

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
November 10, 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 28, 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 Use of the 1% fund for Glycol System and Tank Replacement

F.2 Monthly Financial Report – October 2015

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

I.1 2016 Board of Education Meeting Dates

I.2 Board Policy 4021 – Athletic Coaches

J. PUBLIC PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council – October 27, 2015

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

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

REGULAR MEETING – October 28, 2015

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

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.

B. APPROVAL OF MINUTES

- Regular Meeting – October 14, 2015

Mr. Clark motioned to accept the minutes of the October 14, 2015 meeting. Mr. Doyle seconded the motion. Changes: none. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION

Paul Gronendyke, 286 Grahaver Road, expressed concern that water bottles are not allowed to be carried at THS. If students were allowed to carry water bottles, they may be able to focus more during class, be more energized, and happier in general. He understands the fear that some students may put something illegal in the bottles but feels the positives outweigh the risks.

Ryan Doyle, 52 Susan Drive, spoke in regard to the water bottles. He recommended that students be allowed to bring empty water bottles so nothing can be brought in from the outside.

Mr. Adlerstein noted that over the past 2 years, 216 letters have been written to the Board. The themes included all-day kindergarten and curriculum which have both been addressed. People's voices matter.

D. POINTS OF INFORMATION

Dr. Willett thanked the students for their comments. The district is in the process of reviewing the water bottle policy. The student senate met with Ms. Fox and Ms. Fox met with the faculty. The policy is being reviewed because of those who have stood up and expressed their thoughts and feelings.

E. STUDENT REPRESENTATIVE REPORT – Charles Perosino and Andrew Harger

Mr. Harger noted that the topics of water bottles and backpacks continue to be the focus and the district is close to addressing the water bottle issue. He added that Spirit Week, the Pep Rally, and Homecoming were all very successful.

Ms. Gorsky confirmed that the rules for water bottles are school policy while the backpacks are board policy.

F. SUPERINTENDENT'S REPORT

- F.1. 2015 – 2016 Board of Education Meeting Dates
Dr. Willett presented the proposed dates for the Board's review. Mr. Clark noted that the asterisk should be removed from the August 24th date.
- F.2. Cancellation of the November 25, 2015 Board of Education Meeting
Dr. Willett recommended that the Board of Education meeting scheduled for November 25th be cancelled since it is the day before Thanksgiving. Traditionally, this meeting has been cancelled.
Mr. Doyle motioned to move item F2 to item I2 for action. Mr. Clark seconded the motion. All were in favor. Motion carried.
- F.3. Board Policy 4021 – Athletic Coaches
Dr. Willett presented the policy for first reading and reviewed the changes (see attachment). Ms. Gorsky noted that the policy as it was written referred only to the THS athletic coaches. The wording has been changed to include the TMS athletic coaches as well. Section IV was struck out in its entirety.
Ms. Gorsky noted that a separate policy in regard to student athlete selection and registration will be written and be presented to the Board.
- F.4. Data Report Presentation – Part 1 (no enclosure)
Dr. Willett presented the Data Report which provides a snapshot of a number of different categories.

Standardized Tests – The data for the SAT and SBAC were presented and Tolland's results were compared to other districts. Tolland performed well on the SAT when compared to comparable schools and the state average.

Dr. Willett addressed the SBAC scores. The district ranked 5th out of 29 for those scoring at or above a 3 in Math and 17th out of 29 for those scoring at or above a 3 in Writing. In DRG C, Tolland ranked 2nd out of 13 in Math and 10th in Writing. The data for competitive districts was reviewed as well.

Facilities and Maintenance - As of May 27th, 625 work orders have been completed. This is close to half as many as were completed during the 7 year period of July 1, 2008 through May 26, 2015 when 1285 work orders were completed. The district is catching up on addressing a number of needs.

Health and Safety – The data was presented based on the reports of school nurse visits. The overall trend at all of the schools is that the number of visits has decreased.

Athletics Survey - The survey was answered by students who participated in sports during spring 2015. Dr. Willett noted that the survey for students who participated in fall 2015 sports programs will be going out shortly. The surveys are not numbered to track individual students but to ensure validity. For example, if numerous surveys with the #10 are returned (when only one was sent out), then all the #10 surveys will be removed from the study. Dr. Willett added that student feedback matters. When the district asks for feedback, it earnestly wants it and it has an impact.

G. COMMITTEE AND LIAISON REPORTS

Policy – Ms. Gorsky noted that the Committee reviewed Board Policy 6092- Online Coursework, the topic of whether students should have to pay for UConn textbooks, and discussed devising an end-of-year procurement policy to address excess funds. The latter would require the Superintendent to submit of list of non-recurring expenses he/she would like addressed to the Board for review. The Board would then decide if it would be an appropriate use of the funds. A brief discussion took place which included reviewing the 1% fund and its accessibility.

Communications – Ms. Moran commented that the Community Conversation held on October 15th had about 75 people in attendance and received positive feedback. Notes from the event are being compiled and will be made available to the public. The goal is to have a 2nd Community Conversation about solutions to items discussed at the first session.

The Committee reviewed recent events and future plans for community outreach including the upcoming community budget workshops. Lastly, she noted that there has been concern from the PTOs about communicating volunteer and fundraising opportunities. Dr. Willett noted that he has addressed this item.

Town Council – Ms. Moran noted that the Field and Maintenance Agreement was approved by the Town Council pending Board approval.

Shared Services – Mr. Adlerstein noted that a joint Town Council/Board of Education meeting will be scheduled.

H. CHAIRPERSON'S REPORT

Mr. Adlerstein gave the members the opportunity to reflect on the past 2 years.

Ms. Yudichak commented that she has been on the Board for the past year. The members are a great bunch and one of the highlights was hiring Dr. Willett as was seeing the 8th graders being promoted to high school and the THS seniors graduate.

Ms. Gorsky noted that it was great for her to be able to work with so many smart and competent people. She has learned a lot and hopes to continue in her role in the next cycle.

Mr. Clark commented that the last 2 years have been about transition with so many new people in a number of positions. It will be interesting to see how the Board moves forward over the next 2 years.

Mr. Doyle noted that he is proud of the work the Board has done in the last 2 years and is most proud that it has been a team effort. Personally, one reason for his involvement was that he wanted what was being put in place to be sustainable. The students and residents are in a much better spot now and whatever happens, a great leader is in place.

Mr. Moran commented that the Board has worked hard along with the Town Council to change the atmosphere in the community. The members have felt it and she has heard the same from others. Everyone should be proud of the positivity.

Mr. Vachon, while only on the Board for a few months, noted that he has enjoyed learning the process and it has been amazing to see how much everyone cares and wants to do the right thing for the children.

Mr. Adlerstein thanked everyone – a lot of volunteer time has been committed and it is a great group. The members always come from the perspective of how they can make the school system be the best it can be for the community.

Dr. Willett added that this Board has been exceptional and amazing. He has never experienced anything like it in his 20 years of experience. Good things have happened thanks to the supportive and energized efforts to make the district be the best it can be. He has never questioned where the hearts of any of the members have been. Although he is making the decisions, the Board is making it possible for him to do so. It is supportive and committed to the community.

Lastly, Mr. Adlerstein expressed thanks to Mr. Harger and Mr. Perosino. He appreciates that they speak up and contribute to the meetings. They are a bridge to the student community. Mr. Harger responded that it is exciting to be in the role and be a useful tool to create change and be a link between the students and the Board.

I. BOARD ACTION

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

Ms. Gorsky motioned to approve the changes to Board Policy 6092 Instruction and Online Coursework. Mr. Clark seconded the motion. All were in favor. Motion carried.

I2. Cancellation of the November 25, 2015 Board of Education Meeting

Mr. Doyle motioned to cancel the Board of Education meeting scheduled for November 25, 2015. Ms. Moran seconded the motion. All were in favor. Motion carried.

J. PUBLIC PARTICIPATION

Michelle Harrold, 266 Mountain Spring Road, thanked the Board members for all of their hard work. Great, positive changes have been made and she is very excited for the schools. She hopes to be able to participate in a more active role in the future.

K. POINTS OF INFORMATION - none

L. CORRESPONDENCE

- Town Council – October 13, 2015

M. FUTURE AGENDA ITEMS

- Policy 2nd reading
- Data reports
- Update from Budget Workshops

N. EXECUTIVE SESSION – To Discuss the Safety Plan

Ms. Gorsky motioned to go into Executive Session and invited the Superintendent to attend at 9:02PM. Mr. Doyle seconded the motion. All were in favor. Motion carried.

The Board came out of Executive Session at 9:58 PM.

Ms. Moran motioned to continue the meeting past 10PM. Mr. Clark seconded the motion. All were in favor. Motion carried.

Ms. Moran motioned to go into Executive Session and re-invited the Superintendent to attend at 9:28 PM. Mr. Clark seconded the motion. All were in favor. Motion carried.

The Board came out of Executive Session at 10:15PM.

Ms. Moran motioned to grant the Tolland Public School Superintendent the authority and support necessary to develop the school emergency and operations programs and plans and implement the policies and decisions of the Board of Education relating to emergency management. The Superintendent should be considered the School District's Emergency Management Coordinator effective immediately. Ms. Gorsky seconded the motion. All were in favor. Motion carried.

O. ADJOURNMENT

Ms. Moran motioned to adjourn the meeting and pay the clerk at 10:20PM. Ms. Gorsky seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

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

Lisa Pascuzzi
Clerk



New England Mechanical Services, Inc.
166 Tunnel Road
Vernon, CT 06066-5505
Phone: 860.871.1111
Fax: 866.481.3250
www.nemsi.com

September 3, 2015

Mr. Peter Sztaba
Tolland Board of Education
51 Tolland Green
Tolland, CT 06084

F. I

Reference: Proposal Number: Q40186456712
Tolland High School Glycol Conversion Project

Dear Peter:

Thank you for giving EMCOR Services New England Mechanical (NEMSI) the opportunity to provide a quotation for the above referenced project.

The scope of our work will include materials and labor for the following:

- Power down and lock out boilers, chillers, and pumps.
- Drain out estimated 3,000 gallons of water out of heating and cooling loop.
- Pump in estimated 3,000 gallons of fully inhibited glycol.
- Run Pumps to mix glycol added and existing water.
- Take glycol sample and check freeze point.
- Adjust glycol concentration if needed.
- Monitor pressures of pumps and bleed air if needed.

NEMSI's price on this project is **\$70,862.00**, not including applicable taxes. Our price is valid for thirty (30) days from the date of this quote. However, due to the volatility of the commodities market, such as copper, steel, wiring, etc., some material items will be subject to re-pricing on the day of acceptance.

Payment Terms: 35% down with Purchase Order: Balance invoiced on an "in progress" basis and payable within thirty (30) days of the invoice date. Please see reverse side for terms and conditions.

Peter, thank you for the opportunity to work with you on this project. Please feel free to call me with any questions.

Sincerely,

John Biedrzycki
Project Manager
biedrzycki@nemsi.com
860-870-2233

Approved: _____
Print Name: _____
Title: _____
Date: _____
Purchase Order #: _____

JB:kl




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

TO: Steve Werbner
FROM: Walter Willett 
RE: Education Reserve Fund
Date: February 17, 2015

Please be advised that at the January 14, 2015 meeting the Board of Education unanimously adopted the following:

The Tolland Board of Education, pursuant to Ordinance No. 86, Chapter 8, hereby requests the Town Council to transfer the BOE's audited balance of June 30, 2014 in the amount of \$75,217, be transferred to the Education Reserve Fund. Mr. Clark seconded the motion. All were in favor. Motion carried.

Please let me know if you have any questions.

Terms and Conditions
Service Projects & Installations

1. Services provided under this agreement will be performed during normal working hours.
2. The guarantees and services provided under the scope of this agreement are conditioned upon customer properly operating and maintaining systems / equipment. Customer will do so according to industry accepted practices and in consideration of EMCOR/New England Mechanical Services, Inc. (NEMSI) recommendations.
3. Customer will provide and permit reasonable means of access to all equipment. NEMSI will be allowed to start and stop equipment as necessary to perform its services.
4. Customer agrees to pay invoices within thirty (30) days of receipt. Any fees, payments, reimbursements or credits owing to either party pursuant to this Agreement not paid when due shall accrue simple interest at the rate of one and one-half percent (1-1/2%) per month, but in no event to exceed the highest lawful rate of interest, calculated from the date such amount was due until the date payment is received by the party to whom debts are owed. NEMSI reserves the right to terminate and/or suspend work under this agreement without prior notice should payment become more than ten (10) days past due.
5. At its prevailing rates or at negotiated lump sum prices, NEMSI will perform work not covered by this agreement. This shall include responding to abnormal conditions for systems and equipment not covered by this agreement, change in scope of work and/or undeclared or hidden conditions. Repairs or replacements necessitated by reason of customer negligence or misuse are not included.
6. In the unlikely event of failure to perform its obligations, NEMSI's liability is limited to repair or replacement at its option and such shall be customer's sole remedy. Under no circumstances will NEMSI be responsible for loss of use, loss of profits, increased operating or maintenance expense, claims of customer's tenants or clients, or any special, indirect or consequential damages.
7. The Agreement does not include responsibility for system design deficiencies, such as, but not limited to, poor air distribution, water flow imbalances, etc. It does not include responsibility for system, equipment and component obsolescence, electrical failures, and equipment beyond its serviceable life.
8. NEMSI will not be liable for delays or failure to obligate due to fire, flood, strike lockout, freezing, unavailability of material, riot, acts of God, or any cause beyond reasonable control.
9. Work necessitated by present or future requirements by government or insurance laws and or requests is not included.
10. Only NEMSI's personnel or agent are authorized to perform the work included in the scope of this Agreement. NEMSI may, at its option, cancel this Agreement should non-authorized individuals perform such work.
11. In the event either party must commence a legal action in order to enforce any rights under this contract, the successful party shall be entitled to reasonable collection fees or all court costs and reasonable attorney's fees as determined by the court for prosecuting and defending the claim, as the case may be.
12. In addition to the prices quoted, customer shall be responsible for all taxes applicable to the services and / or material provided here under.
13. All labor prices quoted in this agreement shall remain firm for a period of thirty (30) days from the proposal date shown on page one.



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TOLLAND, CONNECTICUT 06084

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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-October 2015

Date: November 2, 2015

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

Please find attached the financial report for the month of October 2015, 4th month of the 2016 fiscal year. This report once again represents a snapshot of the financial condition for the district during 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 October 2015 financial report shows an available balance of \$667,422 or 1.74% 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. This balance is very low as a result of identifying the total financial exposure of the district. Some individual line items are over budget because we have now identified the full exposure of those known expenses. We have encumbered the full amount of transportation, tuition, salaries, insurances and other benefits in order to capture all known and required future costs. Some line items are under budget and will remain as such because it is impractical to encumber costs to various line items at this time. Some of these line items are athletic officials, substitutes, and safety officers. The result of identifying our expense this early forces the district to review all transactions as they incur and realize the impact.

The district has not yet received the first excess cost payment from the state. If percentages hold constant, we should receive approximately 75%-78% reimbursement based on the districts submission for the year. Our first excess cost check should be approximately \$800,000 which is normally received in February.

Last month the district developed a comprehensive 5 year capital plan that had never been presented before in a detailed project fashion. This capital plan outlined the projects by year, by operating area and by severity of need. The 5 year comprehensive capital plan identified \$10,188,828 of building needs.

The Superintendent has held preliminary budget meetings with Building Principals and Department Heads. The meetings included the current status of the budget, updated needs as determined by each administrator and other increases that are required by program, contractual agreements, safety related issues and other mandates. The FY16-17 Budget process has just begun and there is a huge amount work that remains before the budget can be completed. Over the next 2 months, many other parts of the budget will continue to be built and developed before the Superintendent can present his "Proposed Budget" to the BOE during the January 13, 2016 meeting.

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	\$2,527,653.67	\$5,360,051.59	\$15,525,199.41	\$15,568,294.95	(\$43,095.54)	-0.21%
0100.0000.120.00.000.1	Substitutes	\$453,866.00	\$51,837.44	\$56,523.08	\$397,342.92	\$0.00	\$397,342.92	87.55%
0100.0000.130.00.000.1	Overtime	\$111,132.00	\$15,149.79	\$58,592.59	\$52,539.41	\$0.00	\$52,539.41	47.28%
0100.0000.150.00.000.1	Stipends	\$297,963.00	\$25,006.75	\$45,419.49	\$252,543.51	\$466,575.34	(\$214,031.83)	-71.83%
0100.0000.190.00.000.1	Pension/Severance	\$176,000.00	\$105.00	\$19,393.40	\$156,606.60	\$250,975.25	(\$94,368.65)	-53.62%
0100.0000.200.00.000.1	Employee Benefits	\$308,738.00	\$4,326.04	\$190,173.60	\$118,564.40	\$154,750.00	(\$36,185.60)	-11.72%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$5,344,377.00	\$718,632.70	\$1,154,195.17	\$4,190,181.83	\$4,027,571.86	\$162,609.97	3.04%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$568,717.00	\$67,429.44	\$143,796.77	\$424,920.23	\$388,336.15	\$36,584.08	6.43%
0100.0000.240.00.000.1	Retirement (ICMA)	\$201,315.00	\$26,995.40	\$58,346.59	\$142,968.41	\$142,714.89	\$253.52	0.13%
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	\$5,797.73	\$5,797.73	\$34,405.27	\$34,405.27	\$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 Servcs	\$20,735.00	\$0.00	\$13,769.31	\$6,965.69	\$7,436.00	(\$470.31)	-2.27%
0100.0000.310.00.000.1	Benefits Consultant Services	\$48,543.00	\$7,128.32	\$14,256.64	\$34,286.36	\$28,513.28	\$5,773.08	11.89%
0100.0000.320.00.000.1	Prof Educ Servcs	\$423,626.00	\$51,534.45	\$89,498.35	\$334,127.65	\$239,151.35	\$94,976.30	22.42%
0100.0000.330.00.000.1	Professional Tech Svcs	\$7,105.00	\$5,730.20	\$10,051.80	(\$2,946.80)	\$6,213.20	(\$9,160.00)	-128.92%
0100.0000.340.00.000.1	Legal/Audit/Consult Servcs	\$207,117.00	\$13,456.02	\$37,028.83	\$170,088.17	\$122,024.82	\$48,063.35	23.21%
0100.0000.350.00.000.1	Tech Services	\$371,195.00	\$22,615.84	\$141,012.22	\$230,182.78	\$56,466.65	\$173,716.13	46.80%
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	\$7,946.78	\$24,558.82	\$79,197.18	\$53,931.93	\$25,265.25	24.35%
0100.0000.430.00.000.1	Repair and Maint Servs (Facili	\$207,494.00	\$35,448.74	\$104,710.18	\$102,783.82	\$63,509.74	\$39,274.08	18.93%
0100.0000.440.00.000.1	Rentals	\$128,322.00	\$9,884.08	\$28,670.42	\$99,651.58	\$97,187.70	\$2,463.88	1.92%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,275,015.00	\$275,566.12	\$392,586.58	\$1,882,428.42	\$2,275,408.98	(\$392,980.56)	-17.27%
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	\$44,243.00	\$3,074.28	\$22,580.11	\$21,662.89	\$17,027.93	\$4,634.96	10.48%
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	\$5,644.93	\$11,461.58	\$14,481.42	\$5,536.43	\$8,944.99	34.48%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,664,767.00	\$426,781.86	\$949,269.72	\$1,715,497.28	\$1,975,196.23	(\$259,698.95)	-9.75%
0100.0000.580.00.000.1	Travel and Conference	\$23,326.00	\$1,573.82	\$4,885.87	\$18,440.13	\$10,208.16	\$8,231.97	35.29%
0100.0000.590.00.000.1	Safety Officials / SRO	\$120,000.00	\$742.20	\$1,748.65	\$118,251.35	\$20,673.39	\$97,577.96	81.31%
0100.0000.600.00.000.1	General Supplies	\$118,564.00	\$12,865.75	\$93,749.90	\$24,814.10	\$39,324.30	(\$14,510.20)	-12.24%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$376,416.00	\$23,230.69	\$137,258.61	\$239,157.39	\$84,942.52	\$154,214.87	40.97%
0100.0000.620.00.000.1	Energy	\$1,583,214.00	\$2,339.71	\$1,355,861.66	\$227,352.34	\$22,959.34	\$204,393.00	12.91%
0100.0000.640.00.000.1	Textbooks	\$276,964.00	\$48,531.53	\$89,165.94	\$187,798.06	\$29,978.79	\$157,819.27	56.98%
0100.0000.650.00.000.1	Films and Videos Supl	\$1,458.00	\$0.00	\$0.00	\$1,458.00	\$455.40	\$1,002.60	68.77%
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	\$3,656.83	\$13,419.48	\$27,509.52	\$25,989.37	\$1,520.15	3.71%
0100.0000.730.00.000.1	Equip Instruct - New	\$222,389.00	\$8,779.11	\$156,658.77	\$65,730.23	\$23,600.89	\$42,129.34	18.94%
0100.0000.810.00.000.1	Dues and Fees	\$45,599.00	\$4,906.00	\$41,376.19	\$4,222.81	\$4,609.88	(\$387.07)	-0.85%
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	\$4,414,371.22	\$11,134,053.64	\$27,141,777.36	\$26,474,355.21	\$667,422.15	1.74%

End of Report

TO: Tolland Board of Education
FROM: Walter Willett, Ph.D
DATE: November 10, 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.

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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: Members of the Board of Education

FROM: Walter Willett

DATE: November 10, 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 27, 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

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)*

Patrick Doyle of 8 Lakeview Drive Ext.: He commended the Council on the progress that has occurred with the old Parker School project. He encourages the new Council to do a public forum or workshop to get input from the residents, especially the TIS community. This is something people in town are talking about, and their voices should be a part of the planning process, before the plans are finalized. A lot of people have strong feelings and concerns about it. He congratulated the Council members for their service to the town.

Mr. Field commented that public input will definitely occur.

6. **PUBLIC HEARING ITEMS:** None

7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL: Karen Moran, Finance and Facilities: The Fields & Grounds Maintenance Agreement has been tabled until the hiring of the new Public Works Director. She thanked the Council, and said it has been an honor working with them.

7b. REPORTS OF TOWN COUNCIL LIAISONS: William Eccles, EDC: He reported on the October 7th meeting. There was discussion of the Tantillo property located on Route 74. The Tantillos have some ideas on things that they would like to put there. The discussion of a proposal to develop a market study for restaurant sites occurred. The EDC decided to ensure that Phase 1 of the proposal is different and better than what the Big Y plaza had obtained. Sign enforcement is underway; problems exist both at the town and landlord levels. There was also discussion about the University Gateway Village. **Jan Rubino, BOE:** The capital budget was distributed, and has been presented to Mr. Werbner. In her opinion, it was the best capital budget presented since she has been on the Council. **Paul Krasusky** attended the Raising Resilient Kids seminar. It was well attended by students, adults, seniors and business owners within our community. They broke into groups and discussed methodology's to raise resilient kids in our community, and then reported back at the end. They had some good ideas. A lot of uniform thinking and positive energy came out of it. It was a good start. Ms. Rubino said it was one of the most well attended events that she has been to. Ms. Moran said there were about 75 people in attendance. She also mentioned that the plan is to write up all the notes from the small groups and then create a report, which she intends to share with the public. A second conversation will be had, where they will talk about how they plan to move forward with action. **Rick Field, PCC:** They are in the process of finalizing all the bills and getting everything paid for the 300th celebration. They are also starting the plans for the Christmas festivities on the Green. **Paul**

Krasusky, Shared Services: They discussed the next steps for the incoming board members, and what the first meeting would entail for them.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Consideration of a resolution to declare various equipment as surplus property within the Town.

Mr. Werbner said this is a routine item.

George Baker motioned to accept the following resolution:

BE IT RESOLVED that the following items are hereby declared surplus and may be disposed of in accordance with Policy A176-4, Policy Concerning Disposal of Surplus Personal Public Property:

1. Screen projector
2. Vent Hood (former Parker School)
3. Various technology equipment (Fire Department)

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

8.2 Consideration and action on renewal of the Fields & Grounds Maintenance Agreement between the Town and the Board of Education, subject to approval by the Board of Education.

Mr. Werbner said this agreement expired in 2014. They have been going slowly with it to allow the BOE to get up to speed with their new Facilities Maintenance employee, Peter Sztaba. Last week, a meeting was held with Mr. Sztaba, Dr. Willett, Paul Russell of the Public Works Dept., and Mr. Werbner to review the Agreement in detail. They are all in agreement with the language and attached maps. He recommends approval, subject to approval by the BOE. He doesn't see a need to wait for the new Public Works Director to come on board. That person will not have any knowledge of what has taken place in the past.

Rick Field motioned to accept the following resolution, **pending the BOE's approval:**

WHEREAS the Town's Parks and Facilities Department has been maintaining playfields and grounds that are under the control of the Board of Education since 1990; and

WHEREAS the agreement between the Town and the Board of Education under which such services are furnished expired on June 30, 2014; and

WHEREAS the parties believe that the referenced arrangement has been successful and is an effective and economic way in which to continue providing such services.

NOW, THEREFORE, BE IT RESOLVED that the Town Manager is hereby authorized to execute a Fields and Grounds Maintenance Agreement under which the Town will continue to furnish services for the maintenance of fields and grounds that are under the administrative control of the Board of Education and that such agreement shall be for a term of three years.

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

8.3 Appointments to vacancies on various municipal boards/commissions.

Jan Rubino motioned to make the following re-appointments:

- 8.3.a Re-Appointment to Board of Assessment Appeals**
Jeanne Schroeder, term 11/04/15 – 11/08/17

8.3.b Re-Appointment to Board of Recreation
Lawrence Gramling, term 11/04/15 – 11/06/19

8.3.c Re-Appointment of Fence Viewer
Robert Rubino, term 11/04/15 – 11/08/17

8.3.d Re-Appointments to Inland Wetlands & Watercourses Commission (3)
Arden S. Tanner, term 11/04/15 – 11/08/17
Julie Viera, term 11/04/15 – 11/08/17
Todd Penney, term 11/04/15 – 11/08/17

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

Ben Stanford motioned to make the following re-appointments / appointments:

8.3.e Re-Appointments to Inland Wetlands & Watercourses Commission Alternate (2)
Scott Tardif, term 11/04/15 – 11/08/17
Ray Culver, term 11/04/15 – 11/08/17

8.3.f Re-Appointments to Tolland Library Board (3)
Bettye-Jo Pakulis, term 11/04/15 – 11/06/19
Susan Simons, term 11/04/15 – 11/06/19
Jane Sutcliffe, term 11/04/15 – 11/06/19

8.3.g Re-Appointments to Permanent Celebration Committee (3)
Kate Farrish, term 11/04/15 – 11/07/18
Deborah Wagner, term 11/04/15 – 11/07/18
Mary-Pat Soucy, term 11/04/15 – 11/07/18

8.3.h Re-Appointment of Tree Warden
William K. Pakulis, term 11/04/15 – 11/08/17

8.3.i Appointment of Town Historian – Letter of Interest attached - *No vacancies will remain*
Peter Palmer, term 11/04/15 – 11/08/17

8.3.j Appointment to Veteran's Recognition Commission – Letter attached - *No vacancies will remain*
George Horn, term 10/31/15 – 10/31/18

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

Mr. Field thanked Ms. Rubino and Mr. Stanford for their work filling the vacancies on the Boards and Commissions during their term. Mr. Scavone agreed.

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 mentioned the following:
~Tolland was ranked #1 out of 46, in the median home value range of \$200,000 – 250,000, in the Connecticut Magazine. It is a tremendous recognition for the Town of Tolland.
~The Town of Tolland received the Budget Award again.
~After 4-5 years of trying, the town did receive the grant for the Parker School / elderly housing project. It is in excess of \$5m. The total project is \$10m, and will be with all state or private financing. The Rec Department will remain where it is.

~Due to the town's tremendous bond rating, it was able to get the lowest note interest rates, which will save the town significant dollars over the next 20 years.

He echoed Ms. Rubino's comments with regard to the BOE's capital budget. It was put together very well and was very comprehensive. Discussions will commence on the budget once the new Council and BOE are in place.

11. ADOPTION OF MINUTES

- 11.1 October 13, 2015 Regular Meeting Minutes: Rick Field moved to adopt the minutes; Seconded by Ben Stanford. All in favor. None opposed. George Baker and William Eccles abstained.

12. CORRESPONDENCE TO COUNCIL: None.

13. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS: At this time, each of the Council members took time to thank each other, Mr. Werbner and his staff for all the assistance that they were provided throughout their term. Mr. Scavone closed by saying that it had been an honor and privilege to lead the Council for the last four years. He thinks they each have done things to be proud of over the last four years. They have changed the way the Council has governed, and he feels proud about that. He said he didn't do it alone, they did it together. He thanked the community for the opportunity and honor to serve them.

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 7:57 p.m., thus ending the Regular Meeting of the Town Council. The Mr. Werbner and Mr. Wilkinson were invited to the Executive Session. Seconded by Ben Stanford. All in favor. None opposed. Executive Session ended at 8:12 p.m.

- 15.1 Discuss personnel matter.

16. ADJOURNMENT: Rick Field moved to adjourn the meeting; Seconded by Ben Stanford at 8:12 p.m. All were in favor.

Steven Werbner, Town Manager

Michelle A. Finnegan
Town Council Clerk