

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
October 28, 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 – October 14, 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 2015 – 2016 Board of Education Meeting Dates
- F.2 Cancellation of the November 25, 2015 Board of Education Meeting
- F.3 Board Policy 4021 – Athletic Coaches
- F.4 Data Report Presentation – Part 1 (no enclosure)

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

- I.1 Board Policy 6092 – On-line Coursework

J. PUBLIC PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council – October 13, 2015

M. FUTURE AGENDA ITEMS

N. EXECUTIVE SESSION-To Discuss the Safety Plan

O. ADJOURNMENT

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

REGULAR MEETING – October 14, 2015

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

Administrators Present: Dr. Walter Willett, Superintendent of Schools, Mark McLaughlin, Business Manager, Corrine Lorenzet, Director of School Counseling; Adam Sher, Director of Technology; and Peter Sztaba, Facilities Director.

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:30 P.M. The Pledge of Allegiance was recited. Item F1 was addressed first and the rest of the agenda followed beginning with item B.

B. APPROVAL OF MINUTES

- Regular Meeting – September 24, 2015

Mr. Doyle motioned to accept the minutes of the September 24, 2015 meeting. Mr. Clark seconded the motion. Changes: none. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION

Venus commented that during the PSAT, students with lockers on the 2nd floor were not allowed to access their lockers and in turn had to carry their backpacks all day. This went well.

Sarah Welch, 471 Old Post Road, agreed with Venus' comment. It was more convenient to carry her backpack during the day and have all of her books with her.

D. POINTS OF INFORMATION

Correspondence – Ms. Gorsky noted that one letter was received. It was from a parent inquiring as to the legality of requiring students to purchase textbooks for the UConn classes.

Dr. Willett, in response to public participation, was glad to hear the students' comments regarding the backpacks. He would be happy to discuss it further in the future.

In regard to the backpacks, Mr. Pagoni explained that this was a privilege that was taken away years ago. He recommended that students use their democratic opportunities if they would like to request that a rule be revoked including creating a petition, collecting signatures, and presenting it to the student government. Ms. Moran also recommended that students speak with the Student Representatives who bring issues to Dr. Willett. Mr. Adlerstein added that often when an issue is examined, one learns the reasoning behind a decision and asked that everyone enter discussions with an open mind.

E. STUDENT REPRESENTATIVE REPORT – Charles Perosino and Andrew Harger

Mr. Harger noted that the greatest issue currently being brought before the Student Council is in regard to water bottles. Students would like them to be allowed in the classroom and throughout the school. Additionally, he noted that Homecoming and Spirit Week are next week.

F. SUPERINTENDENT'S REPORT

F.1. Presentation by Corrine Lorenzet, Director of School Counseling – Graduation Report
Ms. Lorenzet reviewed the attached Tolland High School Class of 2015 Graduate Report. In regard to graduation plans, she highlighted the following data: students self-reported that 77% were going to 4 year colleges, 16% to 2 year colleges/vocational programs/post-graduate programs, and 7% into employment. Applications were sent to 245 schools. The Attendance Report shows that the top 3 institutions students chose to attend were UConn, Eastern CT, and Manchester Community College.

In regard to the SAT, all scores were up from the previous year: Math +18, Reading +7, Writing +1. Tolland's scores exceeded the national and state averages in all 3 sections. A brief discussion took place in regard to the new SAT.

Ms. Lorenzet noted that a total of 67 AP tests were taken by 58 students with 89% of the scores coming in at 3 or better. Scores of 3 or better are generally accepted by college to earn college credits.

Lastly, credits earned through the UConn High School Early College Experience program were reviewed. Ms. Lorenzet noted that while many students participate in the program to earn college credits, some also take it to show that they are willing to challenge themselves with the most rigorous courses.

F.2. Monthly Financial Report – September 2015
Dr. Willett reviewed the attached financial report. The budget has an available balance of \$1,176,473 or 3.07%. The rest has been encumbered to provide greater and more responsible fiscal management. Mr. McLaughlin explained that they are encumbering as many funds as possible. In some cases, there is a negative balance because funds have been encumbered for the entire year but the revenue has not yet been received to offset it. If there is a contract in place with a bound obligation, the full amount is encumbered.

F.3. 2015-2021 Capital Improvement Plan Presentation (no enclosure)
Dr. Willett provided an overall summary of the plan. He explained that this request symbolizes the best efforts of the facilities, business, and technology staff for the Tolland Public Schools. This is a proactive, preventative, and responsible capital budget. There was extensive work done and Dr. Willett gave accolades to Mr. McLaughlin, Mr. Sztaba, and Mr. Sher.

Dr. Willett explained that on the summary pages there are items that ultimately show the projected costs for the projects for each year. These pages are part of a complete accounting of everything necessary to execute the job. Each line item has an associated document which describes everything necessary to get a particular job done. Having this format allows any of the projects to be executed in a timely manner. Anything in the report can be delivered if the resources are provided to do so. Dr. Willett added

that everything that is in the documents is necessary to execute these jobs. A comprehensive effort has been made to ensure a quality job can be done. What is in there needs to be in there and pieces should not be removed. He recommended that the Board move this report to action without modifications once it is reviewed. Each component is critical to a project's execution with fidelity. Once moved to action, Dr. Willett would like the Board to vote to accept this as the official Tolland Public Schools Capital Improvement Request and to authorize the Superintendent to communicate this request to the Town Manager.

Dr. Willett presented the Plan and its format. The items are arranged by category and priority. The definition for each priority (critical, high, and medium) was reviewed. "Low" priority items would fall under a 20 year plan and are not included.

The grand total for maintenance and building for fiscal years 2017 through 2021 is \$8,996,519. The total for technology for the same timeframe is \$1,192,309. The combined total is \$10,188,828. The report is available on the Dashboard and the BOE website for the public to review.

As an example, Dr. Willett reviewed the boiler replacement. A detailed report is provided with its priority, a project description, a need description, financials, and photographs illustrating the items and their current issues.

Mr. Pagoni inquired as to the status of the discussions regarding selling off the Board of Education building and relocating the offices. Dr. Willett explained that when reviewed, it was determined that structural changes would be needed at THS to accommodate the central offices. The cost would be approximately \$80,000 and is too costly to do this coming year. A discussion regarding the cost to keep the building running vs. relocating took place. Dr. Willett noted that it would take 6-8 years to make up the \$80,000 investment. Additionally, there will be equipment at the high school which will need to be replaced as well. Another option was to move into the Town Hall but this scenario did not work. Mr. Adlerstein noted that this requires a large cost/benefit analysis and Dr. Willett is still willing to consider options.

Mr. Sztaba explained that the Board office assumes .8% of the total budget in regard to utility expense. Coupled with if you were to change a boiler that is 83% efficient with one that is 95% efficient and coupled with the \$2100 expense for vapor testing due to the age of the oil tank, the payback would be 6-7 years. This includes the \$26,000 for the new boiler.

Dr. Willett added that the public safety officials advised the Board against relocating to THS. If an incident were to happen at THS, then Dr. Willett and other critical staff of the emergency team would not be available to public safety.

Mr. Doyle commented that he wants the Town Council to know that this is still something the Board is open to discussing in terms of being responsive and making the best use of dollars. All pieces of the partnerships need to be put together. He appreciates the openness of the administration to explore this data. In regard to the plan, he inquired about the priorities. If critical two or three years out, it will be critical then but

it is not now. Dr. Willett confirmed that this is correct. A brief discussion took place which indicated that the projects will include warranties.

Mr. Pagoni noted that there have been problems in terms of the quality of work done in the past and explained that someone needs to take total ownership of the projects as well as follow through with the contracts and the guarantees. In order for this to happen, the projects need to be done as presented.

A discussion of how the capital plan process works took place. This is step one. Mr. Pagoni commented that this is a lot of money and the Board has the responsibility to the voters and must be accountable. Ultimately, this is something the Board has to approve and it has a fiduciary responsibility. It was noted that the Finance and Facilities Committee reviewed the plan which needs to be sent to the town manger by October 22nd. Dr. Willett is asking that there not be any modifications given that those with experience have worked extensively on identifying the issues and assembling this plan. The plan will be presented to the town as a suggestion. Mr. Adlerstein confirmed that the Board's vote is not to approve the plan but to continue the collaborative discussion with the Town Council. Dr. Willett confirmed that the vote is not to approve the budget. It is to give permission for it to be brought to the town manager as the capital budget proposal. Mr. Pagoni expressed concern that if the town manager forwards it to the Town Council and it is approved, then the Board is locked in to a \$10M plan. Mr. Adlerstein agreed and added that more thought needs to go into this and proposed that the Board give Dr. Willett permission to bring the plan to the town manager so he can begin his process. Additionally, it should be on the Board's next agenda so the discussion may be continued. It was clarified that the Board was not locked into anything by sending the plan to the town manager. Mr. Pagoni noted that when the Board discusses an issue involving money, there is always an opportunity to discuss it twice. Ms. Gorsky responded that while this is typical, it is not a requirement.

Mr. Adlerstein commented that it is important that the Board stay involved as the plan is changed. Items should not be removed from the plan without the Board having a voice. Dr. Willett clarified that with its vote, the Board is not spending money – it is making a recommendation. Mr. Pagoni removed his objection since there will still be flexibility to effect a change.

Mr. Vachon motioned to move this item to I.1. Ms. Moran seconded the motion. All were in favor. Motion carried.

F.4. Board Policy 6092 – On-line Coursework (second reading) - deferred

F.5. Board Policy 4021 – Athletic Coaches (second reading) - deferred

G. COMMITTEE AND LIAISON REPORTS

Finance and Facilities – Mr. Doyle noted that there were 2 meetings. He highlighted that in the latter meeting the Capital Budget Plan was reviewed and the Committee made recommendations for its presentation.

Policy – next meeting October 21st at 3:30PM

Communications – next meeting October 21st at 1:30PM

The Community Conversation will be held on October 15th.

H. CHAIRPERSON'S REPORT - none

I. BOARD ACTION

I.1. 2016-2021 Capital Improvement Plan Presentation (no enclosure)

Dr. Willett noted that the plan is organized by priority and by year. The individuals who worked on this plan are present to answer any questions.

In technology, the items are critical to getting the district to where it needs to be. If some of the investments are not made, the curriculum may need to be changed. The priorities are identified in the documents. A discussion took place regarding technology-focused items such as hardware and software needs in the Plan. The schedule of the TIS roof replacement (\$1.9M) was also reviewed.

Mr. Doyle motioned to approve the Tolland Public Schools Capital Budget request as presented and to authorize the Superintendent to transmit the request to the Town Manager and let him know that the schools stand ready and are excited to stay involved in the process and provide additional information through and to the Board of Education. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

J. PUBLIC PARTICIPATION

Eric Gottier, 1117 Tolland Stage Road, spoke in regard to the technology portion of the capital budget plan. He did not take a computer science course in high school because the technology was so outdated. Outdated technology deterred a student from taking a course which makes him think that Tolland is further behind than what is being taken into account. THS should have technology that is far beyond what is currently offered. It needs to be future-proof and sustainable. He recommended that the computers be upgrade part-by-part to keep up with the demands imposed by new software.

K. POINTS OF INFORMATION

Mr. Clark note that the reason there is so much technology in the capital budget plan is because every year it was cut from the operating budget due to budget restraints.

Mr. Doyle thanked Mr. Gottier for his feedback and invited him to stay involved with the technology discussions.

L. CORRESPONDENCE

- Town Council – September 22, 2015

M. FUTURE AGENDA ITEMS

- Capital plan
- Policy 6092
- Policy 4021
- Report on Surveys

- November 25th Meeting Date

N. ADJOURNMENT

Mr. Clark motioned to adjourn the meeting and pay the clerk at 9:47PM. Mr. Doyle seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

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

Lisa Pascuzzi
Clerk

TO: Tolland Board of Education
FROM: Walter Willett, Ph.D
DATE: October 28, 2015
SUBJECT: 2016 Board of Education Meeting Dates

Attached please find the recommended Board of Education meeting dates for calendar year 2016. The calendar includes dates for proposed meetings on the second and fourth Wednesdays of the month.

WW;jp

TOLLAND BOARD OF EDUCATION

2016 Meeting Dates

7:30 p.m.

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

***Meetings followed by an asterisk have previously been cancelled because of past practice and could potentially be cancelled. Final determination will be made closer to the date.**

Meetings are held at the Hicks Municipal Center, Council Chambers.

TO: Tolland Board of Education
FROM: Walter Willett, Ph.D
DATE: October 28, 2015
SUBJECT: Cancellation of November 25, 2015 Board of Education Meeting

I am recommending the Board of Education meeting scheduled for November 25, 2015 be cancelled. November 25th is the day before Thanksgiving. This meeting has traditionally been cancelled.

WW;jp

TO: Members of the Board of Education

FROM: Walter Willett

DATE: October 28, 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 and on October 21, 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 ~~administration of the appropriate school, Tolland-High school principal~~, the athletic director, ~~at least one high-school faculty a 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 # 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 OCTOBER 13, 2015 – 7:30 P.M.

MEMBERS PRESENT: Jack Scavone, Chair; Richard Field; Paul Krasusky; Jan Rubino and Ben Stanford

MEMBERS ABSENT: George Baker, Vice-Chair; William Eccles

OTHERS PRESENT: Steven Werbner, Town Manager; Mike Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records; Barbara Pettijohn, Director of Library Services; Dorothy Mickiewicz, Chair of the Conservation Committee; Linda Byam, President of the Foundation Board

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):

Karen Moran of 50 Merlot Way: She spoke as a resident and elected official: She has been approached by some residents questioning the procedures involved in hiring the new Public Works Director. Would the process include representation from other organizations in the town (sports clubs, etc.)? Has anyone else asked this?

Mr. Scavone said they have not been asked this question prior.

6. **PUBLIC HEARING ITEMS:**

- 6.1 Consideration of a resolution for the Water Pollution Control Authority to set the Engineering Review Fee for the low pressure force main area.

Mr. Werbner said this pertains to the area around the Tolland Green and the Village area. If anyone is to hook into the sewer system, because of the low pressure, they need to have a specific type of pump and equipment. In order to review the type of pump that is being recommended within the plan by any entity wishing to submit a plan for potential hook-up, there is a cost for it to be sent to an engineer for review. This would set an engineer review fee of \$820.00, which would offset the WPCA's cost for that review process.

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

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

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

Rick Field motioned to accept the following resolution:

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 Ben Stanford. All in favor. None opposed.

7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL: Karen Moran, BOE: Tomorrow night at the BOE meeting they will be discussing their capital budget items. The Community Conversation is scheduled for Thursday night. Currently, there are 85 people from the community that will be attending. She is looking forward to this, as it has been two years in the making.

7b. REPORTS OF TOWN COUNCIL LIAISONS: Rick Field, EHHD: There is a Board meeting on Thursday. **Jan Rubino, Blight Committee:** She commented that Mr. Stanford and she interviewed for the Blight Committee. Those appointments will be made later tonight. They had a good showing of people interested.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Approval of the Sage Meadow Conservation Area Management Plan, Sage Meadow Drive.

Dorothy Mickiewicz, Chair of the Conservation Committee, said this is the 3rd revision. They are getting more realistic as to what they can and cannot do in terms of fiscal responsibility. The big meadow has been hayed and it looks fantastic.

Jan Rubino motioned to accept the following resolution:

NOW, THEREFORE, BE IT RESOLVED that the Tolland Town Council approves the Sage Meadow Conservation Area Management Plan adopted by the Conservation Commission on September 24, 2015.

Seconded by Paul Krasusky. All in favor. None opposed.

8.2 Annual meeting of the Tolland Public Library Foundation Inc. to discuss Foundation Directors, 2014/2015 accomplishments, 2015/2016 goals and 2015/2016 approved budget as well as an overview of the Foundation activities over the past year.

Linda Byam, President of the Foundation Board, introduced the other members in attendance: Kate Farrish, Barbara Pettijohn and Betty-Lou Griffin.

She began by saying that Ms. Leahy, Ms. Griffin and she have terms expiring this year. They have all requested to be reappointed as Directors for the October 2015 – 2017 term. They currently have one vacancy on the Board for a Technology Director.

She reviewed the 2014 – 2015 accomplishments, which included:

- ~They accepted the final distribution of \$206,473 of the Elizabeth King Eaton bequest;
- ~They sponsored a series of Historical Lectures;
- ~The 5th season of the Eaton-Dimock-King Author series began;
- ~They hosted a Small Business Lecture Series;
- ~They sponsored a series of lectures in cooperation with the Foundation for Personal Finance;
- ~They approved spending for several databases;
- ~They hosted a Poetry Slam;

- ~They adopted a Planned Giving Policy;
- ~They matched an \$800 donation from the UConn Chess Club;
- ~They continue to build awareness as a United Way designee; and
- ~They are looking forward to assisting with the Library expansion plans.

A budget was also prepared and provided to the Council.

The Council members thanked them for all that they do.

8.3 Consideration of a resolution to appoint Lisa A. Hancock, Director of Finance & Records as Treasurer.

Mr. Werbner said the town's Assistant Finance Director/Treasurer has resigned to accept a position in another Town. The recruitment process has begun to fill her position. The Town needs to officially appoint a replacement in order to carry on with daily treasury activities such as authorizing payments and bank signatory requirements, bond/note issuance requirements, investment of Town funds and other normal treasury functions. He has checked with the financial advisors / auditor in terms of appointing Ms. Hancock, and they did not have a problem with it. He recommends that Ms. Hancock, currently the town's Director of Finance, be appointed as Treasurer.

Ms. Rubino asked if these tasks would be reverted back to the Assistant once a new Assistant Finance Director is hired.

Mr. Werbner said that will be determined once they have the qualifications of the Assistant, but that is their goal.

Rick Field motioned to accept the following resolution:

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby approves the appointment of Lisa A. Hancock to the position of Treasurer effective October 22, 2015.

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

8.4 Consideration of a resolution for payment in lieu of taxes for the Old Post Village Elderly Complex.

Mr. Werbner said this has been done since 2007. Reverend Donald Miller, Chairman of the Tolland Housing Authority, and Patricia Woods, Executive Director, requested an adjustment from 10% to 3% of the total amount of the shelter rent paid by tenants for 2008. The Town Council granted that request and again approved continuing the 3% rate for 2009 through 2015. The difference between the 10%, which was originally called for, and the 3%, which is the adjusted rate, goes into the Housing Authority's Capital Improvement Plan for needed capital improvements. He recommends that this be approved. The amount of the 3% estimated revenue is included as part of the current year's budget.

Jan Rubino motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it agrees to allow the Housing Authority to address current and future capital improvement needs:

1. Effective with the 2015 calendar year the Local Authority shall pay the Town in lieu of real property taxes as well as special benefit assessments and sewerage user charges should either of those apply to the site, the sum of three (3) percent of the shelter rent paid by tenants for each occupied dwelling unit.
2. The Housing Authority shall establish and place in its capital repair account the difference between the three (3) percent of the shelter rent paid by tenants and ten (10) percent of such rents on a calendar year basis.

3. The amount of the payment in lieu of taxes shall be reviewed by the Town Council and the Housing Authority on an annual basis in the month of September and in addition the Housing Authority shall submit at the same time a list of capital improvement projects proposed for each of the next five years.

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

8.5 Appointments to vacancies on various municipal boards/commissions.

Jan Rubino motioned to make the following appointments:

8.5. a. Re-Appointments to the Public Library Foundation (3) - 1 vacancy will remain

Linda Byam, term 10/2015 – 10/2017

Mary Jo Leahy, term 10/2015 – 10/2017

Betty-Lou Griffin, term 10/2015 – 10/2017

8.5.b. Appointments to Veteran's Recognition Commission (2) – 1 vacancy will remain

Bob Lincoln, term 10/31/13 – 11/03/16

Perne Maynard, term 10/31/13 – 11/03/16

8.5.c. Appointment to Tolland Economic & Community Development Corp. – 2 vacancies will remain

Andrew Dimauro, term 02/28/14 – 02/28/19

8.5.d Appointments to Blight Committee (3) – No vacancies will remain

Ken Baker, term 10/13/15 - TBD

April Teveris, term 10/13/15 - TBD

Jacqueline Middleton, term 10/13/15 - TBD

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

Ben Stanford motioned to make the following appointments:

8.5.e. Re-Appointment to Board of Assessment Appeals – 2 Alternate vacancies will remain

Kim Ravalese, term 11/4/15 – 11/08/17

8.5.f. Appointment to Planning & Zoning Commission Alternate – No vacancies will remain

Barb Dimauro, term 11/6/13 – 11/4/15

8.5.g. Re-Appointment to Veteran's Recognition Commission

Richard Tapp, new term 10/31/15 – 10/31/18

Seconded by Jan Rubino. All in favor. None opposed.

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Werbner said the outstanding report was received from Standard and Poor's regarding the town's bond rating, and the maintenance of the Triple A rating. The verbiage that they used in their report was extremely complimentary of the town, town staff and the Council. He explained the criteria in which the town is rated. In the 7-8 categories that they have, they only give a *very strong* 5% of the time. Tolland received a *very strong* in every single category. Tolland is only one out of 100 of their customers who has ever received a perfect score. This is a tribute to the Town Councils over the

years that have worked with them to develop the policies and worked to adhere to the policies. The result was the interest rate that was received today, which was 2.39% on the notes that were sold. That is the lowest interest rate that they have seen in some time, in terms of the State of Connecticut.

Mr. Field thanked everyone involved in this, especially Mr. Werbner and Ms. Hancock who have not missed a beat and have kept them going and getting better every year.

Mr. Werbner said they recruited widely for the Public Works Director position, and have conducted several interviews. The panel was an internal panel consisting of himself, the Director of Administrative Services, the Planning Director and the Director of Human Services. He did invite the Superintendent, but he had a scheduling conflict. He is hopeful that he will have a recommendation to the Council at the next meeting or the meeting after.

Mr. Field asked how many old and open permits are left to close in the Building Department.

Mr. Werbner said all of the back log permits have been closed. There are a number of old permits that people fail to call for final inspections, which have built up over the years. The Building Inspector is chipping away at those over time. This is typical in most communities.

Ms. Rubino suggested having the Building Department send out a post-card reminding the homeowner that they are responsible for closing the permit, not the contractors.

Mr. Werbner will look into this suggestion.

Mr. Field reminded that the November 4th meeting needs to be added to the calendar. This is the meeting where the new Council members will be sworn in.

11. ADOPTION OF MINUTES

- 11.1 September 22, 2015 Regular Meeting Minutes: Rick Field moved to adopt the minutes; Seconded by Ben Stanford. All in favor. None opposed.

12. CORRESPONDENCE TO COUNCIL:

- 12.1 Thank you letter from Kate Farrish, Tolland 300th Community
12.2 Invite to the Connecticut Urban Forest Council Conference at the Aqua Turf on October 28th
12.3 ACCESS 50th Anniversary social on October 14th

13. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS: Mr. Rubino said the Crystal Peat property opened on October 3rd, which was well attended. She highly recommends that the community visit the mural, which was painted by the kids.

Mr. Stanford asked what the status of the library renovations are:

Mr. Werbner said a contract has been signed with the construction company. They will be coming in to set up the schedule for construction. It should be moving forward in November.

Mr. Field said he brought this subject up four years ago, and now while out campaigning, a couple of residents have mentioned it to him, the stone wall on Route 74 (entering the Green) is falling down into the street and looks like crap.

Mr. Werbner said it is not our property and the State doesn't want to do anything about it.

Mr. Field said it should be mentioned when the State Legislators are in.

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

Karen Moran of 50 Merlot Way: She wanted to clarify her pervious question: asking if any outside community organizations were involved with the Public Works Director hire?

Mr. Werbner said no.

She also stated that the Cider Mill Road Race was held and was well attended. She thanked the crew that stepped up to organize that this year. It was great.

15. EXECUTIVE SESSION

Rick Field motioned to go into Executive Session at 8:00 p.m., thus ending the Regular Meeting of the Town Council. The Town Manager was invited to the Executive Session. Seconded by Ben Stanford. All in favor. None opposed. Executive Session ended at 8:16 p.m.

15.1 Discuss personnel matter.

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

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk

TO: Members of the Board of Education

FROM: Walter Willett

DATE: October 28, 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 than 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)