

REVISED 10/13/15
TOLLAND BOARD OF EDUCATION
Hicks Municipal Center
Council Chambers
Tolland, CT 06084

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
October 14, 2015

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 24, 2015

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 Andrew Harger

F. SUPERINTENDENT'S REPORT

- F.1 Presentation by Corrine Lorenzet, Director of School Counseling -Graduation Report
- F.2 Monthly Financial Report-September 2015
- F.3 2016 – 2021 Capital Improvement Plan Presentation (no enclosure)
- F.4 Board Policy 6092 – On-line Coursework (second reading)
- F.5 Board Policy 4021 – Athletic Coaches – (second reading)

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

J. PUBLIC PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council – September 22, 2015

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

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

REGULAR MEETING – September 24, 2015

Members Present: Mr. Sam Adlerstein, Chair; Mr. Patrick Doyle, Vice Chair; Ms. Colleen Yudichak, Mr. Steve Clark, and Mr. Cliff Vachon. Ms. Moran arrived at 8:30 PM.

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:30 P.M. The Pledge of Allegiance was recited. Items C – E were addressed first and the rest of the agenda followed beginning with item B.

B. APPROVAL OF MINUTES

- Regular Meeting – September 9, 2015

Mr. Vachon motioned to approve the minutes of the September 9, 2015 meeting. Mr. Doyle seconded the motion. Changes: it should be noted that the Board approved a one-time payout for the Superintendent's unused vacation days and that the days were not carried forward. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION

Mr. Adlerstein asked the public what it would like to see improved in the school district. A short breakout session for discussion took place.

Brenda Falusi commented that after speaking with her partner, a senior at THS, there are two items they would like to see – more world languages and a greater variety of music courses.

Deidre Goldsmith, 21 Marlboro Glade, spoke with others about block scheduling and noted that the students were happy with this structure. The disadvantages were not a factor.

Deb Goetz, 176 Kate Lane, highlighted the disadvantages of block scheduling and spoke in regard to the online coursework policy change. Two years ago, her daughter has to fight the administration to be able to take French online and Ms. Goetz provided a history. The school and family tried to solve the conflict. Ultimately, the family paid for the online course. The policy should not be changed in a way the will not allow students to succeed.

A student spoke about the water bottle policy. He questioned how well it is being enforced since he packs two water bottles a day to stay hydrated. He does not know how important it is to have a policy if it is not being implemented. Additionally, he would like to see more AP classes offered since colleges are looking at this.

A student expressed concern that students' ideas are suppressed by what the teachers want and they do not want to listen to what the students have to say. The favorite teachers are those who trust their students and look forward to seeing them every day. Teachers should encourage students' interests.

D. POINTS OF INFORMATION

Dr. Willett noted that he loves to hear what students have to say and would like to have a group of students who he could regularly meet with for greater communication. He will be meeting with the Student Council.

E. STUDENT REPRESENTATIVE REPORT

Mr. Harger noted that Spirit Week will be followed by Homecoming on October 24th and reviewed the scheduled activities. Mr. Perosino added that the circus will be the theme for Homecoming. Additionally, concerns regarding the water bottle policy were discussed at the last Student Council meeting.

F. SUPERINTENDENT'S REPORT

Dr. Willett spoke in regard to the water bottle policy. The principal will meet with the staff and report to him on October 15th to discuss possibly reworking the policy. Mr. Adlerstein added that the students need to trust that the administration is trying to think this through and come to the best possible decision.

In regard to correspondence, the Board received communication regarding having a marching band and inquiring why the policy committee changed the policy regarding online courses.

F.1. Where We Go From Here – (no enclosure)

Dr. Willett explained that this item is a synthesis of the two retreats and focuses on the common themes. Dovetailing with visions discussed at these retreats, in the future he would like to see this section focus on one of the core concepts at one of the monthly BOE meetings on a regular basis. This would allow the Board to focus on specific items and come up with action items that he can implement to improve applicable functional areas. He will begin by modeling a session – this will include involvement of community members and the first topic will be either communications or community engagement.

F.2. Board Policy 6092 – On-Line Coursework

Dr. Willett reviewed the recommended revisions to the policy (see attached). If there were enough sections for a particular course, then potentially everyone could take participate in one of the sections but due to budget and scheduling, this is not possible. Offering it online is the equivalent of adding extra sections but there are logistical costs involved. The issue with allowing parent-pay is that some students may not be able to access the course due to financial constraints. The district would then have to pay for the course which then goes back to the district not being able to offer additional sections due to budget.

Mr. Perosino asked if only a couple of students are interested in taking the online course and their parents are willing to pay, then there isn't a conflict. Dr. Willett explained that one would not be able to know if there are students who would like to take the course but have not expressed interest due to financial constraints.

F.3. Board Policy 4021 – Athletic Coaches

Dr. Willett reviewed the recommended revisions to the policy (see attached). He explained that there is a new coach evaluation plan in place. Due to its requirements, rubrics will be established that will be shared with students and parents.

F.4. End of Year – 2014-2015 Financial Report

The unexpended balance is \$11,930 and it has been recommended that this be transferred to the 1% fund. Additionally, there is an unexpended encumbrance of \$14,052.82 from the 2013/14 fiscal year. It is recommended that this also be transferred to the 1% fund.

The transfers cannot be executed until December following the financial audit.

G. COMMITTEE AND LIAISON REPORTS

Finance and Facilities – Mr. Doyle noted that the Committee will meet on Monday.

Policy – Mr. Clark noted that items F2 and F3 were discussed as well as volunteers and media. The next meeting will be on October 21st at 3:30PM.

Communications – Ms. Moran reminded everyone about the Community Conversation scheduled for October 15th at 6PM.

H. CHAIRPERSON'S REPORT - none

I. BOARD ACTION - none

J. PUBLIC PARTICIPATION

Deb Goetz, 176 Kate Lane, noted that she requested the results of the 2013/14 parent survey but was unable to obtain them. She added that she understands the discussion regarding online classes but noted that there still exists a situation where parents would have to pay for a course. If 9 students sign up for a course and it is cancelled, how will the district pay for those 9 students to take the course in an online format? There are many sides to this issue but if her daughter had not taken the French online course, she would not be where she is.

Bob Rubino, 296 Weigold, spoke in regard to item G4 on the April BOE agenda. At that meeting, he spoke about an opportunity for students to collaborate on the Crystal Peat Conservation Property. This allowed creative talent, historians, and the Conservation Commission to work together. The grand opening of the property will be held on October 3rd at 10am. The six students from the Tolland Art Society did a phenomenal job creating a natural scene of wildlife on a wall at the property. Mr. Rubino thanked Ms. Moran, Dr. Willett, and the Board for making this happen.

K. POINTS OF INFORMATION

Dr. Willett spoke in regard to the online courses. In some scenarios, the district does not offer a course. Every course cannot be offered because the money is not there to do so. In others, the course is being offered but a student may be unable to take the course due to a scheduling conflict on account of there not being enough sections offered due to the budget that the community voted in.

Ms. Yudichak inquired why the Tolland Marching Band was not in the parade. Dr. Willett explained that band is only offered in the spring due to students' other commitments during the fall semester.

Mr. Doyle asked Ms. Goetz if the Board is focusing on the correct issue. Is the topic of block scheduling something that should be examined? Ms. Goetz responded that every schedule has conflicts and that it is not specific to block scheduling.

Mr. Clark provided a history of block scheduling which was instituted in 1996 as well as how band came to be offered only in the spring semester. He added that now may be a good time to review block scheduling and modify it if necessary.

Mr. Adlerstein commented that the theme is what is in the best interest of the greatest number of students within the means of the district. This is the test that is applied when decisions are made. He thanked all for bringing information to the Board.

Dr. Willett noted that he will present data from the most recent survey at the next meeting.

L. CORRESPONDENCE

- Town Council – September 8, 2015

M. FUTURE AGENDA ITEMS

- Where do we go from here
- Policies
- Shared Services
- SRO information

N. ADJOURNMENT

Mr. Clark motioned to adjourn the meeting at 8:50PM. Mr. Doyle seconded the motion. All were in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk

*Note: Due to extenuating circumstances, these minutes were scribed based on the evening's video recording.

TOLLAND HIGH SCHOOL
CLASS OF 2015
GRADUATE REPORT

Graduate Plans
College Acceptance Report
SAT Scores
Students Earning College Credit

Submitted by:
Corinne Lorenzet
Director of School Counseling

Presented to Tolland Board of Education
October 14, 2015

TOLLAND HIGH SCHOOL

CLASS of 2015

GRADUATE PLANS

4 YEAR COLLEGES	77%
2 YEAR COLLEGES/ VOCATIONAL PROGRAMS/ POST-GRADUATE PROGRAMS	16%
EMPLOYMENT	7%

203 total graduates

The post-high school plans of the Class of 2015 show an increase of 9% in the number of seniors attending 4 year institutions in the fall of 2015. This increase is reflected in the decrease in the number of graduates who will be attending 2 year institutions, vocational and post-graduate schools. One graduate will be serving in the Americorps program. Although no graduates will directly be entering the military, one has been accepted to the ROTC program.

The Class of 2015 submitted 886 college applications to 245 institutions in 30 states as well as the District of Columbia, Canada and the United Kingdom.

TOLLAND HIGH SCHOOL
ADVANCED PLACEMENT TESTING
&
STUDENTS EARNING COLLEGE CREDIT
SPRING, 2015

NUMBER OF TESTS TAKEN:	67
NUMBER OF STUDENTS TESTING:	58
% OF SCORES OF 3 OR BETTER:	89%

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 2015: Biology, Calculus, Chemistry, English Language, English Literature, European History, Physics, Psychology, and Studio Art. Although we do not offer AP classes in Biology, Chemistry, or Physics, students prepare independently and are allowed to take the exams.

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.

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 2014-2015, THS students earned the following credit:

Biology:	6 student earned 4, credits, 25 students earned 8 credits
Chemistry:	11 students earned 4 credits, 21 students earned 8 credits
Physics:	11 students earned 4 credits, 15 students earned 8 credits

TOLLAND HIGH SCHOOL CLASS of 2015 COLLEGE ACCEPTANCES

The following is the list of colleges and universities and post-secondary institutions that granted admission to the Class of 2015. Number of acceptances is indicated.

The University of Akron	1
The University of Alabama	3
Albany College of Pharmacy	1
American University	2
Anna Maria College	1
Arcadia University	2
Arizona State University	1
Asnuntuck Community College	1
Assumption College	2
Auburn University	1
Baylor University	1
Becker College	1
Bentley University	1
Boston College	2
Boston University	2
Bradley University	1
University of Bridgeport	2
Bridgewater State University	1
Broward College	1
Bryant University	8
California College of the Arts (San Francisco)	1
Capital Community College	1
Castleton State College	5
The Catholic University of America	1
Centenary College	1
Central Connecticut State University	42
University of Central Florida	1
Champlain College	5
Clark University	1
Clarkson University	2
Clemson University	1
Coastal Carolina University	6
Colby-Sawyer College	1
University of Colorado at Boulder	2
Colorado School of Mines	1
Columbia College Chicago	1

Columbia University	1
University of Connecticut	79
Cornell University	1
Curry College	1
Dean College	1
University of Delaware	2
DeSales University	1
Drexel University	4
East Carolina University	5
Eastern Connecticut State University	51
Eastern Nazarene College	1
Emmanuel College	3
Endicott College	2
University of Evansville	1
Fairfield University	3
Fairleigh Dickinson University - Florham Campus	1
Fairleigh Dickinson University - Metropolitan Campus	1
Fisher College	2
Florida Atlantic University	3
Florida Gulf Coast University	2
Florida Southern College	2
Florida South Western State College	1
Florida State University	1
University of Florida	1
Fordham University - Lincoln Center/Rose Hill Campuses	4
Franciscan University of Steubenville	1
Franklin Pierce University	7
George Mason University	5
The George Washington University	1
Georgetown University	1
Georgia Institute of Technology	1
Gettysburg College	1
Goodwin College	2
Grinnell College	1
Harding University	1
University of Hartford	11
Harvard University	1
High Point University	4
Hofstra University	3
Hollins University	1
The Hotchkiss School	1
Husson University	2
Ithaca College	3

James Madison University	6
Johnson & Wales University (Charlotte)	1
Johnson & Wales University (Providence)	3
Keene State College	6
University of Kentucky	1
Kenyon College	1
King's College	2
Lasell College	1
Le Moyne College	1
Lipscomb University	1
Lyndon State College	2
University of Maine	3
Manchester Community College	31
Marist College	1
Maryland Institute College of Art	1
University of Maryland, College Park	3
Massachusetts College of Art and Design	1
Massachusetts College of Liberal Arts	1
MCPHS - Massachusetts College of Pharmacy & Health Sciences	1
University of Massachusetts, Amherst	8
University of Massachusetts, Boston	1
University of Massachusetts, Dartmouth	2
University of Massachusetts, Lowell	3
Miami University, Oxford	1
University of Miami	2
Monmouth University	2
Mount Saint Mary College	1
University of Nebraska at Lincoln	1
New England College	4
New Hampshire Institute of Art	1
The New England Institute of Art	1
University of New England	7
University of New Hampshire	14
University of New Haven	5
New York Film Academy	0
New York Institute of Technology	0
New York School of Interior Design	1
Niagara University	1
Nichols College	3
The University of North Carolina at Chapel Hill	1
Northeastern University	1
Norwich University	1

Ohio University	1
University of Oklahoma	1
Old Dominion University	1
Pace University, New York City	1
Pennsylvania State University, Erie: The Behrend College	1
Pennsylvania State University, University Park	4
University of Pennsylvania	1
Philadelphia University	1
Phillips Andover Academy	1
University of Pittsburgh	1
Plymouth State University	5
Porter and Chester Institute (Enfield)	1
Portland State University	1
Potomac State College of West Virginia University	1
Providence College	8
Purdue University	4
Quinnipiac University	18
Regis College	1
Rensselaer Polytechnic Institute	5
Rhode Island College	3
Rhode Island School of Design	1
University of Rhode Island	8
University of Richmond	1
Roanoke College	4
Rochester Institute of Technology	10
University of Rochester	1
Roger Williams University	15
Rutgers University-New Brunswick	3
Sacred Heart University	1
Saint Anselm College	3
University of Saint Joseph	6
Saint Michael's College	2
Saint Peter's University	1
Salem State University	1
Salisbury University	2
Salve Regina University	3
San Diego State University	1
School of Visual Arts	2
Seton Hall University	10
Siena College	4
Simmons College	2
Smith College	1
University of South Florida, Tampa	2

Southern Connecticut State University	17
Southern New Hampshire University	4
Springfield College	2
University of St. Andrews	1
St. John's University - Queens Campus	1
State University of New York at New Paltz	1
Stevens Institute of Technology	2
Stevenson University	1
Stonehill College	4
Stony Brook University	2
Suffolk University	2
SUNY Alfred State College	1
SUNY Morrisville State College	1
SUNY College at Oneonta	1
SUNY College at Potsdam	1
SUNY Polytechnic Institute	1
Syracuse University	1
Temple University	2
University of Tennessee, Knoxville	2
Texas A&M University	2
Texas Christian University	1
The University of Texas, El Paso	1
The New School - Eugene Lang College	1
The Ohio State University	2
The Williston-Northampton School	1
Three Rivers Community College	1
Tufts University	0
Tufts University - School of The Museum of Fine Arts	1
Tunxis Community College	1
Unity College	1
Universal Technical Institute	1
Vermont Technical College	1
University of Vermont	9
Villanova University	1
Virginia Commonwealth University	1
Wake Forest University	1
Washington and Lee University	1
University of Washington	1
Weber State University	2
Wentworth Institute of Technology	3
West Virginia University	6
Western Connecticut State University	8
Western Kentucky University	2

Western New England University	13
Westfield State University	1
Wheelock College	1
Worcester Polytechnic Institute	3
Worcester State University	1
Xavier University	1

TOLLAND HIGH SCHOOL CLASS of 2015 COLLEGES ATTENDING

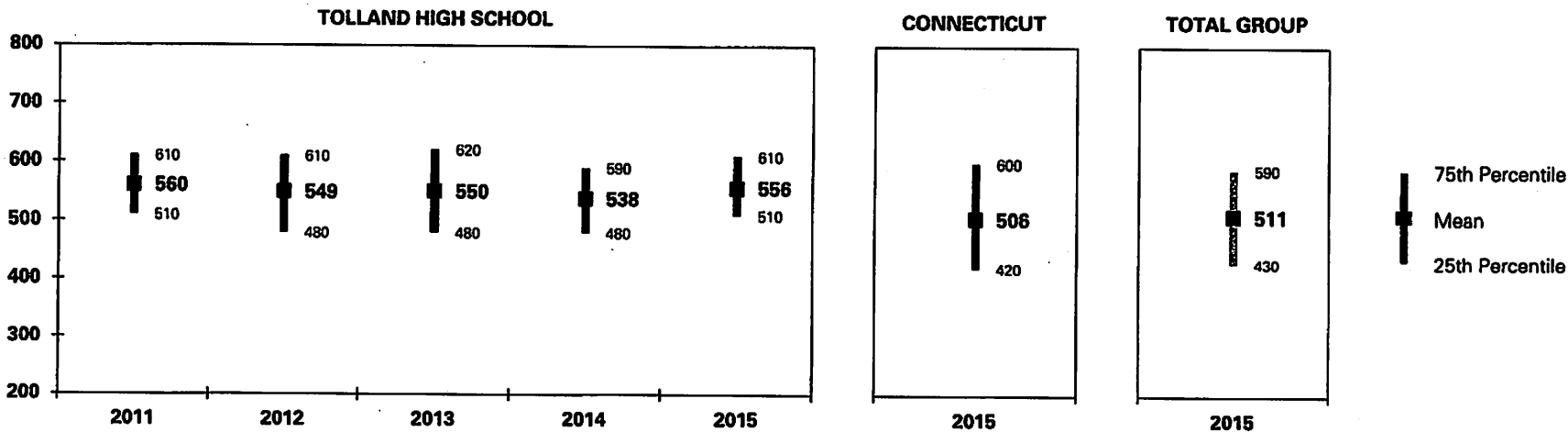
Members of the Tolland High School Class of 2015 have indicated they will attend the following institutions as of June, 2015. Number attending is indicated.

The University of Alabama	1
Asnuntuck Community College	1
Bentley University	1
Bryant University	2
Capital Community College	1
Castleton State College	2
The Catholic University of America	1
Central Connecticut State University	11
Champlain College	2
Coastal Carolina University	2
University of Colorado at Boulder	1
Colorado School of Mines	1
Columbia University	1
University of Connecticut	29
Cornell University	1
Dean College	1
University of Delaware	1
East Carolina University	2
Eastern Connecticut State University	11
Emmanuel College	1
Fairfield University	1
Fairleigh Dickinson University - Florham Campus	1
Fairleigh Dickinson University - Metropolitan Campus	1
Florida Atlantic University	2
Florida Southern College	1
Florida SouthWestern State College	1
Fordham University - Lincoln Center/Rose Hill Campuses	1
Franklin Pierce University	3
George Mason University	1
Harding University	1
University of Hartford	2
Harvard University	1
High Point University	2
Hollins University	1
The Hotchkiss School	1
Ithaca College	1

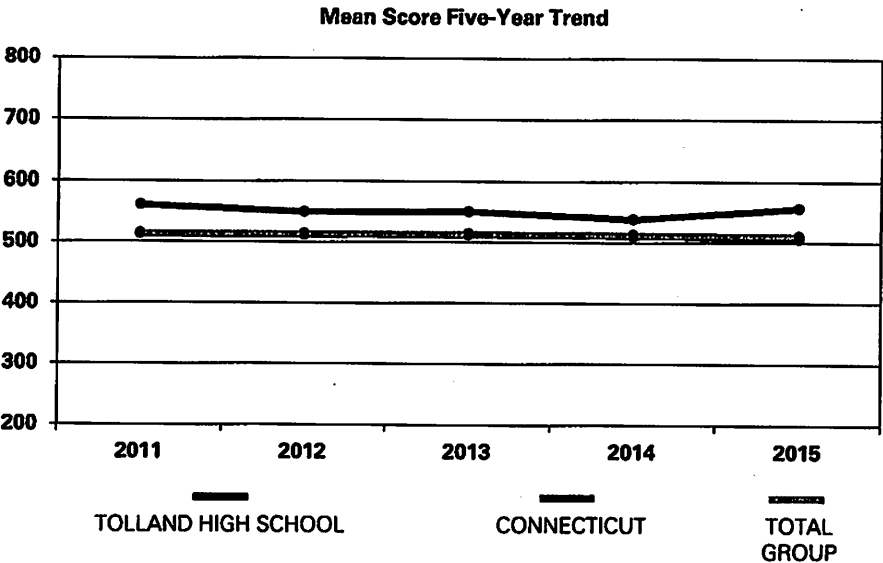
Keene State College	3
Lasell College	1
Lyndon State College	1
University of Maine	2
Manchester Community College	23
Marist College	1
University of Massachusetts, Amherst	2
University of Massachusetts, Lowell	1
Monmouth University	1
New England College	1
New Hampshire Institute of Art	1
University of New England	1
University of New Hampshire	2
University of New Haven	1
Pennsylvania State University, University Park	1
Phillips Andover Academy	1
Plymouth State University	1
Porter and Chester Institute (Enfield)	1
Providence College	1
Purdue University	1
Quinnipiac University	1
Rhode Island College	1
University of Rhode Island	1
University of Richmond	1
Rochester Institute of Technology	5
Roger Williams University	6
Rutgers University-New Brunswick	2
University of Saint Joseph	1
Saint Michael's College	1
Salve Regina University	1
San Diego State University	1
Seton Hall University	2
Siena College	1
Southern Connecticut State University	3
Stevens Institute of Technology	1
Stonehill College	1
SUNY College at Oneonta	1
Temple University	1
The Ohio State University	1
Three Rivers Community College	1
Universal Technical Institute	1
Virginia Commonwealth University	1
Wentworth Institute of Technology	1

West Virginia University	1
Western Connecticut State University	2
Western Kentucky University	1
Western New England University	1
Westfield State University	1
Wheelock College	1
Worcester Polytechnic Institute	1
Worcester State University	1

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



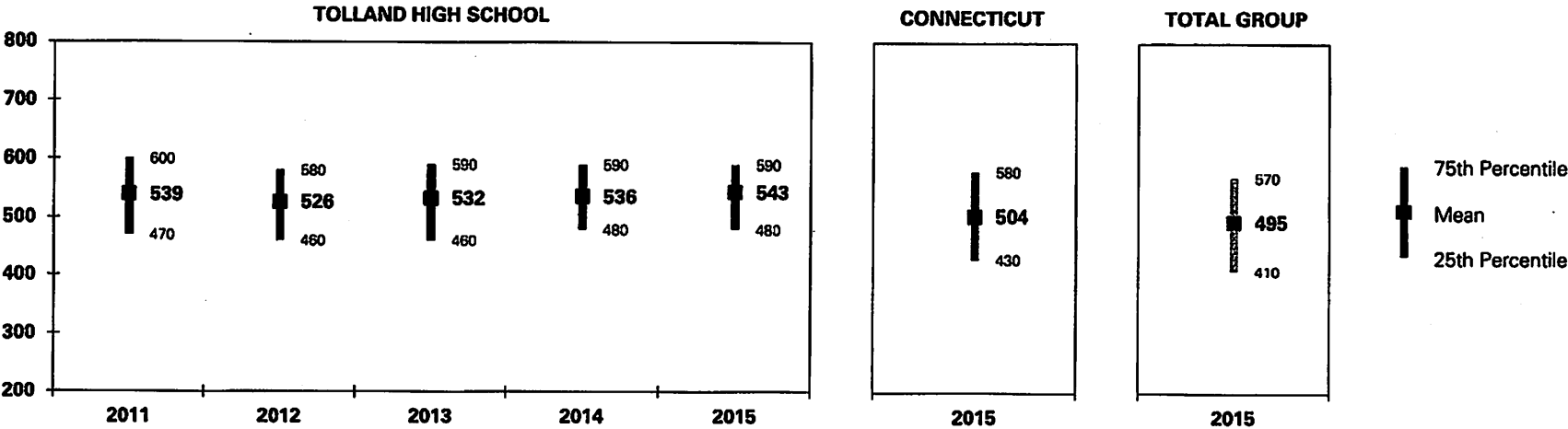
"Mean" and "Middle 50th Percent Range": The mean is the arithmetic average of a set of scores. To calculate the mean, the scores are totaled and the sum is divided by the number of scores. Extreme scores on the high or low end of the distribution may skew the mean in smaller sets of scores. The middle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



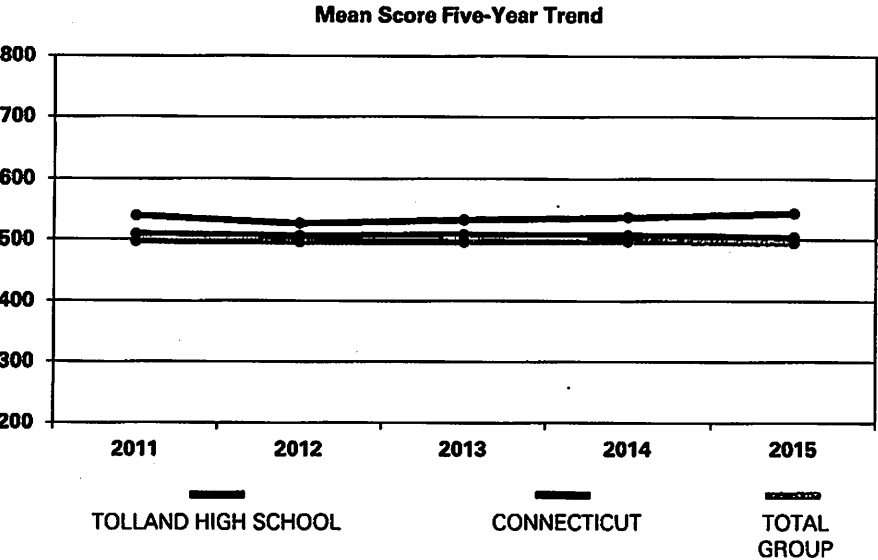
	2011	2012	2013	2014	2015	Five-Yr Change
TOLLAND HIGH SCHOOL	560	549	550	538	556	-4
	Change:	-11	+1	-12	+18	
CONNECTICUT	513	512	512	510	506	-7
	Change:	-1	0	-2	-4	
TOTAL GROUP	514	514	514	513	511	-3
	Change:	0	0	-1	-2	

"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 2015 as compared to the mean score in 2011.

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.



	2011	2012	2013	2014	2015	Five-Yr Change
TOLLAND HIGH SCHOOL	539	526	532	536	543	+4
	Change: -13	+6	+4	+7		
CONNECTICUT	509	506	508	507	504	-5
	Change: -3	+2	-1	-3		
TOTAL GROUP	497	496	496	497	495	-2
	Change: -1	0	+1	-2		

"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 2015 as compared to the mean score in 2011.

**TOLLAND HIGH SCHOOL
CLASS of 2015**

SAT REASONING TEST SCORES

CRITICAL READING MEAN – 543

MATH MEAN – 556

WRITING MEAN - 542

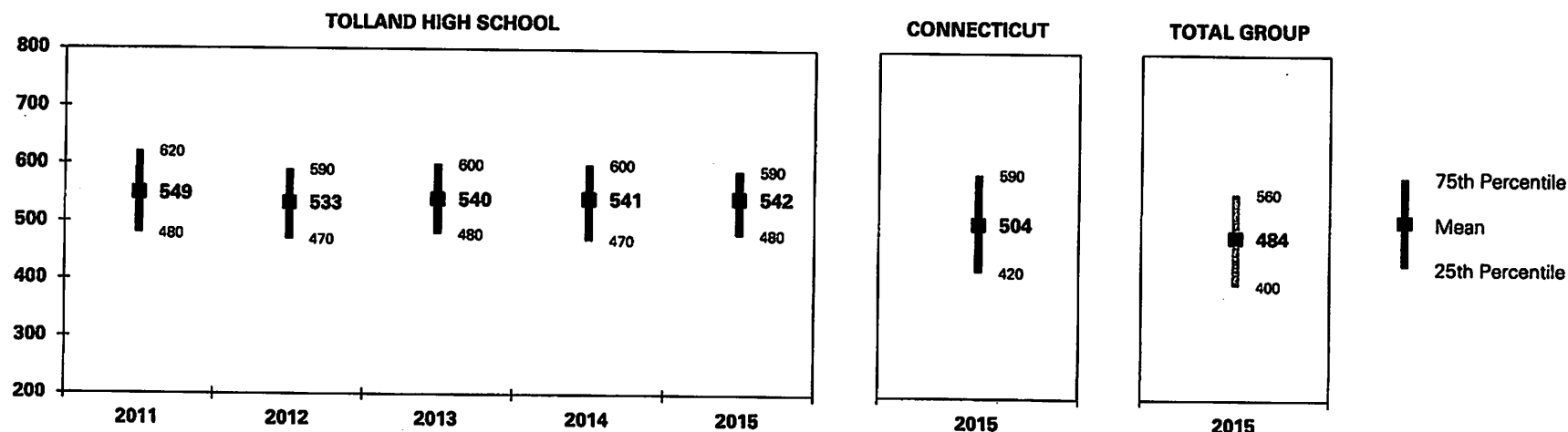
**92% of the graduating seniors participated in the testing.
(186 students reporting scores – 203 total graduates)**

Comparison to State and National Means

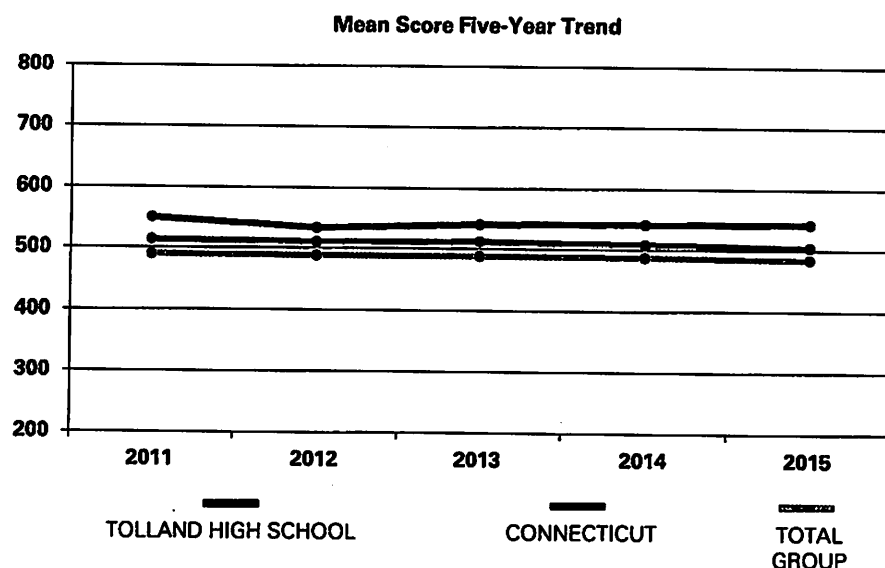
	Critical Reading Mean	Math Mean	Writing Mean
Tolland High School	543	556	542
CT	504	506	504
Total Group (formerly known as National)	495	511	484

The SAT scores for the Class of 2015 indicate gains in each of the three tested areas. Critical Reading improved by 7 points, Math by 18 points and Writing 1 point. All scores are significantly higher than the state and total group means.

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.



	2011	2012	2013	2014	2015	Five-Yr Change
TOLLAND HIGH SCHOOL	549	533	540	541	542	-7
	Change:	-16	+7	+1	+1	
CONNECTICUT	513	510	512	508	504	-9
	Change:	-3	+2	-4	-4	
TOTAL GROUP	489	488	488	487	484	-5
	Change:	-1	0	-1	-3	

*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 2015 as compared to the mean score in 2011.



TOLLAND PUBLIC SCHOOLS


51 TOLLAND GREEN
TOLLAND, CONNECTICUT 06084

OFFICE OF THE
SUPERINTENDENT OF SCHOOLS
860-870-6850
FAX: 860-870-7737

Walter Willett, Ph.D.
Superintendent

F. 2

TO: Board of Education

FROM: Mark S. McLaughlin, Business Director 

RE: Monthly Financial Report-September 2015

Date: October 7, 2015

CC: Walter Willett, Ph.D. Superintendent of Schools

Please find attached the financial report for the month of September 2015, 3rd month of the 2016 fiscal year. This report once again represents a snapshot of the financial condition for the first quarter of FY15-16. This method allows for a good comparison each year for the same time period each month.

The financial attachment is provided in an object format to clearly show the adopted budget and the expenditures against the budget. The object line items show all of the Board's expenses and encumbrances such as salaries, health insurance, utilities, textbooks, etc.

The attached September 2015 financial report shows an available balance of \$1,176,473 or 3.07% of the BOE's current budget. The majority of the budget has been encumbered to provide better fiscal management and greater control. Encumbrances provide a better picture of the district's performance vs the approved budget.

As part of the overall BOE budget planning process for FY16-17, we have begun to review and identify the appropriate areas in our budget that will require greater analysis. The Capital Plan is one of the first parts of the process. We are using new forms that outline all of our capital requests in detail.

Respectfully submitted.

Tolland Public Schools

MM OBJ A Expenditure Report Summary (by OBJ - ???)

From Date: 10/1/2015

To Date: 10/31/2015

Fiscal Year: 2015-2016

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.0000.110.00.000.1	Salaries	\$20,885,251.00	\$844,629.01	\$3,677,026.93	\$17,208,224.07	\$17,276,291.40	(\$68,067.33)	-0.33%
0100.0000.120.00.000.1	Substitutes	\$453,866.00	\$12,781.74	\$17,467.38	\$436,398.62	\$0.00	\$436,398.62	96.15%
0100.0000.130.00.000.1	Overtime	\$111,132.00	\$5,468.02	\$48,910.82	\$62,221.18	\$0.00	\$62,221.18	55.99%
0100.0000.150.00.000.1	Stipends	\$297,963.00	\$7,951.08	\$28,363.82	\$269,599.18	\$479,889.94	(\$210,290.76)	-70.58%
0100.0000.190.00.000.1	Pension/Severance	\$176,000.00	\$0.00	\$19,288.40	\$156,711.60	\$250,975.25	(\$94,263.65)	-53.56%
0100.0000.200.00.000.1	Employee Benefits	\$308,738.00	\$0.00	\$185,847.56	\$122,890.44	\$154,750.00	(\$31,859.56)	-10.32%
0100.0000.210.00.000.1	Health/Life/Disabi Ins	\$5,344,377.00	\$248,140.42	\$683,702.89	\$4,660,674.11	\$4,514,087.02	\$146,587.09	2.74%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$568,717.00	\$22,406.77	\$98,774.10	\$469,942.90	\$430,703.14	\$39,239.76	6.90%
0100.0000.240.00.000.1	Retirement (ICMA)	\$201,315.00	\$9,128.54	\$40,479.73	\$160,835.27	\$161,710.60	(\$875.33)	-0.43%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00	0.00%
0100.0000.260.00.000.1	Unemployment Compensation	\$40,203.00	\$0.00	\$0.00	\$40,203.00	\$40,203.00	\$0.00	0.00%
0100.0000.270.00.000.1	Workers' Compensation	\$251,123.00	\$0.00	\$125,724.35	\$125,398.65	\$125,727.77	(\$329.12)	-0.13%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$20,735.00	\$0.00	\$13,769.31	\$6,965.69	\$0.00	\$6,965.69	33.59%
0100.0000.310.00.000.1	Benefits Consultant Services	\$48,543.00	\$0.00	\$7,128.32	\$41,414.68	\$35,641.60	\$5,773.08	11.89%
0100.0000.320.00.000.1	Prof Educ Svcs	\$423,626.00	\$97.50	\$38,061.40	\$385,564.60	\$278,483.35	\$107,081.25	25.28%
0100.0000.330.00.000.1	Professional Tech Svcs	\$7,105.00	\$0.00	\$4,321.60	\$2,783.40	\$3,128.40	(\$345.00)	-4.86%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$207,117.00	\$0.00	\$23,572.81	\$183,544.19	\$118,730.84	\$64,813.35	31.29%
0100.0000.350.00.000.1	Tech Services	\$371,195.00	\$0.00	\$118,396.38	\$252,798.62	\$45,718.31	\$207,080.31	55.79%
0100.0000.410.00.000.1	Sewer/Water	\$39,232.00	\$0.00	\$39,232.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$103,756.00	\$0.00	\$16,612.04	\$87,143.96	\$61,478.71	\$25,665.25	24.74%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$207,494.00	\$0.00	\$69,261.44	\$138,232.56	\$66,480.48	\$71,752.08	34.58%
0100.0000.440.00.000.1	Rentals	\$128,322.00	\$0.00	\$18,786.34	\$109,535.66	\$107,310.30	\$2,225.36	1.73%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,275,015.00	\$0.00	\$117,020.46	\$2,157,994.54	\$2,450,771.19	(\$292,776.65)	-12.87%
0100.0000.520.00.000.1	Property/Liability Insurance	\$175,661.00	\$0.00	\$97,712.53	\$77,948.47	\$78,430.23	(\$481.76)	-0.27%
0100.0000.530.00.000.1	Telephone/ Postage	\$43,243.00	\$0.00	\$19,505.83	\$23,737.17	\$19,102.21	\$4,634.96	10.72%
0100.0000.540.00.000.1	Advertising	\$2,865.00	\$0.00	\$887.78	\$1,977.22	\$1,177.22	\$800.00	27.92%
0100.0000.550.00.000.1	Printing and Binding	\$25,943.00	\$0.00	\$5,816.65	\$20,126.35	\$11,087.79	\$9,038.56	34.84%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,664,767.00	\$0.00	\$522,487.86	\$2,142,279.14	\$2,188,915.73	(\$46,636.59)	-1.75%
0100.0000.580.00.000.1	Travel and Conference	\$24,326.00	\$0.00	\$3,312.05	\$21,013.95	\$10,556.64	\$10,457.31	42.99%
0100.0000.590.00.000.1	Safety Officials / SRO	\$120,000.00	\$0.00	\$1,006.45	\$118,993.55	\$21,415.59	\$97,577.96	81.31%
0100.0000.600.00.000.1	General Supplies	\$118,564.00	(\$61.97)	\$80,822.18	\$37,741.82	\$45,251.84	(\$7,510.02)	-6.33%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$376,416.00	\$0.00	\$114,027.92	\$262,388.08	\$91,021.76	\$171,366.32	45.53%
0100.0000.620.00.000.1	Energy	\$1,583,214.00	\$0.00	\$1,353,521.95	\$229,692.05	\$25,299.05	\$204,393.00	12.91%
0100.0000.640.00.000.1	Textbooks	\$287,064.00	\$0.00	\$40,634.41	\$246,429.59	\$66,128.91	\$180,300.68	62.81%
0100.0000.650.00.000.1	Films and Videos Supl	\$1,458.00	\$0.00	\$0.00	\$1,458.00	\$0.00	\$1,458.00	100.00%
0100.0000.660.00.000.1	Computer Software	\$57,668.00	\$0.00	\$44,628.93	\$13,039.07	\$50.00	\$12,989.07	22.52%
0100.0000.690.00.000.1	Misc Supplies	\$40,929.00	\$0.00	\$9,762.65	\$31,166.35	\$26,597.46	\$4,568.89	11.16%
0100.0000.730.00.000.1	Equip Instruct - New	\$212,289.00	\$0.00	\$147,879.66	\$64,409.34	\$15,004.55	\$49,404.79	23.27%
0100.0000.810.00.000.1	Dues and Fees	\$45,599.00	\$0.00	\$36,470.19	\$9,128.81	\$2,014.15	\$7,114.66	15.60%
0100.0000.890.00.000.1	Misc Expense	\$0.00	\$0.00	(\$1.59)	\$1.59	\$0.00	\$1.59	0.00%
Grand Total:		\$38,275,831.00	\$1,150,541.11	\$7,870,223.53	\$30,405,607.47	\$29,229,134.43	\$1,176,473.04	3.07%

End of Report

F.4

TO: Members of the Board of Education

FROM: Walter Willett

DATE: October 14, 2015

SUBJECT: Board Policy 6092 – On-Line Coursework

Attached please find the above referenced Board Policy. This policy was reviewed by the Policy Committee on September 16, 2015. The language to be deleted is crossed out and the new language is in red.

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: ON-LINE COURSEWORK

Number: 6092
Instruction

Approved: 3/23/11
Revised: 1/9/13
Revised: 4/30/14

Purpose

The Tolland Board of Education recognizes the importance of technology in education and the growing popularity and use of online coursework. In that regard, and in accordance with Connecticut General Statutes 10-221a, the Board sanctions the receipt of online course credit to be used toward high school graduation requirements, in accordance with this policy.

Statement of Policy

For credit for online courses to be used toward high school graduation requirements, students must, prior to registering for the course, receive approval from the high school principal and/or his/her designee. The decision of the principal and/or his/her designee with regard to online course credit approval is final.

Approved on-line courses taken successfully by students in grades nine through twelve may be used for credit recovery. Credit may also be granted for students in grades eleven and twelve towards graduation from Tolland High School for supplemental courses taken and awarded credit towards graduation from Tolland High School for the following two purposes:

1. Credit recovery
2. Enrollment in a supplemental course

For purposes of this policy, supplemental course means a course, which is not being offered due to low enrollment, ~~or a course which is not presently offered in the school's course catalog, or a course that is not available because of an enrollment conflict.~~

The number of credits will be determined at the time of approval. No more that 2.0 credits may be applied during any one school year. In addition, the following guidelines must be followed:

1. All on-line courses including summer school on-line courses are to be completed by the student and monitored by the student and/or his/her parent or guardian.
2. The awarding of credit shall be the responsibility of the principal and/or his/her designee.
3. Grades earned in online courses will not be taken into consideration for grade point average, weighted grade point average, or class rank.
4. Any expenses incurred for taking online courses for credit recovery shall be the responsibility of the student and shall not be the responsibility of the Board of Education.
5. If a supplemental online course is taken during the school year, the student must be enrolled in at least three Tolland High School classes per semester.
6. On-line courses must be taught by teachers who are certified in Connecticut or another state and have received training on teaching in an online environment, or offered by institutions of higher education that are accredited by the department of higher education or regionally accredited.

Legal References

Connecticut General Statutes 10-221a (As Amended by Public Act 10-111, Section 16)

TO: Members of the Board of Education

FROM: Walter Willett

DATE: October 14, 2015

SUBJECT: Board Policy 4021 – Athletic Coaches

Attached please find the above referenced Board Policy. This policy was reviewed by the Policy Committee on September 16, 2015. The language to be deleted is crossed out and the new language is in red.

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Athletic Coaches

Number: 4021
Personnel

Approved: 5/11/05

Revised: 6/23/10

It is the policy of the Tolland Board of Education (the "Board") that an athletic coach employed by the Board shall:

- 1) adhere to all board policies, rules and regulations;
- 2) shall conduct himself or herself in a professional manner; and
- 3) serve as a role model for students;
- 4) demonstrate competence and proficiency in his or her role as an athletic coach of a particular sport.

For the purposes of this policy, the term "athletic coach" means any person holding a coaching permit who is hired by the Tolland Board of Education to act as a coach for a sport season. This term "coach" under this policy shall include only coaches who have direct responsibility for one or more teams (including assistant coaches who serve as coach to a team (e.g., JV).

I. EVALUATIONS

Pursuant to state law, the Board requires that an athletic coach employed by the Board be evaluated on an annual basis by the coach's immediate supervisor. An athletic coach shall be provided with a copy of any such evaluation. Other assistant and volunteer coaches will be evaluated annually.

II. EMPLOYMENT OF AN ATHLETIC COACH

Athletic coaches serve at the discretion of the superintendent, and their employment in their specific coaching positions (e.g., basketball, golf) may be non-renewed or terminated at any time except as follows:

The Superintendent may terminate the employment of any athletic coach at any time for 1) for reasons of moral misconduct, insubordination, failure to comply with the Board's policies, rules and regulations; or 2) because the sport has been canceled. If a decision to terminate a coach's employment is made during the athletic season, the Superintendent shall remove the coach from duty during the pendency of any hearing conducted pursuant to this policy.

If the athletic coach has served in the same coaching position for three or more consecutive school years, the hearing procedures set forth below shall apply. The superintendent may non-renew the employment of any such athletic coach by providing written notification of that action within ninety (90) calendar days of the end of the season.

III. HIGH SCHOOL ATHLETIC COACH SELECTION

All athletic head coaches will be appointed through a committee selection process. The committee will be responsible for reviewing applications and the interview of applicants. The committee will be comprised of the Tolland High School principal, the athletic director and at least one high school ~~faculty staff~~ member ~~and/or head coach~~. Names of recommended applicants will be forwarded to the Superintendent of Schools for final appointment.

All athletic assistant and volunteer coaches will be appointed by the ~~head coach, the~~ athletic director, ~~and the high school principal as long as all certificates are in place.~~

Athletic coaches will:

- Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards. Practicing good sportsmanship is practicing good citizenship.
- Respect the integrity and personality of the individual athlete.
- Abide by and teach the rules of the contest in letter and in spirit.
- Set a good example for players and spectators to follow: refrain from arguments in front of players and spectators; shake hands with the officials and the opposing coaches before and after contest in full view of the public.
- Respect the integrity and judgment of contest officials. The officials are doing their best to help promote athletics and the student/athlete. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of all people at the event.
- Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. Please confine your remarks to contest statistics and to the performance of your team.
- Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the no. 1 priority.
- Be no party to the use of profanity or obscene language, or improper actions.

IV. HIGH SCHOOL STUDENT ATHLETE TEAM SELECTION

~~Athletic coaches will use objective criteria for selection of team players. In the event that a program has to cut students due to roster limitation, at least one person outside the Tolland Public School community with expertise in the sport will be solicited to evaluate students trying out for the teams. In keeping with the district's expectation for athletic coaches, player selection will be based upon athletic ability, knowledge of the sport and overall composition of the team relative to attitude, cooperation and respect for fellow players and coaches. The athletic director will provide oversight of this provision and ensure that criteria are met. The athletic director shall review any independent evaluators to ensure that no private club or other interest can introduce bias in the make up of a team.~~

Athletic coaches will use objective criteria for selection of team members. In an effort to ensure the highest level of objectivity possible, each head coach will submit formal written rubric with sport specific selection criteria to the Athletic Director for approval prior to the beginning of tryouts. All rubrics will include but not be limited to criteria for athletic ability, knowledge of the sport and overall composition of the team relative to attitude, and cooperation and respect for fellow players and coaches. The selection criteria on the rubric must be communicated to student athletes prior to tryouts. The rubric or a student athlete's evaluation sheet may be reviewed at any time by his or her parent or guardian upon a written request made of the Athletic Director.

V. HEARING PROCEDURES

An athletic coach who has served in the same coaching position for three or more consecutive years may appeal any such non-renewal or termination decision (except if such decision was due to cancellation of the sport) to the Board of Education in accordance with the following procedures:

- A. The athletic coach must file a written appeal with the board within ten (10) calendar days of the Superintendent's written notification of non-renewal or termination. Such appeal shall set forth the basis on which the athletic coach seeks review of that decision, and a copy of said appeal shall be sent to the Superintendent. Failure to submit a timely written appeal shall constitute a waiver of said appeal opportunity.
- B. Within a reasonable period of time of its receipt of a written appeal of the Superintendent's decision, the Board, or a committee of the Board as designated by the Chairperson shall conduct a hearing to consider such appeal. Reasonable notice of the time and place for such hearing shall be issued to the athletic coach prior to the commencement of the hearing.

- C. At the hearing, the athletic coach shall have an opportunity to present facts and evidence in support of renewal and/or reinstatement, and the Superintendent shall have the opportunity (but shall not be obligated) to present facts and evidence in support of renewal and/or reinstatement. For good cause shown, the athletic coach may call a limited number of witnesses to testify if there is a clear need for witnesses to present factual information (rather than simply expressing an opinion on the skill or competence of the athletic coach). In any event, cumulative or redundant testimony shall not be allowed.
- D. The decision of non-renewal or termination shall be affirmed unless the Board determines that the decision is arbitrary and capricious. The coach shall bear the burden of proof on this point.
- E. Within a reasonable period of time following the hearing, the Board shall determine whether the Superintendent acted in an arbitrary and capricious manner in making his/her decision not to renew and/or to terminate, and shall provide a written decision to the coach. The decision of the Board shall be final.

Legal References: Conn. Gen. Stat. § 10-222e

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM SEPTEMBER 22, 2015 – 7:30 P.M.

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven Werbner, Town Manager; Mike Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records; Beverly Bellody, Human Services; Bill Dwinells, Town Engineer

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): None.
6. **PUBLIC HEARING ITEMS:** None.
- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** Karen Moran, BOE: The Tolland 300th parade and picnic were phenomenal. She heard a lot of great comments. Dr. Willett announced his Community Budget Workshop dates: 10/7/15, 11/4/15, 12/2/15, 1/6/16, 1/20/16 and 1/21/16. The workshops will be held at the Tolland High School Library, 7:00 – 9:00 p.m. He is also in the process of forming an Athletics Advisory Committee.
- 7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Ben Stanford, WPCA: The Chair is stepping down. When that occurs, they will only have three members. The vacancies will need to be filled; as this could pose a problem with having a quorum at the meetings should one member not show. E-blasts seeking interested individuals have gone out several times, with no response. Mr. Werbner said they do have some options, which include reducing the number of members, or changing the time of the meeting. He suggested sending out another E-blast first. Ms. Rubino and Mr. Stanford offered to meet with the Commission members to get some feedback. Jan Rubino will contact Lynn Bielawiec to set something up. Mr. Field, Parade and Festivities: The 300th Committee did a wonderful job. Hopefully, they can come up with a way to thank them. Mr. Scavone added that the number of volunteers should also be thanked.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Discussion of Water Utility.

Mr. Scavone said they have had some discussions, input from various consultants and have read reports, etc. over the last couple of months and since the initial meeting with the TWC. He said water is our most precious commodity. The Water Commission is the Trustee of our water, the asset that we have and carries the responsibility for providing goods and services to the 600+ residents on the system. They are also responsible to the Council for the fiscal accountability of the Commission. The Council has put together a list of things that they would like from the Water Commission. Mr. Werbner will be sending a correspondence to the Water Commission regarding the items they are concerned about. They want to know what the Water Commission's thoughts are, what their plan is, and what their fiscal plan is for running the water company today, tomorrow and five years from now. There are eight questions contained in the letter that will be distributed to the Commission.

Mr. Scavone said the Commission has done a great job in the past, and the Council wants to make sure that it continues to do a great job in the future. The Commission should be getting the letter tomorrow, and if they have any questions, they can run them through the Town Manager's office. The Council would like to see the questions addressed in a timely fashion. Mr. Werbner said the deadline contained in the letter is December 8, 2015.

Mr. Tursi, Vice-Chair of the Tolland Water Commission, said they answered all these questions a year ago. Mr. Eccles said that this should be very easy. While Mr. Scavone added that they just need to do update their responses. Mr. Koss, Chair of the Tolland Water Commission, advised that the Commission will review them and respond to the Council.

All Council members gave authority to the Town Manager to send the letter provided in their packets to the Commission.

8.2 Consideration of a resolution for the Water Pollution Control Authority to set the Engineering Review Fee for connection to the Merrow Road/Tolland Green low pressure force main and the setting of a Public Hearing thereon for October 13, 2015.

Mr. Werbner said that the Merrow Road/Tolland Green low pressure force main requires a specific type of pump and equipment for anyone who would like to connect to the sewer line in that area. There are approximately 18 parcels in this area that could potentially connect to the sewer, and several have indicated an interest in doing so. What this action would do, through the WPCA, is set an engineering review fee that would allow the Town to provide the current draft specifications for applicant's engineers as a guideline. The review of submitted plans would ensure that the most current specification is applied without the Town incurring the cost of updating the specification as equipment and codes change. The fee (\$820) would be a direct cost, to be updated annually by mutual agreement. They would like to set this fee as part of their operating guidelines.

Bill Eccles motioned that the following resolution be introduced and set down for a public hearing on October 13, 2015 at 7:30 p.m. in Tolland Town Council Chambers:

FURTHER RESOLVED, that the Town Manager post and publish notice of the time, place and purpose of said public hearing in accordance with the provisions of Section 4-5 of the Town Charter.

BE IT RESOLVED by the Tolland Town Council that it hereby amends Section A.173-12, Water Pollution Control Authority Schedule of Connection Charges to add:

C. (3) Engineering Review Fee – Merrow Road /Tolland Green Low Force Main Area: \$820 per connection.

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

8.3 Consideration of a resolution authorizing transfer of unused bond proceeds to finance the Library Expansion Project.

Mr. Werbner updated that the Town issued Bond Anticipation Notes for various bond authorized projects. They have two projects that they issued more note funds than necessary. One was the TIS Façade Project in the amount of \$101,509 and the other was for equipment for \$500. When the notes were issued, they were advised that the full appropriated amount for these projects would be expended. The Superintendent of Schools and his staff have advised that the TIS Project is complete and they will not require any additional funds. The equipment cost came in \$500 less than anticipated. There is unspent cash in the account. Bond Counsel has advised us to reallocate the cash to the unissued amount for the Library Project as part of the original note sale documentation and the attached resolution allows for that. It does not increase the appropriation of the Library Project; it just allows us to say that the cash received was for that project instead. The other two projects are complete and will be closed. The resolution allows for a clean trail for the note issue documentation.

Jan Rubino motioned to accept the following resolution:

NOW, THEREFORE, BE IT RESOLVED:

(1) That to finance a portion of the appropriation for the Library Project, the Town hereby transfers and applies (i) \$101,509 of unused proceeds generated by the issuance of the School Project Notes and (ii) \$500 of unused proceeds generated by the issuance of the Equipment Acquisition Notes.

Seconded by Rick Field. Paul Krasusky, Jan Rubino, Rick Field, Bill Eccles, Ben Stanford, George Baker and Jack Scavone were all in favor. None opposed.

8.4 Appointments to vacancies on various municipal boards/commissions: None.

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Werbner had nothing additional to add to his report, except to say that the 300th event was great. The people in the community were so appreciative. They are looking to do a recognition ceremony for all those involved. The location proved to be ideal for that type of event, and suggested that it could be a revenue booster. A number of things could occur in that area (ex.: the Farmer's Market). He asked Ms. Moran to bring the suggestion to the BOE.

11. **ADOPTION OF MINUTES**

11.1 September 8, 2015 Regular Meeting Minutes: Rick Field moved to adopt the minutes; Seconded by Bill Eccles. All in favor. None opposed.

12. **CORRESPONDENCE TO COUNCIL:** None.

13. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS: Ms. Rubino acknowledged the fact that the town lost a really good Public Works Director to retirement. They will miss Clem Langlois. He served the town 'better than well' for 25 years. The Council appreciates and recognizes all of the work that he did. The community would not be what it is today had he not been here.

14. PUBLIC LISTED PARTICIPATION *(on any subject within the jurisdiction of the Town Council)*
(3 minute limit): None.

15. EXECUTIVE SESSION

Rick Field motioned to go into Executive Session at 7:51 p.m., thus ending the Regular Meeting of the Town Council. Invited to the Executive Session were the Town Manager and Mike Wilkinson. Seconded by Jan Rubino. All in favor. None opposed. Executive Session ended at 8:35 p.m.

- 15.1 Discuss Town Manager Evaluation
- 15.2 Personnel Issue
- 15.3 Development Issue

16. ADJOURNMENT: Rick Field moved to adjourn the meeting; Seconded by Bill Eccles at 8:35 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk