NOTE - CHANGE OF LOCATION

TOLLAND BOARD OF EDUCATION
Conference Room C – 2nd Floor
Hicks Municipal Center
Tolland, CT 06084

SPECIAL MEETING

6:30 - 7:30 P.M.

AGENDA July 9, 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
- B. Executive Session Interviewing Interim Superintendent Candidate
- C. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

Council Chambers Hicks Municipal Center Tolland, CT 06084

REGULAR MEETING

7:30 - 10:00 P.M.

AGENDA July 9, 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 June 25, 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 REPRESENTATIVE REPORT
- F. SUPERINTENDENT'S REPORT
 - F.1 All Hazards School Security and Safety Plan Standards
- G. COMMITTEE & LIAISON REPORTS
- H. CHAIRPERSON'S REPORT
 - H.1 Interim Superintendent Discussion
- BOARD ACTION
 - I.1 Girls Lacrosse Team Proposal
- J. PUBLIC PARTICIPATION (2 minute limit)

 Comments must be limited to items on this agenda.
- K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council Meeting June 24, 2014
- M. FUTURE AGENDA ITEMS
- N. ADJOURNMENT

TOLLAND BOARD OF EDUCATION Tolland High School Library One Eagle Hill Road Tolland, CT 06084

SPECIAL MEETING – June 25, 2014

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

Administrators Present: Mr. William Guzman, Superintendent of Schools

A. CALL TO ORDER

The meeting was called to order at 6:30 P.M.

B. **EXECUTIVE SESSION**

Mr. Clark motioned to go into Executive Session for the purpose of discussing security matters, and invite William D. Guzman, Superintendent of Schools; Steve Werbner, Town Manager; John Littell, Director of Public Safety and Todd Stevens, Resident State Trooper. Mr. Pagoni seconded the motion. All in favor. Motion carried.

The Board returned to public session at 7:30 p.m.

C. Mr. Clark motioned to adjourn the meeting. Mr. Pagoni seconded the motion. All in favor. Motion carried.

The meeting adjourned at 7:30 p.m.

TOLLAND BOARD OF EDUCATION Tolland High School Library One Eagle Hill Road Tolland, CT 06084

REGULAR MEETING – June 25, 2014

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

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 7:34 P.M. The Pledge of Allegiance was recited.

В. APPROVAL OF MINUTES - June 11, 2014 - Regular Meeting

Mr. Doyle noted that in regard to the dress code policy change, during Points of Information, he commented that the public was welcome to attend this evening's meeting to discuss this topic before it went to a vote.

Mr. Clark motioned to approve the minutes of the June 11, 2014 regular meeting. Ms. Moran seconded the motion. Mr. Adlerstein, Mr. Doyle, Ms. Gorsky, Ms. Moran, Mr. Pagoni, Mr. Clark, and Mr. Fratoni were in favor. Mr. Frattaroli abstained. Motion carried.

C. PUBLIC PARTICIPATION (2 minute limit)

Jan Rubino commented that the TMS bathroom project volunteer event was phenomenal. Participants included members of the Board, members of the Town Council, parents, doctors, lawyers, CPAs, engineers, teachers, kids and the principal of TMS. When the community decides to work together, it can accomplish so much and this showed what can be done. She thanked the Board for its support and commitment to this project.

D. POINTS OF INFORMATION

In regard to the discussion of the volunteer event, Mr. Gorsky commented that her daughter participated in the event and had a great experience and noted that she felt that she was part of something bigger.

Mr. Doyle commended Dr. Willett, the principal of TMS. He was in the bathroom in a mask scrubbing away with the other volunteers. It is important to recognize this level of leadership and it was great to see him step up in this way.

Mr. Adlerstein asked that when going through this evening's agenda that the Board members stay focused on the discussion. Going forward, he would like to make procedural changes which include unanimous consent and assuming a motion. Assuming a motion states that if there is no objection to a motion then it will be adopted. Consent motion allows the grouping of items together. He asked that the members discuss this in caucus and let him know via e-mail if this is not acceptable.

Ms. Gorsky reported on the correspondence that has been received since June 11th. She received one letter expressing appreciation of the June 9th curriculum meeting and inquiring what is in place to ensure that teachers are following the prescribed curriculum. Another letter received contained information on composting. This has been forwarded to staff members and will be on a future agenda.

Mr. Pagoni commented that he spoke with Mr. Adlerstein regarding committee reports. The minutes of the committee meetings are posted online. Mr. Pagoni requested that only the critical items be reported at the Board meetings for brevity.

E. STUDENT REPRESENTATIVE REPORT - Aiyla Zahid - none

SUPERINTENDENT'S REPORT F.

F.1. CABE Search Services

Mr. Guzman introduced Mr. Paul Gagliarducci, a consultant with CABE Search Services.

Mr. Gagliarducci provided information on his background. He has been in education since 1970 and has served as a superintendent in 3 communities. He is currently the part time superintendent in Bozrah. He was invited by CABE to join the search staff and accepted the responsibility.

Mr. Gagliarducci explained that the details of the superintendent search are in the proposal which has been sent to the Board and is public information. The initial items include advertising, a written brochure, and press releases have been written and distributed throughout CT. He will present a leadership profile based on data he has collected from various constituency groups to the Board. He has met with parents and teachers representing all grade levels, administrative staff, eleven members of the municipal community, and five students. He is learning what people consider to be the district's strengths and areas which they would like to see improved as well as the characteristics of what people would like to see in the new superintendent. Due to the timing, if they are not satisfied with the applicant pool, discussions will be put on hold and they will go back out at a future date. The Board is in the process of putting together a screening committee made up of different constituency groups. This will provide an opportunity for people to get involved and assists the potential superintendent in the transition. Mr. Gagliarducci has provided names of potential interim superintendents to the Board.

The Board will meet with Mr. Gagliarducci following this evening's meeting.

Mr. Pagoni commented that he understands that Mr. Gagliarducci planned a meeting with the teachers from Birch Grove and TIS and that only 1 teacher attended. Today, he met with 5 out of 2,500-3,000 students and asked if this was correct. Mr. Gagliarducci responded that he met with 10-12 teachers at THS. One teacher attended the combined Birch Grove and TIS meeting and three attended the meeting at TMS. He explained that this is not unusual. The timing was difficult since it was the last week of school but he does believe he has the pulse of Tolland from the people who he has met so far. His focus is on the district, not a particular school. He would have liked to have had more people in attendance but is unsure that this is a critical item or one that would affect his report to the Board. A brief discussion took place. A profile will be provided which will include what people think of the district - its strengths and issues. This will be based on 371 survey responses, the majority of which were from parents. This survey was posted on the Board's website and contained agree/disagree questions as well as questions designed to gather opinions. Due to FOI concerns, only agree/disagree data will be shared.

Mr. Adlerstein invited the public to ask questions. No one did so.

F.2. Alfred Fratoni – No Enclosure

Mr. Adlerstein commented that Mr. Fratoni will be moving to Mansfield and is stepping down from his position as a member of the Board. While he was not the most talkative, when he spoke it was always important and his contribution has been appreciated. Mr. Adlerstein presented Mr. Fratoni with a plaque in recognition of his service.

Mr. Fratoni thanked the Town of Tolland. He commented that it has been a great ride and this is a great Board of Education. Whoever replaces him will work with a wonderful group of people and he is sure the search for a superintendent will go well.

F.3. Announcement of Retiring Staff

Mr. Guzman announced that 8 teachers are retiring with experience ranging from 12-40 years. Ms. Abbott put in 19 years of service and in her last role served as the superintendent secretary. Mr. Larner served as a custodian at Birch Grove for 14 years. These are wonderful staff members and new credentialed staff members will join the district to carry on the work of educating students.

F.4. Leave of Absence Report

Mr. Guzman presented the report (attached). These were unpaid leaves of absence and in turn the district recognized a savings of \$766.64.

F.5. 2013-2014 Approved Field Trips

Mr. Guzman presented the report (attached). He noted that the TMS trip to Washington D.C. for next year has been approved.

F.6. 2013-2014 Status of the Budget

Mr. Guzman provided the status of the budget as of June 12th. The anticipated unexpended balance was \$166,476. As of June 25th, the anticipated unexpended balance is \$170,897.

Mr. Guzman noted that two candidates for the assistant principal position at TIS will be forwarded to the Board for consideration. The Board appoints certified administrators and will have the opportunity to interview the candidates and make a selection. There were 92 applicants for the position.

G. **COMMITTEE & LIAISON REPORTS**

Finance and Facilities

Mr. Doyle noted that the committee discussed technology plans. Given the staffing, the committee is discussing a plan that would incorporate someone with both curriculum and technology expertise. It may present a scope of work to Board and a request for a consultant. The committee will meet with DRA on July $\mathbf{1}^{\text{st}}$ and expects to present the final report to the Board on July $\mathbf{9}^{\text{th}}$. A discussion of the SRO operational guidelines will take place at a future meeting. In regard to the dugouts, Mr. Guzman noted that they are awaiting proposals and should have a set of quotes from vendors available by the end of next week.

Communications

Ms. Moran spoke of the volunteer event at TMS. There were over 50 volunteers and contributions from the community. Specifically, Subway, the PTO, Banner Water, Tolland Conservation Corp, and a parent provided snacks and beverages. She noted that Honeywell will be in tomorrow to finish the painting. She added that she also wished to express thanks to Mr. Sce for his commitment to repair the ceiling and returning at a later date to complete the job. Ms. Moran hopes a volunteer day will become an annual event.

Ms. Moran noted that the website task force met and is gathering more data for Mr. Sher. Additionally, communication regarding the SRO was sent to the staff. A letter will go out to the district families at the end of the summer. At the Town Council meeting, Mr. Eccles asked if it would be possible to have a representative from the Board at the Technology Advisory Board meetings. Mr. Adlerstein will contact Mr. Eccles. Ms. Moran noted that there is a shared services meeting tomorrow evening and reviewed the agenda.

Policy

Ms. Gorsky noted that the committee will meet on July 9th.

H. <u>CHAIRPERSON'S REPORT</u>

H.1. Interim Superintendent - Status (No Enclosure)

Mr. Doyle presented an update. Mr. Gagliarducci assisted with outreach to find a potential interim superintendent. Mr. Doyle, Ms. Moran, and Ms. Gorsky have identified two candidates. Mr. Adlerstein noted that the selection committee will name the person and have the candidate attend the July 9th session so that the Board may hold a public interview. Mr. Pagoni commented that he had never seen an interview held in public for this type of position and does not believe this is the way to do it. Mr. Doyle commented that they are looking for affirmation.

Mr. Gagliarducci explained that he understands that they are still in negotiations with the person. Since it is not finalized, it is acceptable to say who this person is. Mr. Adlerstein suggested talking about the recommendation in public session and then it can be decided if the interview will be held in public or executive session.

Mr. Doyle explained that he, Ms. Gorsky, and Ms. Moran spoke with two qualified candidates and agree that they want to recommend to the Board moving forward and making Dr. Tim McDowell the interim superintendent. Both candidates had a lot to offer but he distinguished himself.

Mr. Pagoni and Mr. Clark commented that they would like to see his resume in advance. Mr. Adlerstein responded that the resumes were sent out 2-3 weeks ago. Both Mr. Pagoni and Mr. Clark stated that they had not received the resume. Mr. Adlerstein will resend the resume. Mr. Pagoni noted that in all of the selections, most of the time all of

the Board members agree. This person will probably work but the Board should interview him. He asked Mr. Gagliarducci if the interview should be done in a public or executive session. Mr. Gagliarducci responded that it could be done either way. If it was done in executive session, the Board would have to come out and vote in open session. Mr. Pagoni would like the initial interview to be in executive session. A discussion took place.

Mr. Clark noted that he understands there are 2 candidates for the interim superintendent position and asked if the Board will have a chance to speak to both of them. Mr. Doyle clarified that this was discussed at the last meeting and this course of action was agreed to by the Board. This needed to be done efficiently and he, Ms. Gorsky, and Ms. Moran took this seriously. Mr. Clark responded that there is a difference between taking it seriously and allowing the rest of the Board to be involved in the decision. Mr. Adlerstein noted that at an earlier meeting, it was asked who would interview the candidates and Mr. Doyle, Ms. Moran, and Ms. Gorsky volunteered.

Mr. Pagoni asked Mr. Doyle if there was any reason why at the same time they would not want to interview both candidates. Mr. Doyle replied that he would not have agreed to take his time to do this if he did not have the trust of the Board. To do so would have been an inefficiency. Mr. Pagoni withdrew his question. Mr. Doyle added that this is not a person who is being hired for a 3 year contract and this is something that can be revisited. Mr. Pagoni commented that the Board is not here to bless the decision. He believes it will be an affirmation, but if not, if it would be possible to speak to the other candidate. Mr. Adlerstein responded that they could still go back to the other candidate.

1. **BOARD ACTION**

Primary Mental Health Grant

Mr. Pagoni motioned to approve the application for the Primary Mental Health Grant in the amount of \$20,000. Mr. Doyle seconded the motion. All were in favor. Motion carried.

1.2 Board Policy 5100 - Student Dress

Mr. Pagoni motioned to pass Board Policy 5100- Dress Code. Ms. Gorsky seconded the motion. Mr. Adlerstein, Ms. Gorsky, Mr. Pagoni, Mr. Frattaroli, Mr. Fratoni, Mr. Clark, and Ms. Moran were in favor. Mr. Doyle opposed. Motion carried.

Mr. Doyle commented that he wished that he had heard from parents and students on this. From what he has heard, there are people who are passionate about this and expressed concern regarding administrative discretion. Mr. Pagoni noted that this could be revisited. Ms. Gorsky explained that some of the regulations were loosened and this is why the administrative discretion was added.

1.3. Proposed Increase in Lunch Prices

Mr. Pagoni motioned to increase lunch prices as recommended by the Superintendent. Mr. Fratoni seconded the motion. All were in favor. Motion carried.

1.4 2014-2015 Budget Adoption (No Enclosure)

Mr. Guzman explained the revisions of the status of the recommended changes. He reviewed the FY 2014-2015 Budget Cost Scenarios revised on 05.28.14 which had a balance of \$24,127. Mr. Guzman then reviewed the FY 2014-2015 Budget Cost Scenarios revised on 06.25.14. In regard to health insurance, the assumption (revision 05.28.14) was that \$77,960 was needed. After open enrollment and as a consequence of changes, the health insurance was reduced by approximately \$14,000 bringing the total to \$63,117. Additionally, it was projected (05.28.14) that 10 people would move to the HSA. Since then, 7 people have moved which brings the cost impact to \$17,032 picking up \$31,448. Further, Ms. Neel received communication from the CT Baccalaureate Academy that there would not be a tuition charge due to an agreement at the state level. This is savings of \$30,100. The grand total between what was assumed (\$80,149) and the actual (\$271,908) is \$352,057.

Based on Board action with all-day kindergarten at a cost of \$161,157, the reduction of the participation fees of \$26,565, and \$110,108 for the School Resource Officer, the district is left with a balance of \$54,227. This \$54,227 can be applied to the \$80,149 (unmet assumptions) leaving a balance of \$25,922. Mr. Guzman distributed a summary sheet.

Mr. Guzman stated that the Board could take \$25,922 from the \$170,897 (current available year-end balance) and applying it to the medical insurance leaving \$144,975 available for the reserve fund. He added that they are still looking at some accounts and the final end-of-year report will not be available until August when it is submitted to the state.

A discussion took place. Mr. Clark commented that the fiscal year of the Board ends June 30th. In previous years, the Board had to decide what to do with any left over money by June 30th or anything the funds would go back to the Town. If the Board decides to put the left over money into the reserve account, then it is no longer under the Board's control since the Board would have to make a request to the Town Council in order to use the funds. Mr. Pagoni responded that the Board and the Town Council are closer than they have ever been. If the funds are put into the reserve fund, the Town Council will back up the Board or take the heat and he is willing to take the chance. Mr. Adlerstein commented that it is to the Board's benefit to approach the Town Council and explain the need. He does not support prepaying anything and added that this is a habit that they must move away from. A discussion took place.

Mr. Adlerstein motioned that the Board adopt the fiscal year 2014/2015 budget in the amount of \$37,189,581, an increase of \$1,130,331 with the adjustments listed on the Budget Cost Impact Scenarios dated June 25, 2014 with the shortfall of \$25,922 to be adjusted to the accounts by the Superintendent as makes the most sense. Mr. Pagoni seconded the motion. Ms. Neel noted that there are open purchase orders which will be carried over when the books are closed. Mr. Adlerstein, Mr. Doyle, Ms. Gorsky, Ms. Moran, Mr. Pagoni, Mr. Frattaroli, and Mr. Fratoni were in favor. Mr. Clark opposed. Motion carried.

Mr. Adlerstein motioned to carry forward the year-end balance to the reserve account. Mr. Pagoni seconded the motion. A discussion took place. Mr. Adlerstein withdrew the motion. Mr. Pagoni withdrew the second.

Mr. Adlerstein motioned that the Board carry forward the fiscal year 2013/2014 ending balance, as defined in the education reserve fund ordinance, and place it in the reserve fund. Mr. Doyle seconded the motion. Mr. Adlerstein, Mr. Doyle, Ms. Gorsky, Ms. Moran, Mr. Pagoni, Mr. Frattaroli, and Mr. Fratoni were in favor. Mr. Clark opposed. Motion carried.

J. PUBLIC PARTICIPATION

Kate Vallo, 72 Tolland Green, asked for clarification on the balance for substitutes. Dr. Eidson explained that having 11 half days reduced the need for substitutes. Ms. Neel added that the goal was not to have any full day substitutes. In regard to the primary mental health grant, she inquired how the screening happens and when the communication with the parent takes place. Further, she hopes the conversation regarding the dress code is revisited. She has some discomfort in regard to administrative discretion.

K. POINTS OF INFORMATION

Dr. Eidson explained that the primary mental health care grant has been funded for many years. Children are screened for adjustment problems and it is run by a paraprofessional under the direction of the psychologist in the building. It has been very positive and parents are informed throughout the process.

Mr. Pagoni spoke in regard to the dress code. He explained that there is no regulation that can cover every situation. The district hires people that it believes are reasonable and makes adjustments in accordance with what the greater group of people would agree. The Board wished to provide flexibility and give discretion to those who take care of the students every day. If there are any problems, the Board is very flexible in having parents come and ask questions. Ms. Gorsky added that the goal was to be more flexible in the general rules and allow for the fact that styles have changed. They wanted the administration to have recourse if someone was abusing the dress code. The administration is reasonable and uses discretion.

L. CORRESPONDENCE

Town Council Meeting - June 10, 2014

M. **FUTURE AGENDA ITEMS**

- Girls Lacrosse Funding Proposal
- Authorization for the Town Public Safety Director to be the District Emergency Management Coordinator
- DRA report
- Paraprofessional Contract (when available)
- Erase survey results (when available)
- NEASC report (when available)

Mr. Pagoni motioned to add an executive session to discuss security matters. Mr. Doyle seconded the motion. All were in favor. Motion carried.

N. EXECUTIVE SESSION – Interim Superintendent

Mr. Clark motioned to go into executive session at 9:35 p.m. to discuss security matters. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

0. **ADJOURNMENT**

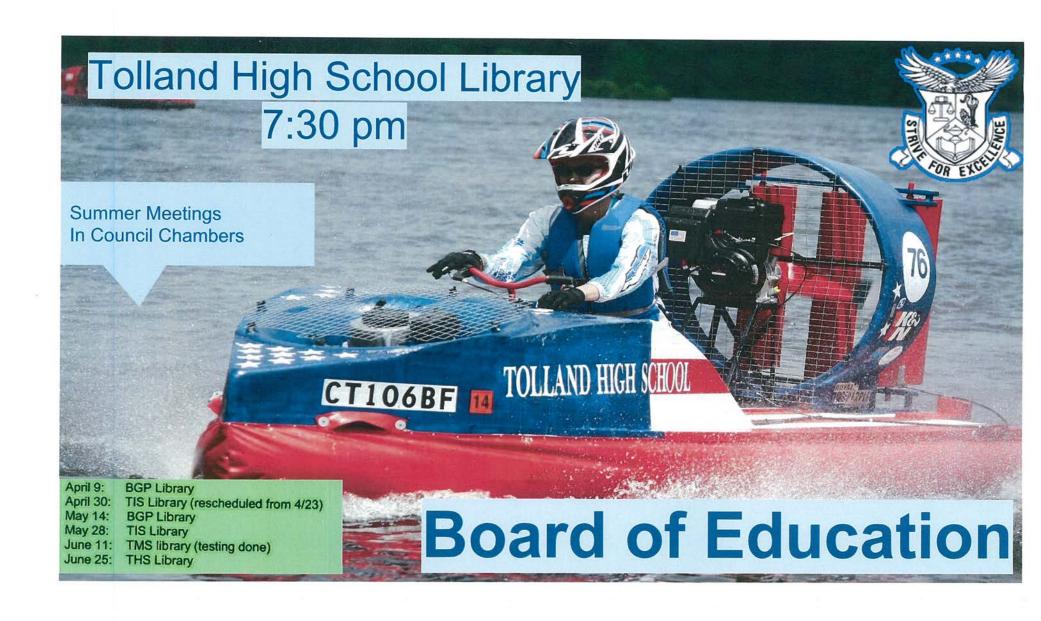
Mr. Clark motioned to adjourn the meeting at 9:52 PM. Mr. Doyle seconded the motion. All were in favor. Motion carried.

The Board returned to public session at 9:52 p.m.

Respectfully submitted,

Lisa Pascuzzi

Clerk



Tolland Board of Education Tolland High School Library One Eagle Hill Tolland, CT 06084 6:30 pm - 7:30 pm

- A. CALL TO ORDER |
- B. EXECUTIVE SESSION Security Matters
- C. ADJOURNMENT

- A. CALL TO ORDER |
- B. APPROVAL OF MINUTES REGULAR MEETING June 11, 2014 | C. PUBLIC PARTICIPATION | D. POINTS OF INFORMATIC
- E. STUDENT REPRESENTATIVE REPORT AIYLA ZAHID
- F. SUPERINTENDENT'S REPORT
 - F.1 CABE Search Services
 - F.2 Alfred Fratoni Recognition No Enclosure
 - F.3 Announcement of Retiring Staff
 - F.4 Leave of Absence Report
 - F.5 2013 2014 Approved Field Trips
 - F.6 2013 2014 Status of the Budget
- G. COMMITTEE & LIAISON REPORTS
- H. CHAIRPERSON'S REPORT
 - H.1 Interim Superintendent Status (No Enclosure)
- BOARD ACTION
 - I.1 Primary Mental Health Grant
 - I.2 Board Policy 5100 Student Dress
 - I.3 Proposed Increase in Lunch Prices
 - I.4 2014 2015 Budget Adoption
- J. PUBLIC PARTICIPATION (2 minute limit), Comments limited to items on this agenda. |
- K. POINTS OF INFORMATION
- L. CORRESPONDENCE
 - Town Council Meeting June 10, 2014
- M. FUTURE AGENDA ITEMS
- N. Executive Session Interim Superintendent
- O. Adjournment

Link to ager

Working Agreement - revisited

Tonight ... efficient discussion

- Focus: Move an decision or issue forward
- 2. Procedural
 - Unanimous Consent
 - Assuming a motion



Between our Town Council and Board of Education we each shore an equal role in maximizing the usage of town resources to provide the highest quality of services which belongs top priority needs within financel constants we will inform and anguage the community in a positive way.

We each share an equal role in maximizing the usage of town resources to provide the highest quality of services which balance top priority needs within financial constraints. We will communicate with and engage the community in a positive way. We agree to...

- Engage with each other in a respectful, professional manner
- View things from a broader perspective, community-focused, not us versus them.
- Listen, understand and share in a clear, specific and accurate manner.
- Engage in joint communication early and often.
- Surface and acknowledge disagreements and agreements.
- Identify and work toward a shared goal.

12/3/13 Joint meeting

ASSUMING A MOTION

Chair assumes a routine motion:

- Chair states, "If there is no objection, a motion to ... will be adopted."
- 2. If there is no objection, the motion is properly adopted without a second, or debate, or voting.
- 3. If there is an objection, the chair handles the motion according to Robert's Rules' 6 formal steps.

The chairman may also assume a motion, as in:

"If there are no [further] corrections, the minutes stand approved as read [as corrected]."

"If there is no further business to come before the meeting, this meeting will now adjourn. [pause] Hearing none, this meeting is adjourned."

Consent Motion / Calendar

Chair puts on the meeting agenda a place for the "consent", lumping items that would most probably be passed unanimously but would take up time if presented individually, such as meetings minutes, etc.. Chair asks if there were any objections to this part and if nobody had any objections, we would then vote on these all at once.

Correspondence Since June 11 meeting

- One letter expressed appreciation for the June 9th curriculum meeting and asked what options we have in order to ensure that teachers are following the prescribed curriculum
- Another letter provided information on composting food waste in schools and links to other districts who have successfully utilized such programs



Aiyla Zahid Student representation

F3. Announcement of retiring staff

The following 10 individuals have announced their retirement from the Tolland Public School system during the 2013-2014 fiscal year. These individuals have served the Tolland students in a variety of capacities throughout the years. We thank them for their years of service, professionalism and dedication.

More than 200 years of service!

Employee Name	Years of Service	Position/School
Gregory Emerson	40	Physical Education Teacher - Middle School
Janice Bacewicz	36	Art Teacher – Birch Grove
Diane Wurmbrand	29	Math Teacher - High School
Carolyn Jalbert	21	Family Consumer Science Teacher - Middle School
Donna O'Connor	17	Special Education Teacher - Intermediate School
Eileen Wolff	15	Special Education Teacher - Intermediate School
Elaine Wilmes-Pandolfo	12	Special Education Teacher - High School
Joseph Peters	12	Special Education Teacher - High School
Cheryl Abbott	19	Superintendent Secretary
John Larner	14	Custodian – Birch Grove

F4. Leave of Absence Report

As per Board of Education, resolution adopted on July 11, 2007, below is a status report on requests for unpaid Leaves of Absences since the beginning of the school year.

POSITION	DATES OF REQUEST	RATIONALE	GRANTE D/REJEC TED
Teacher	January 23 – 24, 2014	Travel Cancellation	Granted
Teacher	June 13, 2014 (1/2 day)	Son's Graduation	Granted
Teacher	May 30 – June 5, 2014	Attending/ Performing Musical Production	Granted
Paraprofessional	March 28, 2014	Mother's Funeral	Granted

Please note that none of these leaves resulted in a cost to the District. There was a cumulative savings to the District of \$766.64.

F5. Approved Field Trips

In accordance with Board of Education Policy 5150, Field Trips, the following field trips have been approved for the 2013- 2014 school year.

School	Date(s)	Trip Destination	Purpose
Tolland High School	February 6 – 9, 2014	Quebec City, Canada	CT State World Language Standard-Community
Tolland High School	February 7 - 10, 2014	Orlando, Florida	Cheerleading Competition
Tolland High School	April 10 – 19, 2014	Spain	Curriculum for Spanish Students
Tolland High School	May 2 - 7, 2014	Atlanta, Georgia	National DECA Competition
Tolland High School	May 30, 2014	Clinton, Massachusetts	To visit the Russian Icon Museum
Tolland Middle School	June 2 - 6, 2014	Key Largo, FL	Marine Ecology Research
Tolland High School	June 12 - 16, 2014	Greensboro, North Carolina	Nationals for Track& Field
Tolland Middle School	November 11 - 14, 2014	Washington, D.C.	To Tour the Nation's Capital

F6. Status of the budget

In accordance with Board of Education Policy 3010, attached is the status report of the budget for fiscal year 2013/2014 as of June 12, 2014.

The budget for fiscal year 2013/2014 as adopted is \$36,059,250.

As of June 12, 2014 expenditures, encumbrances and projected expenditures total \$35,892,774, leaving an unexpended balance at this time in the amount of \$166,476.

The continued review of open purchase orders has released encumbered funds from a variety of programs. Examples of some of the purchase order reductions are as follows:

Program 701 - Transportation \$10,308 - reduction in individual student runs

Program 131 - Special Services \$15,000 - reduction in tuition

Program 663 – Utilities \$22,140 - reduction due to updated projection through year end.

We will continue to review encumbrances through the close of the fiscal year to ensure that we have the most accurate carryover of encumbered funds on June 30, 2014.

Program #	Program Description		Original Budget		ear-to-Date Budget Transfers		Adjusted Budget	E	Expenses/ ncumbrances Y - T - D	A	pril/May/June Budget Transfers		Balance	%	Projected Expenditures/ Adjustments
101	Language Arts	\$	56,583	\$	-	\$	56,583	S	55,689	s		s	894	1.6%	C
102	Math	\$	36,666	\$	7.	\$	36,666	\$	36,344	S	4	\$	322	0.9%	C
103	Social Studies	S	16,087	\$	~	\$	16,087	\$	12,784	S		\$	3,303	20.5%	0
104	Science	\$	64,700	\$	28	\$	64,728	\$	64,199	S		S	529	0.8%	0
105	Art	\$	27,455	5		\$	27,455	\$	25,110	S	-	S	2,345	8.5%	0
106	Music	\$	15,751	S	-	\$	15,751	S	10,617	S	1	S	5.134	32.6%	0
107	Physical Education/Health	\$	13,638	S		\$	13,638	S	11,072	S	-	S	2.566	18.8%	0
108	World Language	S	15,644	\$	100	S	15,644	S	11,386	S	-	5	4,258	27.2%	0
109	Family and Consumer Science	\$	14,879	\$	1.5	\$	14,879	\$	14,802	S		S	77	0.5%	0
110	Technology Education	\$	26,560	\$	-	S	26,560	\$	20,590	S		S	5.970	22.5%	0
111	Business Education	\$	24,175	\$	-	\$	24,175	\$	16,769	S		S	7,406	30.6%	- 0
112	Digital Education	\$	9,366	\$	(28)	\$	9,338	\$	5,820	S	-	S	3,518	37.7%	0
115	TALC	\$	1,240	\$	-	\$	1,240	\$		S	_	S	1,240	100.0%	0
131	Special Services	\$	2,375,880	\$	(1,093)	\$	2,374,787	\$	2,120,344	\$		S	254,443	10.7%	(15,000
132	Special Education	\$	97,408	\$		5	97,408	\$	86,647	S	_	S	10,761	11.0%	(15,000
133	Interdistrict Programs	\$	179,899	\$	120 to	S	179,899	\$	191,003	S		Š	(11,104)	-6.2%	0
134	Student Athletics	\$	157,480	\$	360	\$	157,840	S	152,250	\$		Š	5,590	3.5%	3,521
136	Student Activities	\$	28,820	\$		\$	28.820	S	20,534	S		S	8,286	28.8%	3,321
142	School Counseling Services	\$	9,679	S	-	S	9,679	S	6,481	\$		\$	3,198	33.0%	
144	Nursing	\$	19,764	S	(360)	S	19,404	S	15,326	\$	i ai	S	4,078	21.0%	0
145	Library	S	13,845	S	(555)	S	13,845	s	11,322	5		Š	2,523	18.2%	C
146	Audiovisual	\$	2.015	S		S	2,015	S	507	5		S	1,508	74.8%	0
710	Principals' Office	\$	166,203	S	(11,200)	\$	155,003	\$	112,938	S		\$	42.065	27.1%	7.500
701	Transportation	\$	2.329.416	S	(,===)	\$	2.329,416	Š	2,347,554	S		\$	(18,138)	-0.8%	7,500
755	Superintendent's Office	\$	26,145	S	-	S	26,145	S	28,768	Š		S	(2,623)	-10.0%	(10,308
756	Business Services	\$	193,137	S	-	S	193,137	\$	219,788	S		S	(26,651)	-13.8%	10.000
757	Technology Services	\$	267,486	S	83,398	Š	350,884	\$	350,361	5		S	523	0.1%	
661	Custodial Services	\$	158,926	S	22,500	\$	181,426	Š	192,853	\$	- ŝ	\$	(11,427)	-6.3%	(9,472
667	Comm/Ins	\$	186,894	S	22,000	\$	186,894	S	186,645	5		S	249	0.1%	0
663	Utilities-Energy Mgt	\$	1,307,857	S		S	1,307,857	\$	1,375,267	\$		\$			(00 440
666	Energy Management	S	6,380	S		\$	6,380	S	1,373,207	5		200	(67,410)	-5.2%	(22,140
	Maintenance	\$	427.362	\$	(22,500)	\$		\$	275 602			\$	6,380	100.0%	0
770	Prog/Prof Development	\$		S		-	404,862	-	375,663	\$		S	29,199	7.2%	(3,437
12.00	Adult Education	\$	82,738 30,269	100	11,200	\$	93,938	\$	70,852	5	-	\$	23,086	24.6%	10,000
791	Board of Education	9		S		\$	30,269	\$	30,267	5	-	\$	2	0.0%	0
	Program Total	\$	102,720	S	- 00 205	\$	102,720	\$	118,697	\$		\$	(15,977)	-15.6%	0
^^^	riogram rotal	4	8,493,067	9	82,305	\$	8,575,372	\$	8,299,249	\$		\$	276,123	3.2%	\$ (28,33

Program #	Program Description		Original Budget		ear-to-Date Budget Fransfers		Adjusted Budget	E	Expenses/ ncumbrances Y - T - D		ril/May/June Budget Fransfers		Balance	%	Projected Expenditures/ Adjustments
177	Staff Services - Other	s	1,123,383	S		s	1,123,383	s	1,295,595	s		s	(172,212)	15 29/	(40.470
177	Staff Services - Health Insurance	S	4,972,188	\$		s	4,972,188	S	5.092.481	S		0		-15.3%	(10,178
178	Certified Regular Ed	S	12,895,805	S	(128,527)	Š	12,767,278	e e	12,685,831	4	-	0	(120,293)	-2.4%	10,600
179	Certified Special Ed	S	2,849,262	S	(24,029)		2,825,233	6	2,655,995	9	(40 205)	0	81,447	0.6%	(55,732
180	Non-Certified	S	1,261,668		1.093	S	1,262,761	9 6		9	(18,305)	S	150,933	5.3%	1,890
181	Building Operations	\$	810,212	100	1,093	9	810,212	9 6	1,209,823	9		5	52,938	4.2%	28,500
182	Building Maintenance	Š	174,046	9		9 6		9	764,305	4	-	2	45,907	5.7%	5,772
183	BOE Clerk	6	2,860	S		9 6	174,046	9	177,273	5	-	5	(3,227)	-1.9%	1,500
184	Business Services	9	272,267	5		9 6	2,860	9	2,904	5	8 8	5	. (44)	-1.5%	280
185	Superintendent's Office	9			*	9	272,267	5	277,222	\$	-	\$	(4,955)	-1.8%	500
186	Principals' Office	4	276,820	-	*	\$	276,820	5	274,993	\$	*	\$	1,827	0.7%	0
187	Substitutes	9	1,557,502	1754		\$	1,557,502	5	1,529,633	\$	-	\$	27,869	1.8%	0
188		9	100 mm 1	S	69,158	\$	366,904	5	557,006	\$	18,305	\$	(171,797)	-46.8%	36,670
170 90000	Systemwide Services	\$	1,072,424	\$	-	\$	1,072,424	\$	1,070,464	\$	-	\$	1,960	0.2%	51,000
XXX	Personnel Total	\$	27,566,183	\$	(82,305)	\$	27,483,878	\$	27,593,525	\$	-	\$	(109,647)	-0.4%	\$ 70,802
xxx	Original Appropriation Total	\$	36,059,250	\$	-	\$	36,059,250	\$	35,892,774	\$	-	\$	166,476	0.5%	42,466
xxx	Grand Total	S	36,059,250	S		S	36,059,250	S	35,892,774	S		\$	166,476	0.5%	\$ 42,466

Committee Reports

Project risks and opportunities
Upcoming milestones

Finance and Facilities

Initiatives	Leader	Status	Milestone	Due date/closed date
Combine bus runs (TMS/THS)	Jane	Unknown		
Improve technology	TBD	On track	Kickoff with TAB	
Develop DRA facility study recommendations	Patrick* with Jim/Paul	On track	Report to BOE	7/9/2014
Implement School Resource Officer Program for FYE 2015	Dominique	Unknown	Develop plan	
Challenge 10% utility reserve/ Develop trust in numbers	Jane?	Idea	Year end financial report Workshop w/ TC?	
Obtain charitable contributions from residents	Joe	Unknown		
TIS grounds (relates to sr. center planning)	Bill	?		
Dugouts	John Carroll	Unknown	Bid accepted	
Honeywell hvac upgrades TIS / TMS	John Carroll	On track	TMS? TIS?	I think 10/31?
Three year budget preparation	Jane		First draft	7/31/2014

Policy

Initiatives	Leader	Status	Milestone	Due date/closed date
Full accounting of Athletics	Jane Neel	On target		6/25/2014
Expand internship program	Unknown	Unknown		
Develop regional special ed program	Kathleen	Unknown [*]	e	i i
2/6 Top priority: All Day Kindergarten	Tom	Unknown		
Plan ahead more time for Prof. Dev and reduce substitute cost	Kathryn	Unknown		
Expand ABA program	Kathleen	Unknown		
Advance curriculum toward best practice	Kathryn	Break into a few projects?	Issues list	

Lance and Jane from Rebuilding Together, Providence ANK YOU! Rebuilding Honeywell Together.

Our First Annual Community Volunteer Day

WAS A SUCCESS!

Thanks to the many hands that helped on Saturday, June 14th. Our goal was accomplished!

Volunteers came forward and completed the preparation work at Tolland Middle School. The Honeywell Corporation will be sending their own volunteers to complete the final painting of the restrooms.

Special thanks to Jane and Lance Eskelund, from RebuildingTogether Providence, for organizing the event.

And thank you to the following contributors who donated their time and food items for the day:

Tolland Conservation Corps
Subway of Tolland
Subway, Lafayette Square, Vernon
Banner Water
Tolland Elementary PTO
Liz Chojnicki and friends

If you were unable to participate due to scheduling conflicts we will

have plenty of opportunities with future projects.

Communication

Initiatives	Leader	Status	Milestone	Due date/closed date
Improve web presence	Karen Moran		Taskforce recommendation	
SRO Communication	Karen Moran	On track	Letter to staff Letter to families*	6/19 (done) 8/2014
TMS Volunteer Day / Bathrooms	Karen Moran	On track	Honeywell painting day	6/26/2014

^{*} Letter to families waiting for agreement to be finalized; to be sent out 8/2014

TO:

Members of the Board of Education

FROM:

William D. Guzman

DATE:

July 9, 2014

SUBJECT: All Hazards School Security and Safety Plan Standards

Attached for your information are School Security and Safety Plan Standards developed as part of Public Act 13-3, An Act Concerning Gun Violence and Prevention And Children's Safety.

The administration recommends that the Board of Education grant the Town of Tolland Director of Public Safety the authority and support necessary to develop school emergency and operations programs and plans and to implement the policies and decisions of the Board of Education relating to emergency management. The director of Public Safety shall be considered the School Districts Emergency Management Coordinator working in conduction with the School Superintendent or his/her designee.

WDG:jp

- 1. Involvement of local officials, including the chief executive officer (CEO) of the municipality, the superintendent of schools, law enforcement, fire, public health, emergency management, and emergency medical services, in the development of school security and safety plans.
- 2. An organizational command structure based on the National Incident Management System (NIMS), including the Incident Command System (ICS), and a description of the responsibilities of the different parts of the command structure. NIMS includes the establishment of common nomenclature, and the municipalities shall work together through their Connecticut Division of Emergency Management and Homeland Security (DEMHS) Regional Emergency Planning Teams to implement the standard language and definitions found in the attached template plan. Basic NIMS training for school employees includes ICS 100 SCa, which can be taken online at http://training.fema.gov.
- 3. A requirement that a school security and safety committee be established at each school. This committee can be combined with an existing school committee provided that the following requirements are met.

Each local and regional board of education annually establishes a school security and safety committee at each school within its jurisdiction. The Committee is responsible for assisting in the development of the school security and safety plan for the school and administering the plan. The Committee members shall include a local police officer, local first responder, teacher and administrator from the school, a mental health professional, a parent or guardian of a student at the school, and may include any other person the board of education deems necessary, such as a custodian or property manager, local emergency management director, local public health director, information technology manager, transportation coordinator, and school nurse. The school security and safety committee should also invite subject matter experts to participate as needed, including, for example, the local public works director, high school student council president, and/or food service director.

- 4. Annually, each local and regional board of education shall review, update as necessary, and submit a school security and safety plan for each school under its jurisdiction to the Department of Emergency Services and Public Protection (DESPP), based on the standards listed here and further provided in the attached template, and any updated template, as well as on the results of the assessment described in Number 9, below.
- 5. The school security and safety plans shall be made an annex to the municipality's Local Emergency Operations Plan, filed annually with DESPP/DEMHS under Connecticut General Statutes Section 28-7.
- 6. Procedures for managing various types of emergencies, including crisis management procedures.
- 7. A requirement that local law enforcement and other local public safety officials (including the local emergency management director, fire marshal, building inspector, and emergency medical services representative) evaluate, score, and provide feedback on fire drills and crisis response

drills. The board of education shall annually submit a report to the DEMHS Regional Coordinator by July 1st of each year regarding types, frequency, and feedback related to the fire drills and crisis response drills. This report will provide an opportunity for the development of best practices and lessons learned.

- 8. A requirement that each local and regional board of education conduct a security and—vulnerability assessment for each school under the jurisdiction of such board every two years and develop a plan as described in Number 4 above, based on the assessment.
- 9. A requirement that the safe school climate committee for each school collect and evaluate information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying, and report such information, as necessary, to the district safe school climate coordinator and the school security and safety committee described in Number 3, above (See Connecticut General Statutes Section 10-222k).
- 10. A requirement that the school security and safety plan for each school provide an orientation on the plan to each school employee at the school, and provide violence prevention training in a manner described in the plan. This training should be conducted in cooperation with the school safety and security committee, including local law enforcement, fire, emergency management, and emergency medical services. This will give the school community and municipal officials an understanding of the need for unified planning, preparedness, and response.
- 11. A requirement that each school construct a reference kit available for first responders, which includes: several copies of laminated easy-to-read floor plans; master keys to interior and exterior door locks; and other items determined as needed, after consultation with school officials, local law enforcement authority having jurisdiction, emergency management director, and first responders.
- 12. A requirement that each school security and safety plan follow the format of the All-Hazards School Security and Safety Plan Template, as released and revised by the Division of Emergency Management and Homeland Security of the Department of Emergency Services and Public Protection, in consultation with the Department of Education, including the use of standard terminology. The purpose is to have each school plan achieve the objectives outlined in the Plan Template.

TO:

Members of the Board of Education

FROM:

William D. Guzman

Patrick Cox

DATE:

July 9, 2014

SUBJECT: Girls Lacrosse Team - Proposal

In 2012, the Board of Education approved the establishment of a Girls Lacrosse Team for the 2012-13 and 2013-14 fiscal years. The Tolland Lacrosse Club agreed to sponsor the program for the first two years.

The administration is requesting to establish a Tolland High School Girls Lacrosse Team beginning in FY 2014-15.

Lacrosse is a spring sport and it is estimated that we will have approximately 32 students participating. The games are sanctioned by the Connecticut Interscholastic Conference (CIAC).

There are currently 12 varsity athletic programs for boys at Tolland High School. counting the two cooperative teams we have with E.O. Smith. There are currently 10 varsity athletic programs for girls at Tolland High School. Establishing a varsity girls lacrosse will bring us closer to being fully in line with Title IX.

Currently, funds are available for this program in the personnel athletic budget and the anticipated revenue based on 32 students is \$6,400.

The Administration recommends the establishment of a Girls Lacrosse Team for Tolland High School.

WDG:PC;jp

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM JUNE 24, 2014 – 7:30 P.M.

MEMBERS PRESENT: George Baker, Vice Chair; William Eccles; Richard Field; Jan Rubino and Ben Stanford

MEMBERS ABSENT: Jack Scavone, Chairman; Paul Krasusky

OTHERS PRESENT: Steven Werbner, Town Manager; Kathy Bach, President of the Tolland Historical Society; Celeste Senechal, Tolland 300th Anniversary Committee

- 1. CALL TO ORDER: George Baker called the meeting to order at 7:30 p.m.
- 2. PLEDGE OF ALLEGIANCE: Recited.
- MOMENT OF SILENCE: Observed.
- 4. PROCLAMATIONS:
 - 4.1 Honoring Judge Claire Twerdy on the Occasion of Her Retirement from the Town.

George Baker read and presented the following Proclamation to Judge Twerdy:



HONORING JUDGE CLAIRE TWERDY ON THE OCCASION OF HER RETIREMENT FROM THE TOWN OF TOLLAND

WHEREAS, Judge Claire Twerdy is retiring after fifteen years of service with the Towns of Mansfield, Coventry, Tolland and Willington. Claire served as Judge of the Mansfield Probate Court which covered the towns of Mansfield and Coventry being sworn in on January 1, 1999 through December 31, 2010. Due to the Probate Court consolidation in 2010, she was elected as Judge of the Tolland-Mansfield Probate Court serving the Towns of Tolland, Mansfield, Coventry and Willington being sworn in on January 1, 2011 until her retirement on July 3, 2014; and

WHEREAS, Judge Twerdy's jurisdiction also includes Natchaug Hospital where she serves as Judge for hearings on commitments and probable cause matters and the Northeast Regional Children's Probate Court where she serves as Judge for children's matters; and

WHEREAS, Judge Twerdy also served on the Probate Court Rules Advisory Committee with respect to the revision of the Probate Court Rules of Procedures which began July 1, 2013. This was the first such revision to the Rules in 38 years; in addition to many other Probate Court Committees; and

WHEREAS, Judge Claire Twerdy has been an invaluable member to all the different Towns she has supported. Her Town friends will miss her work ethic and leadership on behalf of the Town.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Tolland that it hereby recognizes and thanks Judge Claire Twerdy for her professional and personal dedication to the Town of Tolland and its citizens. We honor Claire for her service to the Town of Tolland and offer her our sincere best wishes for the future as she embarks on her retirement.

Judge Twerdy thanked the Council for this recognition, and offered her sincere thanks to the town for welcoming the Probate Court to the Town Hall when the courts consolidated.

4.2 Certificate of Recognition and Thanks Presented to The Country Butcher and its owner, Steve Boyer.

Kathy Bach and Celeste Senechal presented Mr. Boyer of The Country Butcher with the following certificate:

CERTIFICATE OF RECOGNITION AND THANKS

PRESENTED TO

THE COUNTRY BUTCHER AND ITS OWNER, STEVE BOYER

On this 24th day of June 2014

For becoming a Shenipsit-level sponsor

And for his support of the Tolland 300th Anniversary Celebration

Mr. Boyer said he was proud to be a part of the anniversary.

5. PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION (on any subject within the jurisdiction of the Town Council) (2 minute limit):

Karen Moran of Merlot Way: She thanked the Council and Mr. Werbner for their support with the first Community Volunteer Day. She also thanked all those who volunteered their time and showed their support.

6. PUBLIC HEARING ITEMS:

6.1 Consideration of a resolution to approve a CT DOT taking of 5,916± square feet for \$9,000 in association with the Route 195 Widening Project.

Mr. Werbner said this is a small taking in front of the Fire Training Center. It has been reviewed and approved by the town. They have appraised this land and attached a value of \$9,000. Assessor Jason Lawrence has concurred with this amount.

Rick Field moved to open the public hearing; Seconded by Ben Stanford. All in favor. None opposed.

No public comment. A straw poll was conducted of all those in favor of this resolution: 1 in favor. 0 opposed.

Bill Eccles moved to close the public hearing; Seconded by Jan Rubino. All in favor. None opposed.

Bill Eccles motioned to accept the following resolution:

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it approves the taking by CT DOT of 5,916± square feet of land for the project Reconstruction of Route 195 for \$9,000.

Seconded by Ben Stanford.

Mr. Stanford asked where the \$9,000 will be going. Mr. Werbner said it will go into the non-recurring capital account.

All in favor. None opposed.

- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** Ms. Moran said the superintendent search is moving along, and they will be confirming their screening committee at tomorrow night's BOE meeting.
- 7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Ms. Rubino commented on the Ag Committee: There is some interest in planting native plants at the Campbell property, but this needs to be reviewed. Mr. Eccles said the Tech Advisory Board is looking for a BOE Liaison. The Library Foundation bought some desktop systems. There was discussion about schooldude.com. It is a 'cloud' based service that allows management of facilities, as well as reservations of facilities. They are proposing that the town take a look at this as a possibility to reduce some of the workload. Mr. Eccles believes other solutions should be reviewed though before committing to one. Mr. Eccles pushed the Board to come up with a list of recommendations for the consolidations of services. There is a lot of technology infrastructure in this town. They are planning to have some recommendations to the Council before the kids return to school. Mr. Baker commented on the PZC: The public hearing on the Gottier proposal occurred. A lot of adjoining property owners voiced concern about the traffic, etc. The public hearing will be continued to the next meeting. The PZC also decided they were not going to revise the regulations to allow for bill boards on the Star Hill dome.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Introduction of and setting of a public hearing for July 8, 2014 concerning a resolution appropriating \$2,078,168 for Capital Projects and authorizing the issuance of bonds and notes therefor.

Mr. Werbner said this is an annual item to introduce a resolution and set a public hearing for capital projects that together total \$2,078,168. The debt issuance for each project will be reduced by any existing allocated funds, donations or grant proceeds as they relate to the projects. Approval of this item would authorize the appropriation of monies and the issuance of bonds and notes to finance such appropriation for the following projects:

- 1. The cost for certain road pavement and drainage improvements in an amount of \$850,000;
- 2. The cost for the installation of fiber optic lines to connect certain Town buildings in an amount of \$762,245;
- 3. The cost for heavy machinery and equipment such as a front line truck body and a front line truck in the amount of \$270,000; and
- 4. The cost for building façade improvements at Tolland Intermediate School in the amount of \$195,923

The projects were presented in the 2014/15 capital improvements section of the annual town budget to be financed by the issuance of bonds and notes in the same amount.

Bill Eccles motioned that the following resolution be introduced and set down for a public hearing on July 8, 2014 at 7:30 p.m. in Tolland Town Council Chambers, and read the following draft resolution:

TOWN COUNCIL RESOLUTION (CAPITAL PROJECTS)

- RESOLVED, (1) That the Town of Tolland (the "Town") appropriate (i) the sum of \$850,000 for the cost of the pavement resurfacing, sealing, overlay, repair and/or reconstruction of, and the drainage replacement and design, repairs and improvements to, all or portions of certain town roads identified by the Town Manager (the "Pavement Project"), (ii) the sum of \$762,245 for the cost of the installation of fiber-optic lines to connect certain buildings of the Town for communication purposes (the "Fiber Optic Project"), (iii) the sum of \$270,000 for the cost of purchasing heavy machinery and equipment, such as the replacement of a truck body to extend the life of an all-season front line truck and the acquisition of an all-season front line truck to be used in connection with the transport of asphalt, gravel and other materials, plowing, sanding and such other purposes required by the Town (the "Equipment Acquisition,"), and (iv) the sum of \$195,923 for the cost of façade improvements for Tolland Intermediate School, including all design work, demolition, repairs, brick replacement work and disposal related thereto (the "Façade Improvement Project," together with the Pavement Project, the Fiber Optic Project and the Equipment Acquisition, collectively, the "Projects"). The appropriations 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 Projects or their financing. The Town Council is authorized to determine the scope and particulars of the Projects. The Town Council may reduce or modify the scope of the Projects if funds are insufficient to complete all of the Projects, and the appropriations authorized hereby may be spent on the Projects as so reduced or modified. The Town Council may reallocate the appropriations among the Projects so long as the aggregate amount of the appropriations is not increased.
- (2) That to finance said appropriation for the Pavement Project, the Town issue bonds or notes in an amount not to exceed \$850,000 (or so much thereof as may be necessary after deducting grants or other sources of funds received by the Town for said project), to finance said appropriation for the Fiber Optic Project, the Town issue bonds or notes in an amount not to exceed \$792,245 (or so much thereof as may be necessary after deducting grants or other sources of funds received by the Town for said project), to finance said appropriation for the Equipment Acquisition, the Town issue bonds or notes in an amount not to exceed \$270,000 (or so much thereof as may be necessary after deducting grants or other sources of funds received by the Town for said project), and to finance said appropriation for the Façade Improvement Project, the Town issue bonds or notes in an amount not to exceed \$195,923 (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 Projects or the receipt of grants for the Projects. The amount of the notes outstanding at any time shall not exceed \$2,078,168.

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 Statues 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, notes or other obligations 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, notes or other obligations, the form of such bonds, notes or other obligations; the provisions for protecting and enforcing the rights and remedies of the holders of such bonds, notes or other obligations and particular matters regarding the issuance and securing of such bonds, notes or other obligations and to execute, sell and deliver the same, and 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, notes and other obligations 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, notes and other obligations; to provide for the keeping of a record of the bonds, notes or other obligations; to designate a financial advisor to the Town in connection with the sale of the bonds, notes or other obligations; 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 issue or issues.
- (6) That the Officials are authorized to sell the bonds, notes or other obligations at public or private sale; to deliver the bonds, notes or other obligations; and to perform all other acts which are necessary or appropriate to issue the bonds, notes or other obligations, 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, notes or other obligations 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, notes or other obligations, including covenants to pay rebates of investment earnings to the United States in future years.
- 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 Projects. 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 or other obligations 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 Council shall approve any contracts with engineers, contractors, architects and other persons for the Projects.
- (9) That the Town Manager is hereby authorized, on behalf of the Town, to apply for and accept state grants to finance the appropriations for the Projects, and to execute and file any application or enter into any grant agreement prescribed by the State of Connecticut.

(10) 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 Projects consistent with the foregoing and to issue bonds, notes or other obligations to finance the aforesaid appropriation.

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

- 8.2 Appointments to vacancies on various municipal boards/commissions: No appointments.
- 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

June 10, 2014 Regular Meeting Minutes: Jan Rubino moved to adopt the minutes as amended; Seconded by Bill Eccles.

Mr. Field said his comment in item 6.1 should be revised to reflect the word 'revenue' not 'review'. It should be: Mr. Field asked how much tax **revenue** would be lost.

All were in favor of the amended minutes. None opposed. Ben Stanford abstained.

12. CORRESPONDENCE TO COUNCIL

- 12.1 Thank you note from Rev. Hannah Howe;
- 12.2 Letter from Kathy Fratoni resigning from the Tolland Library Board, effective July 1, 2014; and
- 12.3 Correspondence from Tails of Joy, Inc. re: Animal Assisted Crisis Response Teams (AACRT).
- 13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Mr. Baker said the community volunteer day was great. The Council thanked Karen Moran, Beverly Bellody and Jan Rubino for their work. Ms. Rubino thanked Clem and Lori Langlois for all their hard work.
- 14. **PUBLIC LISTED PARTICIPATION** (on any subject within the jurisdiction of the Town Council) (3 minute limit):

Karen Moran of Merlot Way: She asked if there ever was a BOE representative on the Tech Advisory Board. Mr. Stanford said when the Board was initially created Andy Powell was on it. Ms. Moran will bring this to the BOE.

15. **ADJOURNMENT:** Rick Field moved to adjourn the meeting; Seconded by Ben Stanford at 7:53 p.m. All were in favor.

Baker	Council	Vice-Chair	
	Baker.	Baker, Council	Baker, Council Vice-Chair