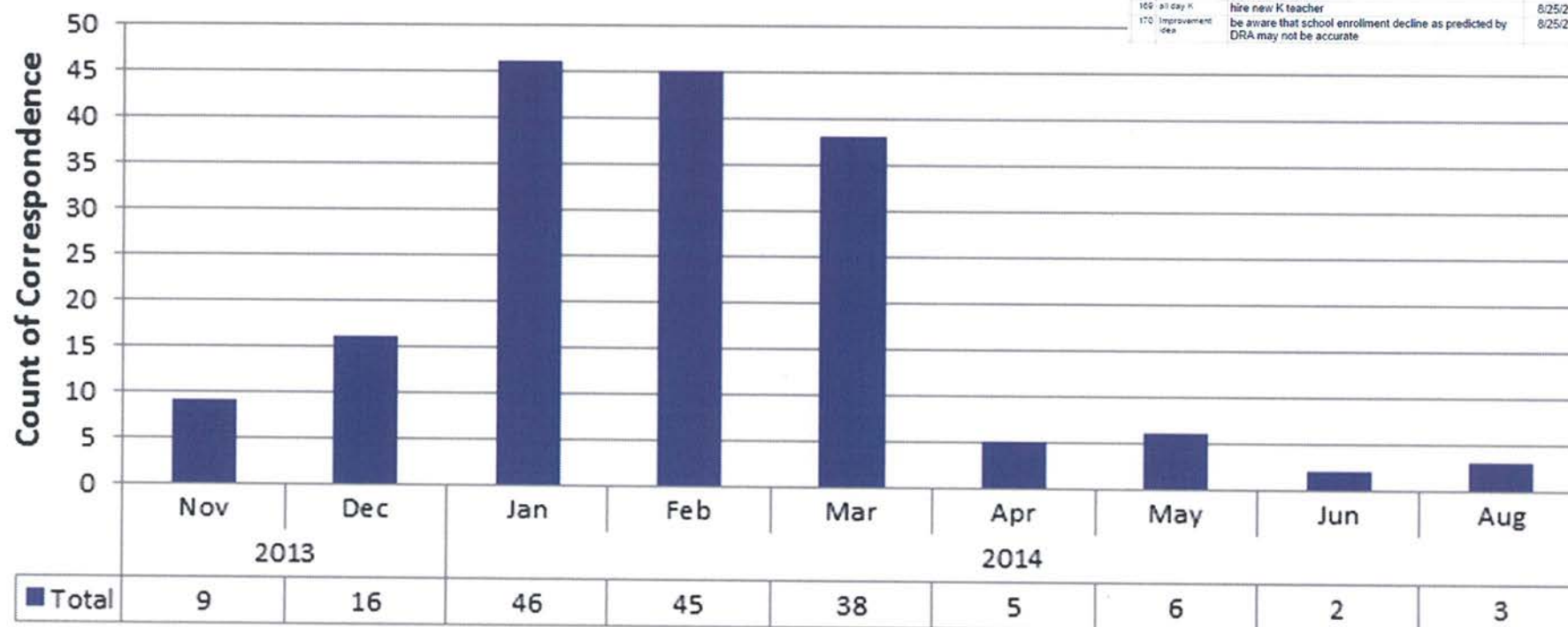


# Correspondence

170 emails tracked by Kathy since November!

Dear Board of Education, ...

	Topic	Correspondence: Recommendation / Suggestion / Request	Log Date	Source
157	Improvement idea	change proposed calendar	4/23/2014	letter to BOE
158	Curriculum / Instruction	change to workshop method of teaching over anthology	4/23/2014	letter to BOE
159	all day K	do ADK right	4/30/2014	letter to BOE
160	Curriculum / Instruction	online courses	5/14/2014	letter to BOE
161	all day K	keep kindergarten classes small	5/14/2014	letter to Karen and Kathy
162	all day K	provide lots of support in kindergarten	5/14/2014	letter to BOE
163	all day K	offer a sound half day k option	5/14/2014	letter to BOE
164	Curriculum / Instruction	online courses follow-up	5/14/2014	letter to Kathy
165	Improvement idea	consider anti-bullying apps	5/22/2014	letter to BOE
166	Curriculum / Instruction	make teachers/administrators accountable when they don't follow prescribed curriculum	6/11/2014	letter to Kathy, Bob, Sam
167	Improvement idea	composting could be done with school food waste	6/23/2014	letter to BOE
168	Improvement idea	wants a shipping container on THS property to hold extra robotics materials	8/25/2014	letter to BOE
169	all day K	hire new K teacher	8/25/2014	letter to BOE
170	Improvement idea	be aware that school enrollment decline as predicted by DRA may not be accurate	8/25/2014	letter to BOE



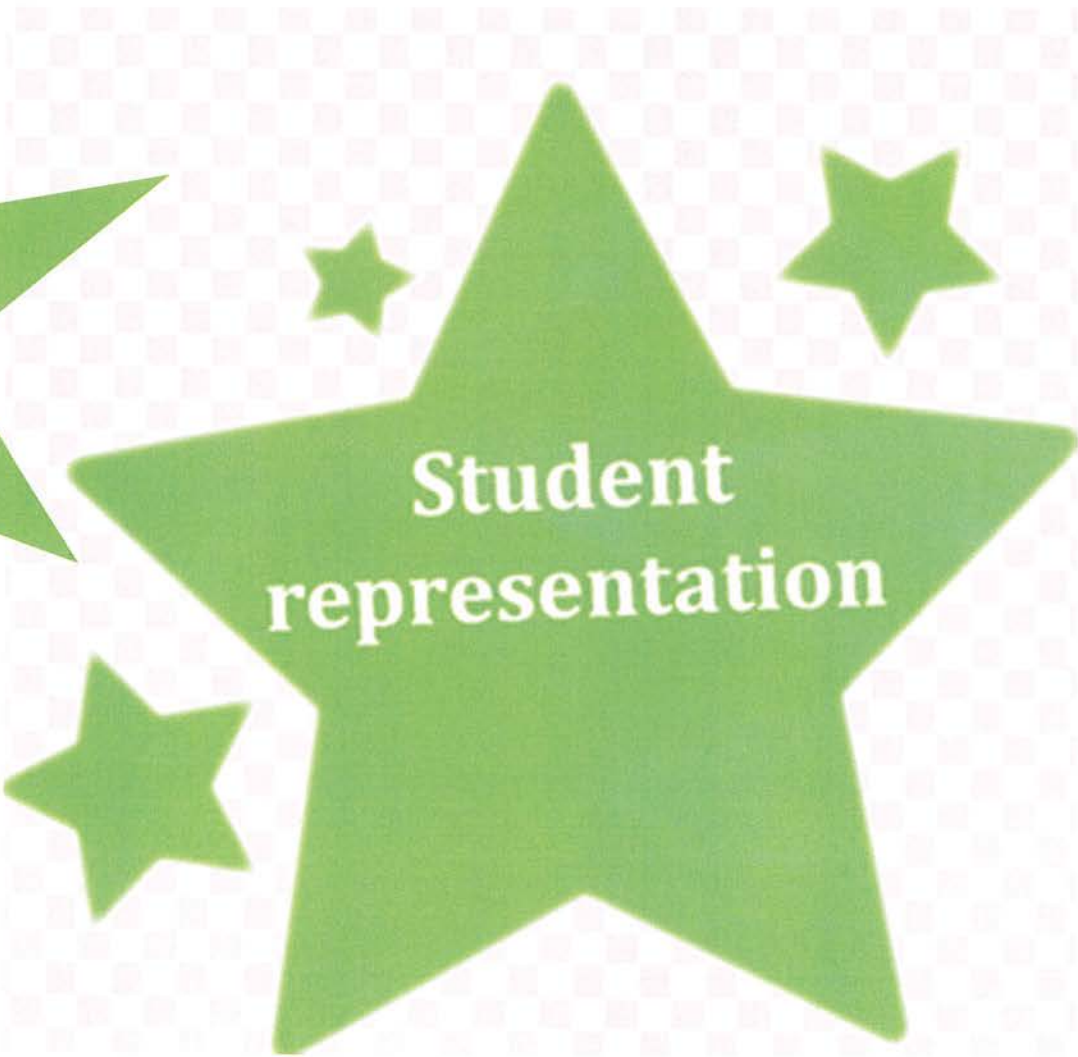
## Correspondence Topics

170 emails, by topic...





**Sarah and  
Charles**



**Student  
representation**

# **Paraprofessional of the year**

Shirley Gerich



# **Website Task Force Presentation**

# DOING IT RIGHT

Website  
Task Force  
2014

Tolland  
Public Schools



# WEBSITE TASK FORCE

- April 2014: The Communications and Outreach committee sought residents interested in serving on a website task force. This task force has been charged with reviewing and making recommendations regarding the content, capability and design of the Tolland school district's main website as well as the four schools websites.
- This task force is comprised of ten professionals with experience in: website development, graphic design, analytics, content management, marketing, education and administration.

# TASK FORCE MEMBERS

- ☐ Holly Audette, Web Development, UConn Human Resources
- ☐ Betsy Brocious, Tech Ed Teacher, Curriculum liaison, TPS
- ☐ Lisa Burns, Interactive Marketing Designer
- ☐ Jodi Coombs, Marketing & Communications Mgr., CT Small Business Develop. Ctr
- ☐ Carolyn Grant, Dir. of Application Development; software design, web-based platforms
- ☐ Jennifer Overkamp, Owner/Creator–MyConnecticutKids.com website
- ☐ Carolyn Tyl, Science Curriculum Coordinator, TPS
- ☐ Eric Lavery, Small Business Owner
- ☐ Karen Moran, Marketing background, BOE member
- ☐ Kate Vallo, Dir. of Community Children's Center, website development



# GUIDING PRINCIPLES

- In this technological world, a school district's website can be its one chance at a great first impression. *See Addendum "A"*.
- A website should show the broader community that our district values and invests in technology and must present a consistent, high quality experience across sites.
- The recommendations must support the needs of staff, administrator, student and parent communities.
- Recognize that this process is on-going, with short-term and long-term sustainable goals.
  - Outcomes must align with the technology plan.

# OUR WORK SO FAR

- ☐ Conducted an initial review of current sites and community concerns.
- ☐ Reviewed analytics and identified pain points and gaps.
- ☐ Compared websites in other New England districts.
- ☐ Researched and previewed solutions and tools of other vendors.
- ☐ Conferred with current vendor (Sharp School) to assess existing capabilities and opportunities.
- ☐ Considered anecdotal and survey feedback from teaching staff. See *Addendum "B"*.
- ☐ Developed list of preliminary recommendations.



# TECHNOLOGY SURVEY RESULTS

- April 2014, technology survey conducted by Carolyn Tyl to staff at all schools
- Received 137 responses
- Needs Assessment (total of 49 completed in survey)
  - District support for Sharp School website:

Insufficient = 41%

Sufficient = 18%

N/A = 42%

# SHORT TERM RECOMMENDATIONS

- Continue vendor relationship with Sharp School
  - Minimizes disruption; keeps expenses low while improving overall user experience by:
    - Taking advantage of free re-design of 5 sites.
    - Implementing responsive website technology to ensure mobile friendly display.
    - Leveraging existing capabilities to improve user experience.
    - Maintaining existing Teacher Pages “as is”.
- Content Management
  - Immediately improve the district web presence by:
    - Empowering the task force and IT Department to collaborate on decisions and implement changes to improve user experience.
    - Hiring on-demand consultant experienced with Sharp School interface for initial cleanup and redesign under the direction of the task force.
  - Exploring opportunities for additional staff training.
- Continue and expand the charge of this task force to oversee the short term recommendations



# LONG TERM RECOMMENDATIONS

Rapidly changing technology trends require expertise, dedicated focus and continuous oversight. Our current IT Department is not currently structured for these additional responsibilities.

## ☐ Hire a Webmaster

- Ensures the long-term viability of Tolland's web presence by:
  - Effectively representing the school district via the websites
  - Overseeing the design, implementation and maintenance of the 5 district sites
  - Gathering feedback regarding the district's websites and making recommendations, modifications and enhancements
  - Keeping current with developing technologies and capabilities
  - Defining and overseeing design and content standards
  - Providing guidance, training and assistance in website technology
  - Exploring and overseeing any education/student/intern-based initiatives
  - Sample job responsibilities and qualifications – *See Addendum "C"*.

# INVESTMENT

Short-term Recommendation	Investment
Extend and expand charge of task force	Free (Action needed by BOE)
Redesign of all 5 sites	Free
Implement responsive technology (mobile)	\$2,500 (\$500 per site)
Hire on-demand consultant	\$2,000+ (extent of cleanup TBD)
Internal training opportunities	PD time / Train-the-Trainer

Long-term Recommendation	Investment
Hire Webmaster	\$50,000 - \$60,000 annual salary

QUESTIONS?



# Responsive Web Design for Schools and Districts

*Optimal Viewing Experience. Responsively Designed. Endless Accessibilities.*



# **NEASC Report**

Principal Dominique Fox

# Tolland High School NEASC Final Report

Tuesday, September 23, 2014



Home of Eagle **Pride**

**P**erseverance  
**R**espect  
**I**ntegrity  
**D**ependability  
**E**ngagement

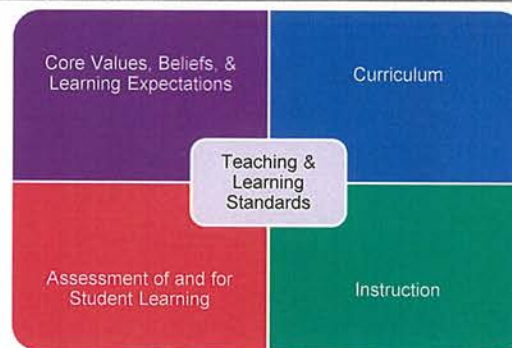


## NEASC Accreditation Process



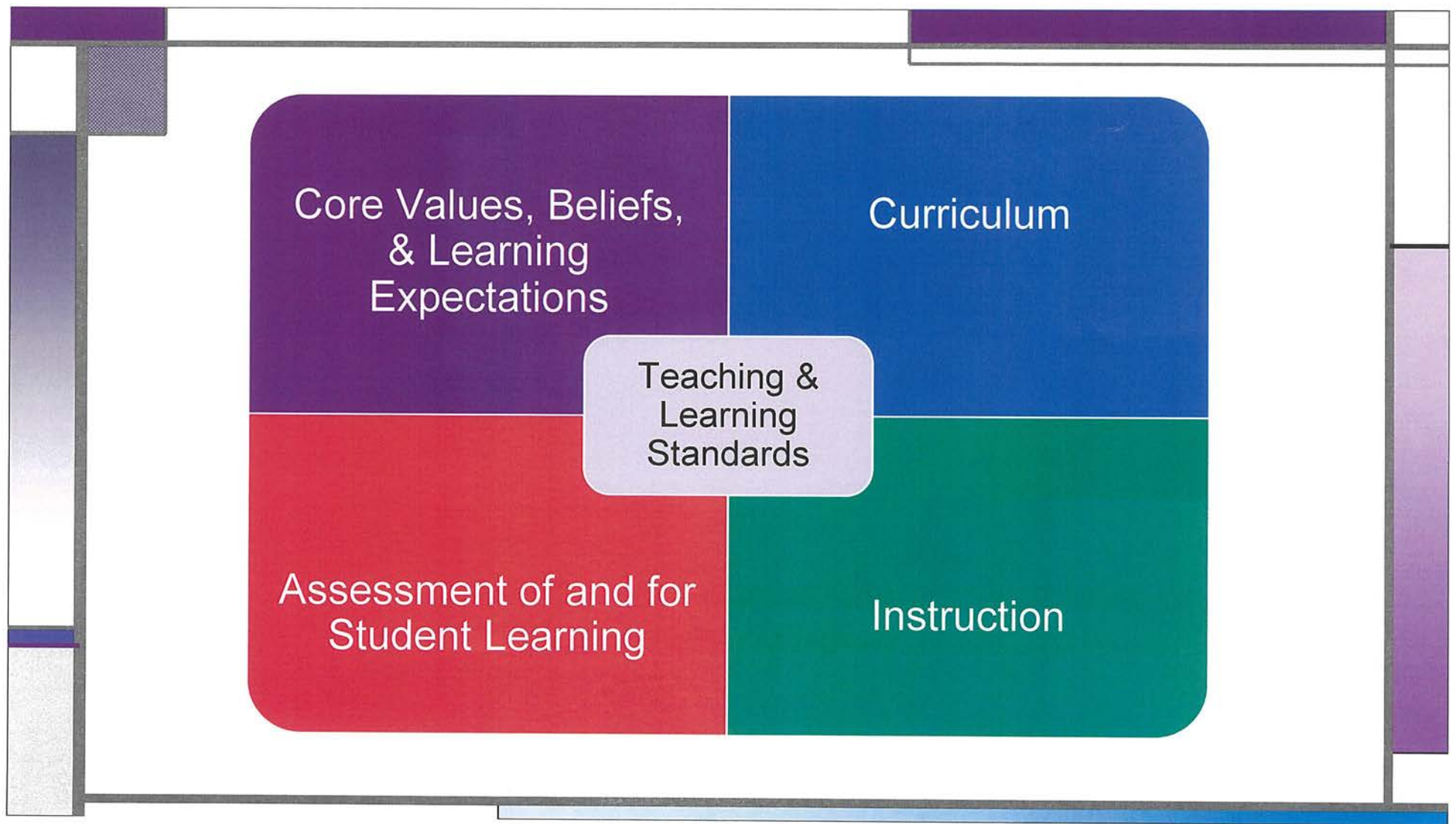
## Accreditation Processes

- Self-study – Two years
- Evaluation Visit – ½ year
  - ✓ 15 member committee
  - ✓ March 2014 – four-day visit
  - ✓ Reviewed self study, shadowed students, observed classes, toured building, examined student work, and talked with various constituent groups, including but not limited to parents, school and district administrators, teachers, students
- Follow-up – School's efforts to address valid evaluation report recommendations
  - Special Progress Reports – if necessary
  - Two-Year Progress Report
  - Five-Year Progress Report



## SEVEN STANDARDS FOR ACCREDITATION





## Core Values, Beliefs, and Learning Expectations (Pg. 13)

### Commendations (6)

- Considerable work in creating school-wide rubrics
- Creation of advisory program with connections to core values
- Tremendous amount of school "PRIDE"

### Recommendations (4)

- Ensure all school-wide analytic rubrics indicate the targeted high levels of achievement
- Develop and implement a process to ensure CVB & LE drive curriculum, instruction, and assessment in every classroom

### Progress

- PLC and curriculum revision process – placing emphasis on developing and implementing common experiences using the school-wide analytic rubrics
- In the process of developing a standing CVB & LE committee



## Curriculum (Pg. 19)

### Commendations (4)

- Building leadership support for curriculum work
- Teachers who seek out cross-curricular opportunities

### Recommendations (6)

- Embed 21<sup>st</sup> century learning expectations in all applicable course curricula
- Implement a process, including a time line for completion, for all curriculum in common format
- Develop and implement a plan to ensure effective curricular coordination and vertical articulation

### Progress

- Common 21<sup>st</sup> century learning experiences articulated in course curricula



## Instruction (Pg. 29 & 30)

### Commendations (7)

- Core values and beliefs are evident in a variety of instructional activities
- Rich elective course offerings provided opportunities for authentic, real-world learning activities and projects
- Teachers seek out PD opportunities to access best teaching practices

### Recommendations (6)

- Incorporate school-wide professional development training in differentiated instruction, co-teaching, and the use of formative assessments
- Develop and implement a plan to integrate appropriate technology into instructional practices

### Progress

- PD training in differentiation scheduled on two in-service days (10/14 and 11/10) and three half-days
- Use of formative assessment software (NWEA) to plan, design, and inform instruction

## Assessment of and for Student Learning (Pg. 39 & 40)

### Commendations (5)

- The emphasis in the career and technical education areas to use active learning strategies and authentic assessment
- The use of common assessments in several departments

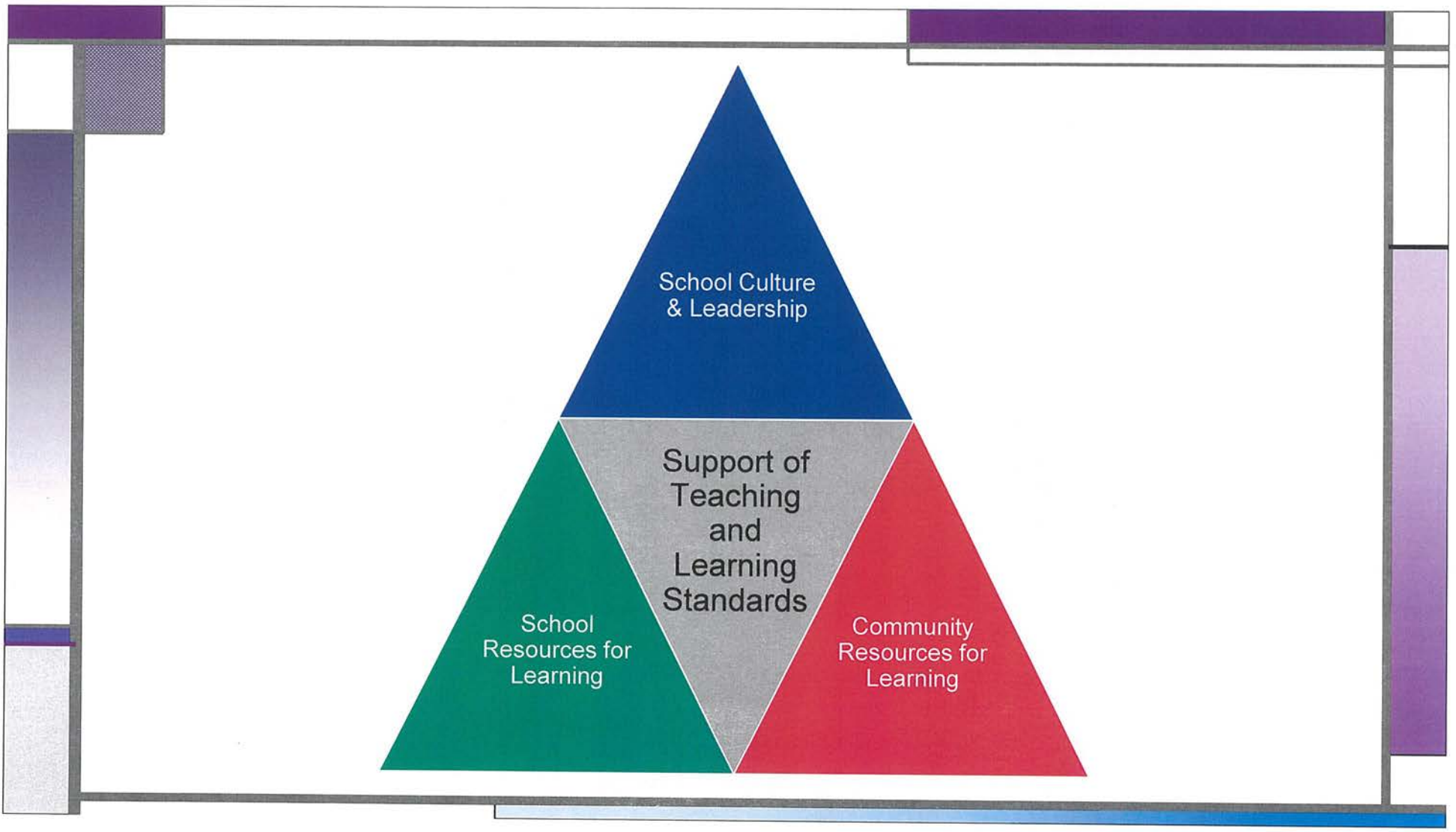
### Recommendations (8)

- Fully implement a formal process, based on school-wide rubrics, to assess individual student progress in achieving the school's 21<sup>st</sup> century learning expectations
- Develop and implement a process to aggregate individual student results based on the use of the school-wide analytic rubrics

### Progress

- All teachers are held accountable as part of their professional responsibilities
- Individual student data has been communicated in writing to parents for junior level students and will be communicated at open house for all grade levels







## School Culture and Leadership (Pg. 51 & 52)

### Commendations (8)

- The focus on core values and beliefs which supports a safe, positive, and respectful school climate
- The teachers who care for students and are available to support students in multiple settings

### Recommendations (5)

- Provide adequate and appropriate formal opportunities for teachers' professional development in curriculum, instruction, and assessment for the purpose of improved student learning
- Ensure student load and class size is equitable and enables teachers to meet the individual needs of students

### Progress

- Reduction in meetings dedicated to NEASC self-study process and evaluation visit
- Increase in half-day professional development opportunities

## School Resources for Learning (Pg. 60 & 61)

### Commendations (4)

- The timely, coordinated and directive counseling and nursing strategies for all students
- The coordinated Student Intervention Team aimed specifically at students who are at-risk and for families who are most in need
- TALC program for students who need an alternative to the traditional day program

### Recommendation (5)

- Develop and implement a plan to ensure adequate personnel and resources are available to appropriately integrate library/media services
- Develop and implement processes to regularly obtain feedback from the school community

### Progress

- School counseling PLC to investigate surveying student and parents
- 2015-2016 budget will include request for a LMC paraprofessional



## Community Resources for Learning (Pg. 68)

### Commendations (5)

- The excellent school facility that supports student learning
- The frequent communication with parents and families

### Recommendations (5)

- Increase available technology and technology support
- Ensure active faculty and administrative involvement in the budgetary development and implementation process
- Dependable funding

### Progress

- ??????????



## Follow-Up Responsibilities

- Publicize document as required by NEASC
- Form NEASC Follow-Up Committee
- Submit Two- and Five-Year Progress Reports documenting current status of recommendations
  - Accept (Completed or In-Progress)
  - Reject
  - No Action

## Closing Comments

- No real surprises
- Equal number of commendations and recommendations
- Strengths
  - Core Values
  - School Culture & Leadership
- Areas in Need of Improvement
  - Curriculum
  - Community Resources for Learning
- Most, but not all, recommendations are “doable”
- Thank you to all involved in the process

Questions?????





# **Superintendent Report**

Dr. McDowell

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

**FROM: Dr. Thomas Y. McDowell**

**DATE: September 19, 2014**

**SUBJECT: Board of Education Meeting Dates – 2015**

**I.1**

Attached please find the recommended Board of Education meeting dates for calendar year 2015. The calendar includes dates for proposed meetings on the second and fourth Wednesday of the month.

January 14  
January 28  
February 11  
February 25  
March 11  
March 25  
April 8  
April 22  
May 13  
May 27  
June 10  
June 24  
July 8\*  
July 22\*  
August 12  
August 26  
September 9  
September 24 (Thursday, Due to Yom Kippur)  
October 14  
October 28  
November 10 (Tuesday, Due to Veteran's Day)  
November 25\*  
December 9  
December 23\*

Meetings with an asterisk have traditionally been cancelled  
All meetings will be at Hicks Municipal Center – Council Chambers except November 10,  
that meeting will be at Tolland High School library.

# **Committee Reports**

Toward Board Action



# **Chairperson's Report**

# **Board Action**

L.1

September 19, 2014

TO: Tolland Board of Education

FR: Dr. T. Y. McDowell

RE: Recommendation to Appoint Residency Officer (L.1)

The Administration is recommending that the Board appoint Attorney Elisa Bartlett as its hearing officer for Residency Hearings. This appointment would be on a case-by-case basis. We have a couple of residency issues at the present time and one will most likely result in a request for a hearing.

I have used Attorney Bartlett in Wethersfield and Watertown as the Board's Residency Hearing Officer with great success.

If Board members have any questions, I'll be happy to answer them on Tuesday evening.



# Future Agenda Items

- website taskforce
- calendar
- communications and outreach followup
- transition with newly nominated superintendent
- financial report
-

# **TOLLAND HIGH SCHOOL**

## **CLASS OF 2014**

### **GRADUATE REPORT**

Graduate Plans  
College Acceptance Report  
SAT Scores  
Students Earning College Credit

CLASS OF 2014

GRADUATE REPORT

*Submitted by:*  
*Corinne Lorenzet*  
*Director of School Counseling*

*Presented to Tolland Board of Education*  
*October 8, 2014*

# **TOLLAND HIGH SCHOOL**

## **CLASS of 2014**

### **GRADUATE PLANS**

4 YEAR COLLEGES	68%
2 YEAR COLLEGES/ VOCATIONAL PROGRAMS/ POST-GRADUATE PROGRAMS	23%
EMPLOYMENT	9%
MILITARY	<1%

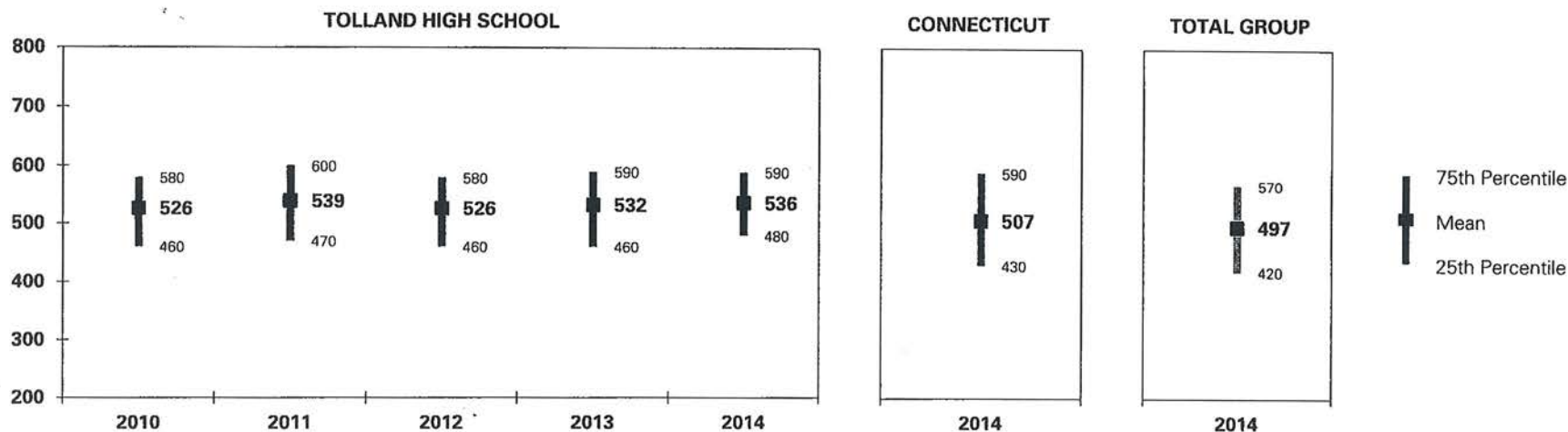
217 total graduates

The post-high school plans of the Class of 2014 show an increase of 6% in the number of seniors attending 4 year institutions in the fall of 2014. There is a slight decrease in attendance at 2 year or vocational programs. A number of the graduates who will be attending community college indicate they intend to transfer to 4 year programs after completion, many of these using the guaranteed admissions programs with the Connecticut state universities and the University of Connecticut.

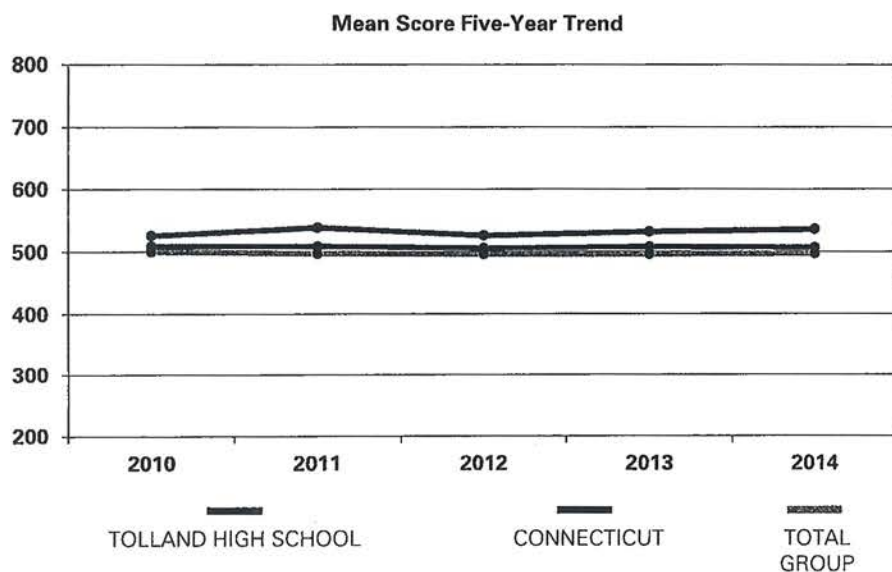
The Class of 2014 submitted 886 college applications to 245 institutions in 30 states as well as the District of Columbia, Canada and the United Kingdom.



## SAT® Takers: Critical Reading Mean Scores and Middle 50th Percent Range



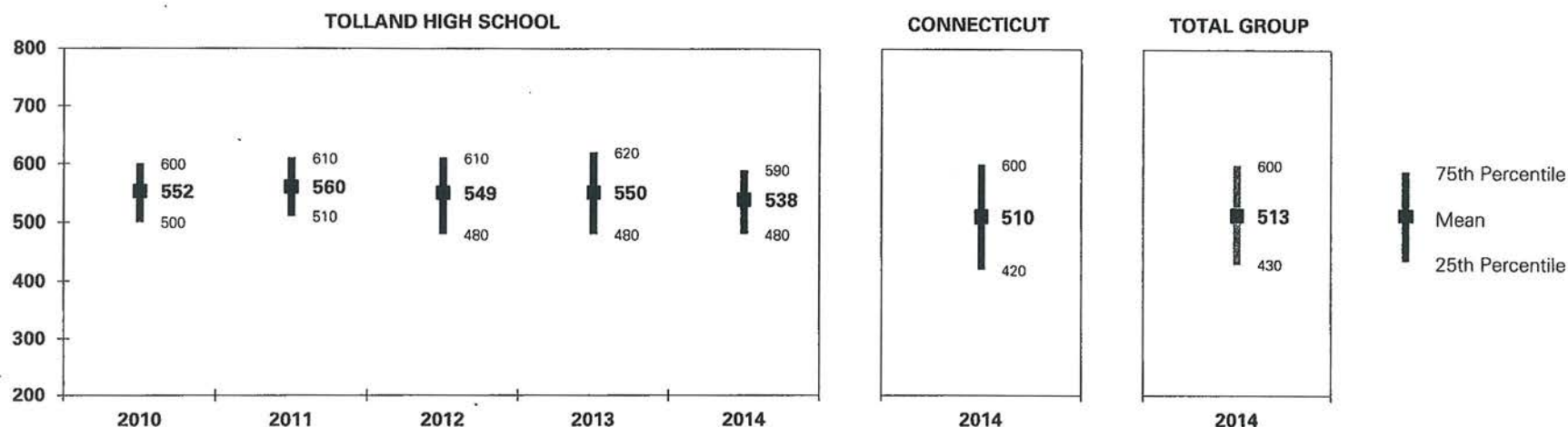
"Mean" and "Middle 50th Percent Range": The mean is the arithmetic average of a set of scores. To calculate the mean, the scores are totaled and the sum is divided by the number of scores. Extreme scores on the high or low end of the distribution may skew the mean in smaller sets of scores. The middle 50th percent range shows the score range between the 25th and 75th percentiles.



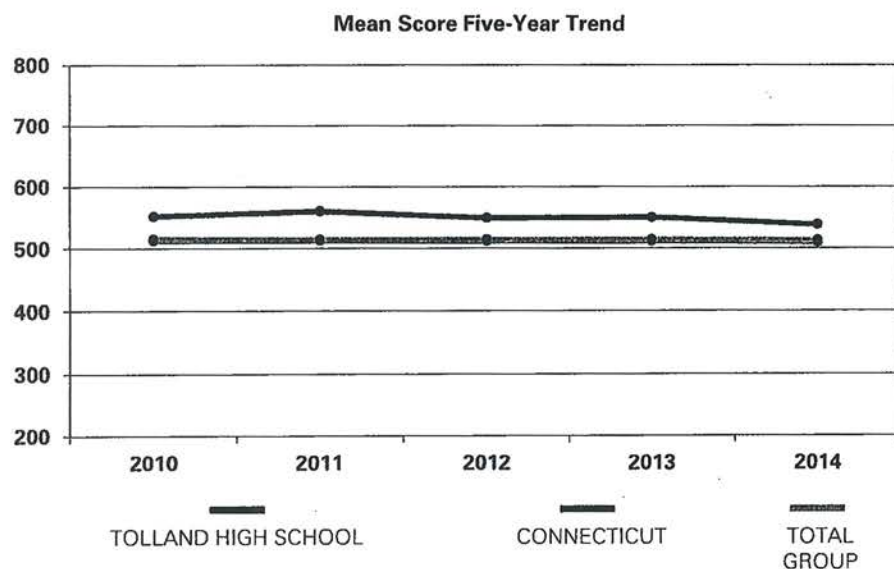
	Mean Scores and Point Change by Year					
	2010	2011	2012	2013	2014	Five-Yr Change
TOLLAND HIGH SCHOOL	526	539	526	532	536	+10
	Change:	+13	-13	+6	+4	
CONNECTICUT	509	509	506	508	507	-2
	Change:	0	-3	+2	-1	
TOTAL GROUP	500	497	496	496	497	-3
	Change:	-3	-1	0	+1	

"Mean Scores" and "Point Change by Year": The change below each year reflects the point difference between the mean score of that year as compared to the mean score of the previous year. The "Five-Year Change" in mean score reflects the point difference between the mean score in 2014 as compared to the mean score in 2010.

## SAT Takers: Mathematics Mean Scores and Middle 50th Percent Range



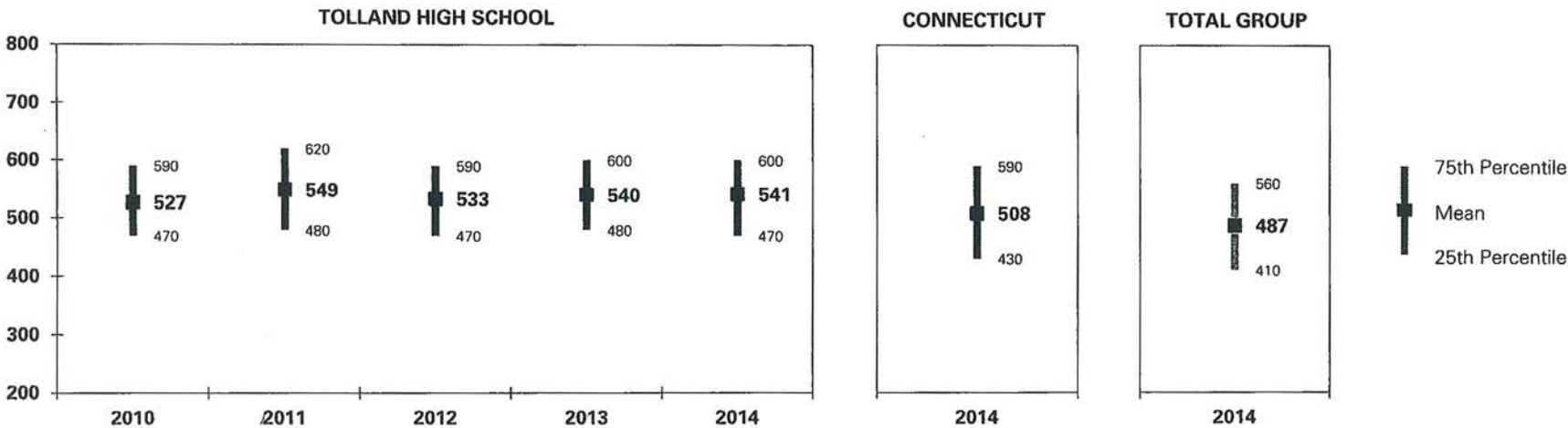
"Mean" and "Middle 50th Percent Range": The mean is the arithmetic average of a set of scores. To calculate the mean, the scores are totaled and the sum is divided by the number of scores. Extreme scores on the high or low end of the distribution may skew the mean in smaller sets of scores. The middle 50th percent range shows the score range between the 25th and 75th percentiles.



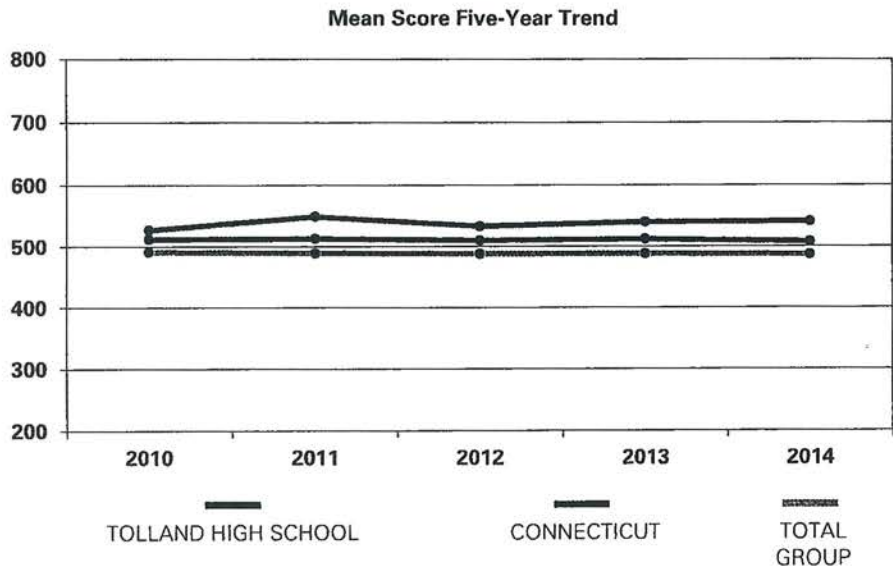
	Mean Scores and Point Change by Year					Five-Yr Change
	2010	2011	2012	2013	2014	
TOLLAND HIGH SCHOOL	552	560	549	550	538	-14
	Change: +8 -11 +1 -12					
CONNECTICUT	513	513	512	512	510	-3
	Change: 0 -1 0 -2					
TOTAL GROUP	515	514	514	514	513	-2
	Change: -1 0 0 -1					

"Mean Scores" and "Point Change by Year": The change below each year reflects the point difference between the mean score of that year as compared to the mean score of the previous year. The "Five-Year Change" in mean score reflects the point difference between the mean score in 2014 as compared to the mean score in 2010.

SAT Takers: Writing Mean Scores and Middle 50th Percent Range\*



\*Mean\* and \*Middle 50th Percent Range\*: The mean is the arithmetic average of a set of scores. To calculate the mean, the scores are totaled and the sum is divided by the number of scores. Extreme scores on the high or low end of the distribution may skew the mean in smaller sets of scores. The middle 50th percent range shows the score range between the 25th and 75th percentiles.



	2010	2011	2012	2013	2014	Five-Yr Change
TOLLAND HIGH SCHOOL	527	549	533	540	541	+14
	Change:	+22	-16	+7	+1	
CONNECTICUT	512	513	510	512	508	-4
	Change:	+1	-3	+2	-4	
TOTAL GROUP	491	489	488	488	487	-4
	Change:	-2	-1	0	-1	

\*Mean Scores\* and \*Point Change by Year\*: The change below each year reflects the point difference between the mean score of that year as compared to the mean score of the previous year. The \*Five-Year Change\* in mean score reflects the point difference between the mean score in 2014 as compared to the mean score in 2010.



# **TOLLAND HIGH SCHOOL STUDENTS EARNING COLLEGE CREDIT**

## **ADVANCED PLACEMENT TESTING SPRING, 2014**

<b>NUMBER OF TESTS TAKEN:</b>	<b>64</b>
<b>NUMBER OF STUDENTS TESTING:</b>	<b>52</b>
<b>% OF SCORES OF 3 OR BETTER:</b>	<b>83%</b>

AP tests are graded on a scale from one to five (with 5 being best). Scores of three or better are generally accepted by colleges to earn college credit.

The following tests were administered in May 2014: Biology, Calculus, Chemistry, English Language, English Literature, European History, Physics, Psychology, Studio Art and U.S. History. Although we do not offer AP classes in Biology, Chemistry, Physics or U.S. History, students prepare independently and are allowed to take the exams.

The significant decrease in the number of students taking AP exams is due to the change in Biology. Beginning in 2013-2014, the science department is offering UCONN ECE Biology instead of AP Biology. Tolland High School does not require students enrolled in AP classes to take the AP exam. Students are taking advantage of the challenge of AP courses and are exposed to the increased academic rigor of these courses.

### **UCONN HIGH SCHOOL EARLY COLLEGE EXPERIENCE PROGRAM**

In addition to earning college credit through the Advanced Placement program, students in Biology, Chemistry and Physics can earn UCONN credit through the UCONN Early College Experience program. UCONN ECE Biology was new for 2013-14, replacing AP Biology.

These courses must follow the UCONN curriculum, and administer UCONN mid-term and final exams. Students pay a fee to participate in this program (\$25/credit in addition to a processing fee, and in some cases a materials fee). UCONN awards credit for successful course completion (75 or better). UCONN credits are transferable to most four-year universities.

In 2013-2014, THS students earned the following credit:

Biology:	1 student earned 4, credits, 29 students earned 8 credits
Chemistry:	7 students earned 4 credits, 20 students earned 8 credits
Physics:	12 students earned 4 credits, 18 students earned 8 credits

# TOLLAND HIGH SCHOOL CLASS of 2014 COLLEGE ACCEPTANCES

The following is the list of colleges and universities and post-secondary institutions that granted admission to the Class of 2014. Number of acceptances is indicated.

Adelphi University	1
The University of Alabama	1
American University	2
Arizona State University	1
Assumption College	7
Auburn University	1
Bay Path University	1
Baylor University	1
Becker College	1
Boston College	1
Boston University	2
Bowling Green State University	1
Bridgewater State University	1
Bryant University	2
Capital Community College	2
Castleton State College	1
The Catholic University of America	1
Central Connecticut State University	38
University of Central Florida	2
Chaminade University of Honolulu	1
Champlain College	8
The Citadel, the Military College of South Carolina	1
Clemson University	1
Coastal Carolina University	4
Colby-Sawyer College	1
University of Colorado at Boulder	2
Colorado State University	1
Concordia University - Irvine	1
University of Connecticut	67
Dickinson College	1
Drexel University	2
East Carolina University	1
Eastern Connecticut State University	57
University of Edinburgh	1
Elms College	1
Emerson College	3
Emmanuel College	3
Endicott College	1

Eugene Lang College The New School for Liberal Arts	1
Fairfield University	2
Fashion Institute of Technology	1
Fisher College	1
Fitchburg State University	2
Franklin Pierce University	7
George Mason University	4
Goodwin College	1
Gordon College	1
Goucher College	1
Hallmark Institute of Photography	1
Hampshire College	1
Harding University	1
University of Hartford	12
Hartwick College	1
High Point University	4
Hofstra University	3
College of the Holy Cross	1
Ithaca College	3
James Madison University	2
Johnson & Wales University (Providence)	8
Juniata College	1
Keene State College	15
University of Kentucky	1
Le Moyne College	1
Lehigh University	2
Lenoir-Rhyne University	1
Liberty University	1
Lipscomb University	1
Louisiana State University	1
Lynchburg College	3
Maine College of Art	1
Maine Maritime Academy	1
University of Maine	3
Manchester Community College	52
Manhattan College	1
Manhattanville College	1
Marist College	4
Maryland Institute College of Art	2
University of Maryland, Baltimore County	2
University of Maryland, College Park	2
Maryville College	1
Marywood University	1
Massachusetts College of Art and Design	1



Massachusetts College of Liberal Arts	1
Massachusetts Maritime Academy	1
University of Massachusetts, Amherst	4
University of Massachusetts, Boston	1
University of Massachusetts, Dartmouth	3
University of Massachusetts, Lowell	2
Merrimack College	4
Miami University, Oxford	1
Michigan State University	2
Middlesex Community-Technical College	1
University of Mississippi	1
Mount Saint Mary College	1
Neumont University	1
New England College	1
University of New England	1
University of New Hampshire	14
University of New Haven	3
New York Institute of Technology - Old Westbury	1
New York University	1
Newbury College	1
Nichols College	1
University of North Carolina at Charlotte	2
University of North Carolina at Greensboro	2
University of North Carolina at Wilmington	1
North Park University	1
Northeastern University	2
Norwich University	3
Old Dominion University	2
Pace University, New York City	1
Parsons The New School for Design	1
Pennsylvania State University, University Park	2
Philadelphia University	2
Plymouth State University	3
Point Loma Nazarene University	2
Pomona College	1
Pratt Institute	1
Providence College	3
Quinnipiac University	12
Ramapo College of New Jersey	1
Rensselaer Polytechnic Institute	1
Rhode Island College	2
University of Rhode Island	20
Rider University	1
Rivier University	1
Rochester Institute of Technology	5

Roger Williams University	12
Rowan University	1
Russell Sage College	1
Sacred Heart University	4
Sage College of Albany	1
Saint Anselm College	1
Saint Leo University	1
Saint Michael's College	2
The College of Saint Rose	3
Salem State University	2
Salve Regina University	4
Savannah College of Art and Design-Atlanta	1
School of the Art Institute of Chicago	1
School of the Museum of Fine Arts	1
School of Visual Arts	2
The University of Scranton	1
Seton Hall University	2
Seton Hill University	1
Siena College	1
Simmons College	2
University of South Carolina	1
Southern Connecticut State University	11
University of Southern Maine	1
Southern New Hampshire University	4
Springfield Technical Community College	1
St. John's University - Queens Campus	2
St. Lawrence University	1
State University of New York at Albany	1
Stetson University	3
Stevenson University	1
Stonehill College	4
Stony Brook University	1
Suffolk University	1
SUNY College at Cortland	1
SUNY Institute of Technology at Utica/Rome	1
SUNY Maritime College	1
SUNY Oswego	1
Susquehanna University	2
Syracuse University	1
The University of Tampa	4
Temple University	1
Texas A&M University	1
The Ohio State University	2
Towson University	2
Tulane University	1

Tunxis Community College	1
Universal Technical Institute	1
University of Saint Joseph	4
Utica College	2
University of Vermont	5
Villanova University	2
Virginia Polytechnic Institute and State University	1
Wentworth Institute of Technology	6
West Virginia University	8
Western Connecticut State University	6
Western New England University	11
Westfield State University	3
William Paterson University of New Jersey	1
Worcester State University	2



# TOLLAND HIGH SCHOOL CLASS of 2014 COLLEGES ATTENDING

Members of the Tolland High School Class of 2014 have indicated they will attend the following institutions as of June, 2014. Number attending is indicated.

Arizona State University	1
Assumption College	2
Bay Path University	1
Boston College	1
Bryant University	1
Capital Community College	1
The Catholic University of America	1
Central Connecticut State University	9
University of Central Florida	1
Chaminade University of Honolulu	1
Champlain College	4
Coastal Carolina University	1
Colby-Sawyer College	1
University of Colorado at Boulder	1
University of Connecticut	24
East Carolina University	1
Eastern Connecticut State University	17
University of Edinburgh	1
Fashion Institute of Technology	1
Fitchburg State University	1
Franklin Pierce University	1
Goodwin College	1
Hallmark Institute of Photography	1
University of Hartford	2
High Point University	2
Hofstra University	1
College of the Holy Cross	1
Ithaca College	1
James Madison University	1
Keene State College	6
Lasell College	1
Maine College of Art	1
University of Maine	1
Manchester Community College	46
Maryland Institute College of Art	2
Marywood University	1
Massachusetts Maritime Academy	1

University of Massachusetts, Lowell	1
Merrimack College	1
Michigan State University	1
Middlesex Community-Technical College	1
Neumont University	1
University of New Hampshire	2
University of North Carolina at Greensboro	1
Northeastern University	1
Norwich University	2
Point Loma Nazarene University	1
Pomona College	1
Quinnipiac University	1
University of Rhode Island	2
Rivier University	1
Rochester Institute of Technology	3
Roger Williams University	4
Saint Michael's College	2
Salem State University	1
Salve Regina University	1
Savannah College of Art and Design-Atlanta	1
Simmons College	1
Southern Connecticut State University	2
Southern New Hampshire University	2
Springfield Technical Community College	1
St. John's University - Queens Campus	1
Stevenson University	1
Stonehill College	1
Susquehanna University	1
Syracuse University	1
The University of Tampa	2
The Ohio State University	1
Tulane University	1
Wentworth Institute of Technology	2
West Virginia University	5
Western New England University	2

**TOLLAND HIGH SCHOOL  
CLASS of 2014**

**SAT REASONING TEST SCORES**

**CRITICAL READING MEAN – 536**

**MATH MEAN – 538**

**WRITING MEAN - 541**

**84% of the graduating seniors participated in the testing.  
(183 students reporting scores – 217 total graduates)**

**Comparison to State and National Means**

	<b>Critical Reading Mean</b>	<b>Math Mean</b>	<b>Writing Mean</b>
<b>Tolland High School</b>	<b>536</b>	<b>538</b>	<b>541</b>
<b>CT</b>	<b>507</b>	<b>510</b>	<b>508</b>
<b>Total Group</b> (formerly known as National)	<b>497</b>	<b>513</b>	<b>487</b>

The SAT scores for the Class of 2014 showed continued gains in Critical Reading (up 4 points from 2013) and Writing (up 1 point from 2013). Although the Math mean dropped from 2013 (by 12 points), our scores continue to be significantly higher than the state and national means.



**TO: Members of the Board of Education**  
**FROM: Dr. Thomas Y. McDowell**  
**DATE: March 3, 2014**  
**SUBJECT: Obsolete and Surplus Equipment**

The below list shows those items which are in disrepair or obsolete.

The Administration requests that the Board of Education declare these items as obsolete and turn to the Town Council in accordance with Board of Education Policy 3040, Disposal of Obsolete, or Surplus Equipment/Materials. I have attached a copy of this policy.

**Birch Grove Primary School**

- 1-3M 1700 overhead
- 8- Buhl 9014ED overheads
- 1-Bell & Howell 3870A overhead
- 1-3M 9100 overhead
- 1-RCA M134C television

TYM;jp

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

**BOARD POLICY**

**REGARDING:** Disposal of Obsolete or Surplus  
Equipment/Materials

Number: 3040  
Business

Approved: 9/12/01

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the principal. The principal or his/her designee will prepare, as necessary lists of such equipment and materials and forward such lists to the Superintendent of Schools.

The Superintendent of Schools shall, as necessary, provide such lists of obsolete or surplus equipment to the Board of Education. The Board of Education, after review and appropriate action, will forward such list to the Town Manager for appropriate disposal.

## MEETING MINUTES

### TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6<sup>th</sup> FLOOR COUNCIL ROOM SEPTEMBER 23, 2014 – 7:30 P.M.

**MEMBERS PRESENT:** Jack Scavone, Chairman; George Baker, Vice-Chair; William Eccles; Richard Field; Paul Krasusky; Jan Rubino and Ben Stanford

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Steven Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Linda Palmer, Ag Commission

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)*

**Debra Campbell of 274 Hunter Road** – She is in favor of the proposal submitted by Ellen Bender for the Campbell property. She serves on the Ag Commission and is a member of the Campbell family. The proposal meets all the criteria that the Commission and Town require. She is organic, and there are no animals involved.

**Philip Dooley of 192 Goose Lane** – He thanked the members of the Town Council on their forward thinking on reducing the town's energy use so far. However, we have a long way to go. We have an 80% reduction to go in the next thirty years if we wish to preserve our civilization. The Hazard Mitigation Plan addresses the effects of global warming, which he does support, although he had some recommendations. With regard to increased rainfall: the coverts needs to be resized to handle the more rain; with regard to forest management: we should remove material from the woods; and on private properties: you could offer a tax incentive to those who would provide fire access when there is significant land area more than 1,000' from any road. He would like to make himself available to the Town Council as one of the town's resources about global warming information and adaptation.

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

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

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Ben Stanford commented on the WPCA: They are in the process of getting the approval for the waste water services connection. They received their inspection reports back for the pumps, and that work should be commencing soon. Once that is done, they will decide if they want to buy a new set of pumps or rebuild the others. Mr. Baker updated on the PZC: They acted on and approved the Gottier subdivision. During the public hearing, there was some concern from residents in that area regarding the traffic issues on Rhodes Road and Anthony Road. The traffic issues really have nothing to do with the subdivision. They are ongoing issues. Midwood Quarry extended the annual period for the filing of their annual maps. Mr. Field updated on the PCC: The tree lighting



ceremony is scheduled for December 7, 2014 @ 4:00 p.m., with the parade following @ 5:00 p.m. The May 2015 Gala tickets are on sale (\$50.00 for one /or \$500 for a table of 10). Prices will increase after April 1, 2015. They are currently one member short. During the period of May - September, 2015, there will be all kinds of events throughout the town. The PCC has done a great job at fundraising. Ms. Rubino said there was a Shared Services Committee meeting last night. They are looking to review the BOE trash contract, and are also interested in getting a recycling program started at the schools. Mr. Krasusky added that they are thinking about having the Rec Department focus of community promotion, and try to create some programs and awareness in town. With regard to the BOE meeting, he said the budget is currently frozen, until they receive a new baseline. There is an interim business manager. Until some positions are filled, some shared service activities will be on hold. They are hoping to vote on a new superintendent tomorrow night.

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

### 8.1 Approval of Campbell Property Agricultural Services Lease to Ellen Bender of Eden's Natives Nursery.

Linda Palmer, Ag Commission, commented that there was only one applicant, but she is exactly what they wanted. Ms. Bender meets every requirement that was put forward, and is surpassing what the Ag Commission wanted. It will be an educational opportunity for the town and she will be able to expand what she already has growing. She would like to get going and established as soon as possible. Ellen Bender of Eden's Natives Nursery was introduced.

Ms. Rubino added what the benefits envisioned are:

- Remains a Tolland property and minimizes the towns involvement in upkeep
- Provides an educational venue for local people and organizations
- Provides an extensive library of natural science books and information open to the public
- Provides a training arena for Accredited Organic Land Care Professionals, landscapers, Master Gardeners and other interested adults
- Provides demonstration areas to promote organic land practices, gardening for wildlife with native plants supports classes on these topics and to show pros and cons of such landscapes
- Hosts an awesome facility for growing and distributing local ecotype native plants to the public, other non-profit organization, communities and any group wishing to learn about native flora and fauna of Connecticut, New England and the Northeast
- Satisfies Mr. and Mrs. Campbell's visions/wishes for their property in perpetuity
- Promotes farmland use in conjunction with wildlife habitat to educate about land uses and local activities for families throughout future generations

Jan Rubino motioned to accept the following resolution:

**NOW, THEREFORE, BE IT RESOLVED** by the Tolland Town Council that it approves the proposal from Ellen Bender of Eden's Natives Nursery for an Agricultural Services Lease for the Campbell Property at 215 Hunter Road. The Agriculture Commission voted for a rent of \$200 per year for the first 5 years.

Seconded by Rick Field. All in favor. None opposed.

8.2 Approval of the Hazard Mitigation Goals in Tolland's Section of the 2014-2019 Capitol Region Natural Hazards Mitigation Update.

Mr. Werbner said the Hazard Mitigation Plan is updated working through the CRCOG. The CRCOG staff worked with each community to update and revise their plan and goals. The purpose of this plan is to highlight the natural hazards in the region and develop mitigation goals. Approval of this plan will foster improvement of natural disaster planning as well as allow Tolland to access FEMA Hazard Mitigation Assistance Grants. The Council had Tolland's section of the overall plan that they are being asked to approve. The goals highlighted in the plan are just that, goals, and they are not mandated to be completed within the 5-year period. Mr. Werbner said with regard to items mentioned by Mr. Dooley, he would need to check with CRCOG on whether we are able to add additional goals at this point in time. If we can, he thinks some of them make sense.

George Baker motioned to accept the following resolution:

**WHEREAS**, the Town of Tolland Town Council recognizes the threats that natural hazards pose to people and property with the Town of Tolland; and

**WHEREAS**, the Town of Tolland in collaboration with the Capitol Region Council of Governments (CRCOG) has prepared a multi-hazard mitigation plan known as the 2019-2019 Capitol Region Natural Hazards Mitigation Plan Update in accordance with the Disaster Mitigation Act of 2000; and

**WHEREAS**, the 2014-2019 Capitol Region Natural Hazards Mitigation Plan Update has identified mitigation goals and actions to reduce or eliminate long-term risk to people and property from the impacts of future natural hazards and disasters that affect the Town of Tolland and the region; and

**WHEREAS**, public and committee meetings were held between March 15, 2012 and October 2, 2013, regarding the development and review of the 2014 – 2019 Capitol Region Natural Hazards Mitigation Plan Update; and

**WHEREAS**, the Federal Emergency Management Agency/ Department of Homeland Security has approved the 2014-2019 Capitol Region Natural Hazards Mitigation Plan Update, on condition of local adoption, enabling the Town of Tolland to apply for Hazard Mitigation grant funding; and

**WHEREAS**, adoption by the Town of Tolland Town Council demonstrates their commitment to achieving the hazard mitigation goals outlined in the Town of Tolland's section of the 2014-2019 Capitol Region Natural Hazards Mitigation Plan Update.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Tolland Town Council hereby adopts the 2014-2019 Capitol Region Natural Hazards Mitigation Plan Update.

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

8.3 Appointments to vacancies on various municipal boards/commissions.

Ben Stanford motioned to **re-appoint** the following:

**Kimberly Ravalese** to the Board of Assessment Appeals for the term 11/06/13 – 11/04/15; and **Bruce W. Allen** and **Matthew D. Rood** to the Water Pollution Control Authority for the new term 8/26/14 - 8/26/17.

Jan Rubino motioned to **replace** Robert Bavier, III with **Ann Deegan** as an Alternate on the Historic District Commission for the remainder of Mr. Bavier's term.

Seconded by Rick Field. 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 1<sup>ST</sup> MEETING OF THE MONTH ONLY):** Mr. Werbner had nothing additional to add.
11. **ADOPTION OF MINUTES**
  - 11.1 September 9, 2014 Regular Meeting Minutes: Rick Field moved to adopt the minutes; Seconded by Jan Rubino. All in favor. None opposed.
12. **CORRESPONDENCE TO COUNCIL:**
  - 12.1 Thank you card from the Tolland Middle School for contributing to the improvements at the school over the summer.
13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:**

Ms. Rubino read the following press release into the record:

The Town of Tolland will be issuing refinancing bonds which will save the Town approximately \$500,000 over the remaining life of the bonds and in addition BANS (short term notes) to help finance approved capital projects. As part of the issuance process, Town Officials today had a financial rating review with Standard and Poors. Officials involved included Town Manager Steven Werbner, Finance Director Lisa Hancock, Assistant Finance Director Agata Herasimowicz and the Towns Financial Advisor Barry Bernabe. Standard and Poors last year raised the Towns Financial rating to the Triple A category, the highest rating possible. Following the rating review session Mr. Bernabe, Managing Director of Phoenix Advisors, stated the following: "You all did an excellent job on the S&P rating call. I have been doing this for over 20 years and I think the Town of Tolland has one of the strongest management teams I have seen. Very comprehensive, disciplined and professional presentation. I use a lot of your rating information to show other communities how to do it right!" The Town Council is pleased to hear such high praise of our Town officials and thanks them for the excellent work they do for the community on a continuing basis.

The Council members congratulated Mr. Werbner.

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

**Liam Barry of Center Road** - What is the significance of the Campbell Property?

*Ms. Rubino said the town purchased the property. The town owns, with municipal funds, 13.5 acres. They didn't know what to do with the property, so the Ag Commission was commissioned to look at some of the properties that the town owned with municipal funds and a way to take care of that land. The Commission asked those who would be interested in leasing some of the property to apply. Ms. Bender applied, and she is exactly what they were looking for. It is a perfect use for that particular piece of property. She is only leasing that portion of the property. The rest of the acreage will remain open-space.*

**Mike Cofrancesco of 614 Buff Cap Road** – He asked what the town was doing with regard to the allegations made against the Director of Public Works and his wife.

*Mr. Werbner said there has been no allegation at this point that the Public Works Director has stolen any money from the town. There are certain allegations involving his wife and certain*



*transactions that she may have had dealings with the town. The town continues to investigate the matter, which will be discussed tonight in Executive Session with the Town Council.*

**15. EXECUTIVE SESSION**

Rick Field motioned to go into Executive Session at 8:00 p.m., thus ending the Regular Meeting of the Town Council. Invited to the Executive Session were: Mr. Werbner and Mr. Wilkinson. Seconded by George Baker. All in favor. None opposed.

**15.1 Discuss Personnel Matter.**

The Chair of the Town Council, with unanimous consent of the entire Council, read the below statement into the record:

The Town Manager and the Town Council are fully aware of the arrest warrant pertaining to Ms. Langlois as well as affidavits filed in court by the State Police pertaining to alleged actions of Mr. Langlois. Any accusations of wrong doing by a Town employee are taken seriously by Town Officials. As public officials there is nothing more important than to provide quality services in an open, honest and trustworthy fashion. To that end, when the Town Manger was first made aware of allegations potentially involving certain Town transactions he recommended we engage the Town's auditing firm, Blum Shapiro, to do a forensic audit. This was done and after an extensive review of the transactions in question the determination was made by the Auditors that there was no credible evidence that Mr. Langlois knowingly approved false or inflated invoices on behalf of the identified vendors. The auditing firm recommended a series of improvements to Town policies which were all immediately implemented by the Town. We are confident going forward that checks are in place to address the types of allegations raised in the arrest warrant or accompanying affidavits.

Following the forensic audit, we have been cooperating with the State Police in their investigation of the matter. Upon their request we have not independently done any further review of the accusations that have risen since the first complaint was filed. Now that the arrest warrant for Ms. Langlois has been filed with the court as well as certain affidavits pertaining to alleged actions of Mr. Langlois, we are able to proceed with our own internal reviews. To that end we have authorized the Towns Labor Council as well as the Town Attorney to conduct such reviews. Under the provisions of the Town Charter employment decisions associated with management directly reporting to the Town Manager are subject to the approval of the Town Council.

The Town Council fully supports the administrative steps taken by the Town Manger to address these matters. We are confident that all allegations will be reviewed and when we have information from our legal counsel we will be able to make a determination if any action on our part is warranted. At this time there will be no change in the status of any Town employees. Since this is an ongoing personnel matter it would be inappropriate for us to make any further comment.

**16. ADJOURNMENT:** Rick Field moved to adjourn the meeting; Seconded by Paul Krasusky at 8:39 p.m. All were in favor.

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Jack Scavone, Council Chair

**Michelle A. Finnegan**  
Town Council Clerk