

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
May 13, 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

- Special Meeting – April 11, 2015
- Regular Meeting – April 22, 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 Sarah Welch

F. SUPERINTENDENT'S REPORT

- F.1 Policy 4070 – Alcohol, Tobacco and Drug-Free Workplace
- F.2 Healthy Food Certification Statement
- F.3 Obsolete and Surplus Equipment
- F.4 Monthly Financial Report – April 2015

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 - Special Meeting – April 8, 2015
- Town Council Meeting – April 28, 2015

M. FUTURE AGENDA ITEMS

N. EXECUTIVE SESSION-For the Purpose of Discussing Goals, the Superintendent Evaluation and Recent Parent Correspondence.

O. ADJOURNMENT

**TOLLAND BOARD OF EDUCATION
51 Tolland Green
Tolland, CT 06084
Conference Room**

Special Meeting – April 11, 2015

Members Present – Mr. Sam Adlerstein, Chair; Mrs. Kathy Gorsky, Secretary;
Mrs. Collen Yudichak; Mr. Joe Sce; Mr. Steve Clark
Via phone call – Mrs. Karen Moran; Mr. Patrick Doyle, Vice Chair

Administrators Present – Walter Willett, Ph.D, Superintendent of Schools

Call to Order

Mr. Clark motioned to go into executive session at 11:39 am to discuss Personnel matters. Mrs. Gorsky seconded the motion. All were in favor. Motion carried.

Adjournment

Mr. Clark motioned to adjourn the meeting at 1:17 pm. Kathy Gorsky seconded the motion. All were in favor. Motion carried.

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

REGULAR MEETING – April 22, 2015

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

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. **CALL TO ORDER, PLEDGE OF ALLEGIANCE**

The meeting was called to order at 7:38 P.M. The Pledge of Allegiance was recited.

The order of the items on the agenda was addressed as follows: A, F1, B, C, D, E, L, and N. The remainder of the meeting followed the order of the items starting with item F2.

B. **APPROVAL OF MINUTES**

- Regular Meeting –April 8, 2015

Mr. Clark motioned to accept the minutes of the April 8, 2015 meeting. Mr. Frattaroli seconded the motion. Changes: none. All were in favor. Motion carried.

C. **PUBLIC PARTICIPATION** - none

D. **POINTS OF INFORMATION** - none

E. **STUDENT REPRESENTATIVE REPORT** - none

F. **SUPERINTENDENT'S REPORT**

F.1. Recognition of the Boys Hockey Team for winning the CIAC Division III State Tournament.

Dr. Willett recognized the team and congratulated them on an amazing job. This is something that they will all remember for many years to come. He presented certificates to the athletes, managers, and coaches: Josh Barnes, Logan Barnes, Sean Benjamin, Cameron Burns, Jake Ciraco, Stavros Evripidou, Justin Gallichio, Joel Johnson, Nick Mayer, Peter Mayer, Dillon Perras, Wayne Perras, Kyle Penney, Matt Schoen, Walter Vannoy, John Hodgson (head coach), Lauren Zabillansky (manager), Casey Sowle (manager), Jake Feta (announcer), and Victor Hurtuk (assistant coach).

Mr. Adlerstein invited the team members to comment. The first athlete highlighted that the team had really great support from the fans which was awesome while another will remember that he played against the players in his youth and then with them in the Championship. Another player was in the fan section last year and watched the games at Yale. The coolest part was being able to go to Yale with his teammates and friends. One noted how cool it was to see the team progress through the system and to the championship. The last player commented that it was tough to get through last year

and then lose in overtime but knowing they could get there this year, seeing the progression, and doing what they wished to accomplish was pretty awesome. The announcer of the team congratulated the team adding that the guys are really great and became a family. It was something special to see them play and work together and he wished them all the best.

Coach Hurtuk explained that the memories won't be about hockey but the life lessons the athletes took away from the experience. The team will take the life lessons learned and implement them into their own lifestyles. The team bonded, progressed, and the year will not be matched – not because of the championship but because of the way the communities of Tolland and Mansfield bonded together. Students, parents, and staff created positive energy and are great role models. He thanked the Board for honoring and recognizing the team. Mr. Adlerstein responded that the team is a role model for adults as well. Community was built between Tolland and Mansfield and he is proud the players and staff represented the Town. He thanked them and wished them good luck in their futures.

F.2. Health Statistics and Discussion (no enclosure)

Dr. Willett discussed the health situation. He communicated with the district physician who stated that in general, it has been a significant season for illness. Dr. Willett also contacted the regional area health staff who made statements similar to those of the district physician. It is not just Tolland seeing an uptick.

Data on total number of visits to the nurses' offices was presented. These numbers include students who visited for medication, use of specialized restroom facilities, or other issues. It is not only those students who were sent home. At Birch Grove and THS, the numbers were slightly up while they were down at TIS and TMS. Dr. Willett explained that at Birch Grove they are teaching good habits but children at this age are more prone to perhaps not washing their hands. Dr. Willett added that the nurses are amazing and hardworking people.

Ms. Yudichak inquired if extra steps are being taken particularly in terms of cleaning at Birch Grove. Dr. Willett responded that they are shifting more energy to cleaning surfaces and objects but it goes back to hygiene. The majority of the viruses die overnight. In turn, the biggest challenge is getting students to wash their hands when leaving the restroom. Otherwise, the student comes out and touches 5 things. The custodian cannot follow the student and clean each of these items. Mr. Clark commented that students need some exposure in order to build up immunity. Ms. Gorsky asked if there has been a change in the number of illnesses since the district moved to using green cleaning supplies. Dr. Willett responded that they would have to do a more comprehensive analysis. The green items are not as potent but it can be argued that the chemicals they replaced were dangerous as well.

F.3. 2015-2016 School Calendar (Second reading)

The teachers union has an MOU and fully endorses the calendar. The staff has reviewed it and it has been posted on the district website for sometime. The calendar was strategically planned and in line with the priorities. Mr. Adlerstein opened the floor to the public for comment. Michelle Harrold, 256 Mountain Spring Road, commented that

parents just want the calendar finalized. Jan Rubino, 296 Weigold Road, commented that it is a sensible calendar and thanked Dr. Willett. The front-loading of professional development is wonderful. It was clarified that school will be in session on Veterans Day (events to honor veterans will be held) and there will not be school on the Wednesday before Thanksgiving. Mr. Sce commented that he has heard from many people who complained that the April vacation week is a prime travel week which in turn means higher costs to families. Mr. Clark motioned to move item F3 to action item I1. Ms. Gorsky seconded the motion. All were in favor. Motion carried.

F.4. Superintendents Evaluation (no enclosure)

Dr. Willett provided the Board with a draft of his short-term transition goals to assist with the evaluation process and requested input. Additional items will be added as well as indicators for success. The goals were in regard to getting the district out of its transition which included a new curriculum director, HR generalist, business manager, and superintendent. In turn, Dr. Willett's first goal was to stabilize these entities/offices. Looking forward, he would like to establish more process goals/process improvements. With improved processes, the focus will be on excellence and when people come in, they will be trained on these processes which will maintain excellence. In order to do this, he will hold a critical visioning retreat with the administration over the summer. Dr. Willett has found a lot of status quo situations currently in place which need to be reviewed to ensure they fit with the vision similar to how budget decisions are made.

Ms. Gorsky commented that Dr. Willett has done a lot. A heavy burden was placed upon him in regard to what the Board wanted and Dr. Willett's response has been impressive.

Mr. Pagoni explained that over the years, discussions regarding the evaluation of the superintendent's management of staff have taken place but have fallen to the wayside. An evaluation in regard to the Superintendent's ability to manage issues should be part of the process as well. Someone, possibly the Chair, should keep in touch with the Superintendent to stay current with any disciplinary problems involving the staff. Mr. Adlerstein responded that the Communications Committee plans to meet and discuss communications between the Superintendent and the Board. It will then present the information to the Board and bring it to the Policy Committee. Dr. Willett keeps the Chair on notice for issues that may come up in the schools and it is up to the Chair to use his judgement regarding whether to bring it to the Board or address it otherwise if it is an arbitration issue. A discussion regarding defining evaluation took place. Mr. Doyle noted that in order to meet goals in a robust and sustainable way, the Superintendent needs to create a culture of performance. Having goals provides another layer of accountability. Dr. Willett added that executing what the Board feels is important to the community is his job. Teacher evaluations are about always norming to best practices. One has to go beyond state requirements and set standards to accomplish what everyone wants for the children.

The Board members will provide feedback on the goals and Dr. Willett will refine the document. The Board will then hold an executive session to gather feedback and

present the final paper to Dr. Willett. Mr. Doyle recommended reviewing some of the documents the consultants assembled as well to help frame some of the items.

F.5. UISF (no enclosure)

Mr. Adlerstein explained that a joint meeting was held with the Town Council so that all could gain a better understanding. The Finance and Facilities Committee will meet with members of the Town Council to come up with a document on which both parties can agree upon and vote. This group will need to include the Superintendent, business managers, and the Town Manager. A discussion took place regarding the purpose of the document and fund. More information will be forthcoming. The goal is that the document will be detailed enough for the Board and Town Council in place 10 years from now to understand. Mr. Doyle added that this is why predictability and simplicity are two important criteria. Mr. Adlerstein explained that it needs to address if the fund is only to pay the Honeywell obligation or to do more such as be used for capital improvements or anomalies and how money can move in/out. Ms. Rubino added that this involves shared services and there must be transparency on what is being spent from the fund and why.

G. COMMITTEE AND LIAISON REPORTS

Finance and Facilities – The Committee will discuss the UISF.

Policy – Ms. Gorsky explained that the Committee is looking at a policy regarding how many state troopers and public safety officers need to be at certain events. Additionally, the Policy Manual is being updated; a major goal of the Committee is to get the manual updated and online.

Communications – Ms. Moran noted that the Committee will meet on Wednesday and discuss aspects for a plan for communication between the Superintendent and the Board. Ms. Moran met with Ms. Clokey regarding the Community Conversation scheduled for May 16th. Ms. Yudichak, Mr. Adlerstein, Mr. Doyle, Ms. Rubino, and Ms. Gorsky have volunteered to be scribes at the event. The topic is Raising Resilient Kids in Tolland and the event is open to the public.

CABE – Ms. Yudichak noted that in the CABE Journal, the new SmartAsset Study stated that CT has the best K-12 schools in the U.S.

H. CHAIRPERSON'S REPORT

Mr. Adlerstein noted that the referendum will be held on May 5th. The Board passed the budget unanimously and it is a good plan.

I. BOARD ACTION

I.1. School Calendar

Mr. Clark moved to adopt the school calendar for 2015/2016 school year as proposed by the administration. Ms. Gorsky seconded the motion. A discussion took place. Mr. Doyle inquired if the Board had received correspondence in regard to this item. Ms. Gorsky responded that the only inquiry was back in September and she e-mailed the writer with information on the calendar review. All were in favor. Motion carried.

J. PUBLIC PARTICIPATION

Michelle Harrold, 256 Mountain Spring Road, thanked Dr. Willett for reporting on the health of the schools. It has been a rough year and she is grateful that he took the parents' concerns seriously.

Jan Rubino, 296 Weigold Road, reminded all that the Electronics Recycling Event will be held on April 25th 9AM-12PM at the THS parking lot. In addition to TVs, computers, and other items, residents may bring printer ink cartridges as well.

K. POINTS OF INFORMATION

Mr. Clark reminded all that there is a budget meeting scheduled for April 23rd and another scheduled for April 27th. The latter will be at the Senior Center at 12:30PM. Additionally, one of the polling locations has changed. Ms. Rubino noted that the polling location information will be well marked and people will be present to direct residents.

L. CORRESPONDENCE

Ms. Gorsky noted that a letter was received that expressed concern regarding the size of the 1st grade classes next year due to the large number of kindergarten students this year. Dr. Willett noted that it will not be a disproportionately large class size but will have to wait to see the final numbers. He has reached out to the writer of the letter.

M. FUTURE AGENDA ITEMS

- Superintendent Evaluation
- Presentation on Styrofoam Trays

N. EXECUTIVE SESSION TO DISCUSS ASSIGNMENT OF TROOPERS

Mr. Doyle motioned to go into executive session at 7:59 PM to discuss the SRO program and invited Dr. Willett, Ms. Martello, Mr. Swanson, Sgt. Stevens, Officer Corradi, Mr. Copp, and Ms. Dunn to attend. Ms. Gorsky seconded the motion. All were in favor. Motion carried. The Board returned to public session at 8:42 PM.

O. ADJOURNMENT

Mr. Clark motioned to adjourn the meeting and pay the clerk at 9:54PM. Mr. Doyle seconded the motion. All were in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk

TO: Members of the Board of Education

FROM: Walter Willett, Ph.D

DATE: May 13, 2015

SUBJECT: Board Policy – 4070 – Alcohol, Tobacco and Drug-Free Workplace

Attached please find the above referenced Board Policy. This policy was reviewed by the Policy Committee on April 22, 2015. The language to be deleted is crossed out and new language is in red.

WW:jp

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Alcohol, Tobacco and
Drug-Free Workplace

Number: 4070
Personnel

Approved: 2/28/01
Revised: 4/7/09
Revised:

PURPOSE

The purpose of this policy is to establish a workplace which is free of the effects of alcohol and second-hand smoke, and free from drug abuse. By accomplishing this purpose, the Board also seeks to promote a safe, healthy working environment for all employees and to reduce absenteeism, tardiness and other job performance problems which may be caused by alcohol and/or drug abuse. This policy is adopted in accordance with state law and the Drug Free Workplace Act.

STATEMENT OF POLICY

Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, controlled substance or alcohol and shall not be under the influence of such substances while on school property or while conducting Board business on or off school property. Any employee who discovers illegal drugs or alcohol on school property shall notify the Superintendent or his/her designee who shall investigate the matter.

An employee must report any conviction under a criminal drug statute for violations occurring on or off school property while on Board business, to the Superintendent or his/her designee within five (5) days after the conviction. The Board will notify any agency awarding a grant to the Board of such conviction, within ten (10) days thereafter.

Employees shall only use prescription drugs on school property, or during the conduct of Board business-~~which, that~~ have been prescribed by a licensed medical practitioner, and such drugs shall be used only as prescribed. **However, in accordance with Conn. Gen. Stat. § 21a-408a through 408q, the Board specifically prohibits the palliative use of marijuana on school property, at a school-sponsored activity, or during the conduct of Board business, and specifically prohibits employees from**

being under the influence of intoxicating substances, including marijuana used for palliative purposes, during work hours.

The Board prohibits smoking, **including smoking using an electronic nicotine delivery system (e.g. e-cigarettes)**, and the use of tobacco products on school property or at any school-sponsored activity. **For purposes of this policy, the term “electronic nicotine delivery system” shall mean an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.**

The Board prohibits smoking and the use of tobacco products on school property or at any school-sponsored activity.

Violations of this policy may result in disciplinary action, up to and including possible termination of employment.

DEFINITIONS

“School property” means any land and all temporary and permanent structures comprising the District’s elementary and secondary schools, and administrative office building and includes, but is not limited to, classroom, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.

“School-sponsoring activity” means any activity sponsored, recognized or authorized by a Board of Education and includes activities conducted on or off school property.

EMPLOYEE ASSISTANCE

In appropriate circumstances, the Board shall provide an employee with an opportunity for rehabilitation in overcoming addiction to, dependence upon or other problem with alcohol or drugs.

An employee who feels he or she has developed an addiction to, dependence upon or other problem with alcohol or drugs, is encouraged to seek assistance. Certain benefits for alcoholism or drug addiction are provided under the Board's group medical insurance plan. An employee may be given an opportunity to participate in a rehabilitation program which requires absence from work for bona fide treatment. Such absence may be charged to the employee's accrued and unused sick leave, subject to the provisions of the employee's collective bargaining agreement and/or any applicable Board policies and regulations.

Any request for assistance with a drug or alcohol problem will be treated as confidential and only those persons "needing to know" will be made aware of such request.

Legal References:

Connecticut General Statutes:

Conn. Gen. Stat. § 10-233a(h) (definition of school-sponsored activity)

Conn. Gen. Stat. § 21a-408a through 408q (palliative use of marijuana)

Public Act 14-76, "An Act Concerning The Governor's Recommendations Regarding Electronic Nicotine Delivery Systems And Youth Smoking Prevention"

United States Code:

Safe and Drug-Free Schools and Community Act, 41 U.S.C.
Section 7101 et seq.

Pro-Children Act of 2001, Pub. L. 107-110, 115 Stat. 1174, 20 U.S.C. § 7183

TO: Members of the Board of Education

FROM: Walter Willett, Ph.D

DATE: May 13, 2015

**SUBJECT: Healthy Food Certification Statement – July 1, 2015
through June 30, 2016**

Section 10-215f of the Connecticut General Statutes allows public school districts (including the vocational-technical school system, charter schools, interdistrict magnet schools and endowed academies) that participate in the National School Lunch Program to receive additional funding if food items sold to students meet the Connecticut Nutrition Standards. Eligible districts that opt for the healthy food certification are currently receiving 10 cents per lunch, based on the total number of reimbursable lunches (paid, free and reduced) served in the district in the prior school year. This year the School Lunch program received \$22,846 for meals served in the prior 2013/2014 school year.

If a district chooses to receive this additional funding, it must certify that all food items sold to students separately from a reimbursable school breakfast or lunch will comply with the Connecticut Nutrition Standards. These food items include food offered for sale to student at all times, in *all schools*, and from *all sources*, including, but not limited to school stores, vending machines, school cafeterias and any fundraising activities on school premises.

If a district certifies for the healthy food option, foods that do not meet the Connecticut Nutrition Standards can only be sold to students at school if permitted by the local board of education or school governing authority and the following three conditions are met: (1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; (2) the sale is at the location of the event; and (3) the food items are not sold from a vending machine or school store.

WW;jp
Enclosure

**Connecticut State Department of Education
Addendum to Agreement for Child Nutrition Programs (ED-099)
Healthy Food Certification Statement**

Section 1 – Background

Section 10-215e of the Connecticut General Statutes directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards) for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program and School Breakfast Program. Section 10-215f requires that participants in the National School Lunch Program, including each local and regional board of education, regional educational service center, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the Connecticut Nutrition Standards. Section 10-215b further provides additional funding to National School Lunch Program participants who annually certify compliance with the Connecticut Nutrition Standards.

Section 2 – Certification Statement

► ***Must be completed by all Connecticut public school districts that participate in the National School Lunch Program.***

On behalf of the **Tolland Board of Education** and
(Name of the Board of Education or Governing Authority)

pursuant to Section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, *(select appropriate box)*

☒ **will** *(must complete Sections 3 and 4 on page 2)*

☐ **will not** *(sign below and return form)*

meet said standards during the period of **July 1, 2015 through June 30, 2016**. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

**Local or Regional Board of Education or
Governing Authority**

Signature: _____

(Signature of the Authorized Representative)

Walter Willett, Ph.D _____

(Printed Name of the Authorized Representative)

Superintendent of Schools _____

Title (Superintendent of Schools, President or Chairperson of the Board)

Date of Authorization

Section 3 – Exemption Statement

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to Section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, *(select appropriate box)*

☒ will

☐ will not

exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099)

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to Section 10-215f of the Connecticut General Statutes, the Agreement for Child Nutrition Programs (ED-099) with

Tolland Board of Education

(Name of the Board of Education or Governing Authority)

is hereby amended to include the above certification statement of compliance with the Connecticut Nutrition Standards and application for funding related to those standards. This addendum covers the period from **July 1, 2015 through June 30, 2016.**

Local or Regional Board of Education or Governing Authority

Signature: _____

(Signature of the Authorized Representative)

Walter Willett, Ph.D

(Printed Name of the Authorized Representative)

Superintendent of Schools

Title (Superintendent of Schools, President or Chairperson of the Board)

Date of Authorization

FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE

Connecticut State Department of Education

Signature: _____

(Signature of State Agency Representative)

Kathy Demsey

(Printed Name of State Agency Representative)

Chief Financial Officer

Title

Date

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.

**Connecticut State Department of Education
Addendum to Agreement for Child Nutrition Programs (ED-099)
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On behalf of the **Tolland Board of Education** and
(Name of the Board of Education or Governing Authority)

pursuant to Section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, *(select appropriate box)*

☒ **will** *(must complete Sections 3 and 4 on page 2)*

☐ **will not** *(sign below and return form)*

meet said standards during the period of **July 1, 2015 through June 30, 2016**. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

**Local or Regional Board of Education or
Governing Authority**

Signature: _____

(Signature of the Authorized Representative)

Walter Willett, Ph.D

(Printed Name of the Authorized Representative)

Superintendent of Schools

Title (Superintendent of Schools, President or Chairperson of the Board)

Date of Authorization

Section 3 – Exemption Statement

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to Section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, *(select appropriate box)*

☒ will

☐ will not

exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

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Tolland Board of Education

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Local or Regional Board of Education or Governing Authority

Signature: _____

(Signature of the Authorized Representative)

Walter Willett, Ph.D

(Printed Name of the Authorized Representative)

Superintendent of Schools

Title (Superintendent of Schools, President or Chairperson of the Board)

Date of Authorization

FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE

Connecticut State Department of Education

Signature: _____

(Signature of State Agency Representative)

Kathy Demsey

(Printed Name of State Agency Representative)

Chief Financial Officer

Title

Date

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.

TO: Tolland Board of Education

FROM: Walter Willett, Ph.D

DATE: May 13, 2015

SUBJECT: Obsolete and Surplus Equipment

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

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

WW:jp

Table R-4 is a listing of existing all-electric kitchen equipment at Tolland Intermediate School

EXISTING						
Item #	Description	Manufacturer	Model	KW -ea	Qty	Total KW
1	Stationery Kettle	Market Forge	F60-PE	33	2	66
2	Convection Steamer	Vulcan	C24EA10-DLX	25.6	1	25.6
3	Convection Oven	Vulcan	VC44-EC2	12.5	1	12.5
4	Convection Oven	Vulcan	VC-4EC1	12.5	2	25
5	Table kettle	Groen	TDB 20	6.3	1	6.3

Table R-4



TOLLAND PUBLIC SCHOOLS


51 TOLLAND GREEN
TOLLAND, CONNECTICUT 06084

OFFICE OF THE
SUPERINTENDENT OF SCHOOLS
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Walter Willett, Ph.D.
Superintendent

F.4

TO: Tolland Board of Education

FROM: Mark S. McLaughlin, Business Director 

RE: Monthly Financial Report-April 2015

Date: April 30, 2015

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

Attached please find the financial report for the month of April, the 10th month of the 2015 fiscal year. This report captures a snapshot of the financial condition for the month. This method allows for a good comparison each year for the same monthly time period.

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 such as salaries, health insurance, utilities, textbooks, etc.

The attached April 2015 financial report shows an available balance of \$165,499 or .45% of the BOE's current budget. There are two months of expenditures left in this fiscal year. Although, this amount might seem low, we are expecting reimbursements for Excess Cost and the Pay-to-Participate program.

As noted in previous month's reports, the first payment of our Excess Cost reimbursement was higher than we anticipated. A February 2, 2015 memo from the State includes the following cautionary note:

"Since this a capped entitlement grant, your district's entitlement is affected by what other districts file. Final entitlements will be available in April. Please note that statewide, districts' December 1 filing for the Excess Cost grant are lower than expected".

In other words, our current reimbursement was higher than we had anticipated because other towns are lower. We must be very careful since this higher reimbursement number is not expected to hold. We will not know the exact amount of the 2nd reimbursement until the end of May.

All staff have been notified that any requests for expenditures (except special education and graduation type expenses) made after March 20th requires specific approval of the Business Manager and/or the Superintendent. This procedure allows Central Office to strictly control spending the final two months of the fiscal year. Staff were also requested to review all outstanding purchase orders to see what can be reduced or closed out.

At this time, barring unforeseen circumstances, we should end the fiscal year in the black. The current year is certainly tighter than last fiscal year, but I do anticipate a small surplus. As noted, key elements that will impact the surplus are the built-in deficit and the size of the final Excess Cost reimbursement.

The District has recently completed and filed the necessary paperwork with the SDE for the FY2016 IDEA Grant.

The General Assembly voted to extend the time frame in which to use the \$414,000 School Security Grant funds. The extended date in which to complete this work is June 30, 2016.

Thank you.

Tolland Public Schools

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

From Date: 4/1/2015

To Date: 4/30/2015

Fiscal Year: 2014-2015

☐ 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	\$21,410,569.00	\$1,747,412.62	\$15,452,564.99	\$5,958,004.01	\$5,474,524.48	\$483,479.53	2.26%
0100.0000.120.00.000.1	Substitutes	\$465,099.00	\$45,083.28	\$279,993.43	\$185,105.57	\$11,931.55	\$173,174.02	37.23%
0100.0000.130.00.000.1	Overtime	\$84,889.00	\$7,898.09	\$117,343.95	(\$32,454.95)	\$3,082.85	(\$35,537.80)	-41.86%
0100.0000.150.00.000.1	Slipends	\$329,888.00	\$4,226.20	\$224,789.44	\$105,098.56	\$192,773.28	(\$87,674.72)	-26.58%
0100.0000.190.00.000.1	Pension/Severance	(\$192,470.00)	\$6,250.00	\$228,432.22	(\$420,902.22)	\$1,287.00	(\$422,189.22)	219.35%
0100.0000.200.00.000.1	Employee Benefits	\$210,863.00	\$3,539.00	\$308,176.31	(\$97,313.31)	\$0.00	(\$97,313.31)	-46.15%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$5,150,651.00	\$494,821.08	\$4,065,401.83	\$1,055,249.17	\$850,707.39	\$204,541.78	3.97%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$542,290.00	\$51,026.36	\$419,268.12	\$123,021.88	\$126,219.29	(\$3,197.41)	-0.59%
0100.0000.240.00.000.1	Retirement (ICMA)	\$189,568.00	(\$1,700.00)	\$151,416.33	\$38,151.67	\$39,642.65	(\$1,490.98)	-0.79%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$35,000.00	\$4,068.00	\$12,914.33	\$22,085.67	\$7,085.67	\$15,000.00	42.86%
0100.0000.260.00.000.1	Unemployment Compensation	\$30,203.00	\$1,007.36	\$4,239.36	\$25,963.64	\$25,963.64	\$0.00	0.00%
0100.0000.270.00.000.1	Workers' Compensation	\$237,475.00	\$0.00	\$231,738.00	\$5,737.00	\$0.00	\$5,737.00	2.42%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$20,680.00	\$120.00	\$21,047.71	(\$367.71)	\$695.00	(\$1,062.71)	-5.14%
0100.0000.310.00.000.1	Benefits Consultant Services	\$63,043.00	\$3,943.33	\$51,402.47	\$11,640.53	\$11,830.03	(\$189.50)	-0.30%
0100.0000.320.00.000.1	Prof Educ Svcs	\$362,632.00	\$46,972.24	\$262,787.47	\$99,844.53	\$112,350.83	(\$12,506.10)	-3.45%
0100.0000.330.00.000.1	Professional Tech Svcs	\$5,000.00	\$1,258.65	\$7,352.75	(\$2,352.75)	\$652.25	(\$3,005.00)	-60.10%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$159,704.00	\$7,890.31	\$129,233.56	\$30,470.44	\$25,219.98	\$5,250.46	3.29%
0100.0000.350.00.000.1	Tech Services	\$345,628.00	\$3,420.67	\$226,473.54	\$119,154.46	\$28,722.80	\$90,431.66	26.16%
0100.0000.410.00.000.1	Sewer/Water	\$35,668.00	\$0.00	\$35,666.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$104,975.00	\$8,964.52	\$60,224.81	\$44,750.19	\$15,399.08	\$29,351.11	27.96%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$208,207.00	\$25,443.99	\$219,803.32	(\$11,596.32)	\$32,625.63	(\$44,221.95)	-21.24%
0100.0000.440.00.000.1	Rentals	\$128,396.00	\$10,074.16	\$84,989.32	\$43,406.68	\$39,735.49	\$3,671.19	2.86%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,139,549.00	\$137,236.98	\$1,924,150.82	\$215,398.18	\$295,012.42	(\$79,614.24)	-3.72%
0100.0000.520.00.000.1	Property/Liability Insurance	\$175,801.00	\$0.00	\$177,528.28	(\$1,727.28)	\$0.00	(\$1,727.28)	-0.98%
0100.0000.530.00.000.1	Telephone/ Postage	\$43,192.00	\$1,430.86	\$31,702.25	\$11,489.75	\$12,424.02	(\$934.27)	-2.16%
0100.0000.540.00.000.1	Advertising	\$2,865.00	\$935.37	\$3,102.37	(\$237.37)	\$0.00	(\$237.37)	-8.29%
0100.0000.550.00.000.1	Printing and Binding	\$25,235.00	\$347.18	\$13,326.92	\$11,908.08	\$7,063.53	\$4,844.55	19.20%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,306,137.00	\$217,025.79	\$1,708,712.18	\$597,424.82	\$714,602.86	(\$117,178.04)	-5.08%
0100.0000.580.00.000.1	Travel and Conference	\$24,326.00	\$1,423.46	\$18,309.02	\$6,016.98	\$9,064.17	(\$3,047.19)	-12.53%
0100.0000.590.00.000.1	Safety Officials / SRO	\$18,000.00	\$1,213.12	\$7,799.99	\$10,200.01	\$10,074.85	\$125.16	0.70%
0100.0000.600.00.000.1	General Supplies	\$131,273.00	\$8,096.72	\$158,461.61	(\$27,188.61)	\$8,558.55	(\$35,747.16)	-27.23%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$336,702.00	\$13,913.36	\$225,073.67	\$111,628.33	\$39,455.87	\$72,172.46	21.44%
0100.0000.620.00.000.1	Energy	\$1,615,258.00	\$33,889.18	\$1,549,401.93	\$65,856.07	\$62,876.07	\$2,980.00	0.18%
0100.0000.640.00.000.1	Textbooks	\$109,027.00	\$2,737.97	\$86,847.30	\$22,179.70	\$4,575.19	\$17,604.51	16.15%
0100.0000.650.00.000.1	Films and Videos Supl	\$1,650.00	\$0.00	\$0.00	\$1,650.00	\$0.00	\$1,650.00	100.00%
0100.0000.660.00.000.1	Computer Software	\$57,820.00	\$200.66	\$45,538.73	\$12,281.27	\$0.00	\$12,281.27	21.24%
0100.0000.690.00.000.1	Misc Supplies	\$51,913.00	\$6,713.85	\$38,837.14	\$13,075.86	\$8,625.36	\$4,450.50	8.57%
0100.0000.730.00.000.1	Equip Instruct - New	\$170,210.00	\$1,453.24	\$179,897.31	(\$9,687.31)	\$2,595.01	(\$12,282.32)	-7.22%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$1,200.00	\$0.00	\$1,247.13	(\$47.13)	\$0.00	(\$47.13)	-3.93%
0100.0000.810.00.000.1	Dues and Fees	\$51,467.00	\$1,425.00	\$51,428.99	\$38.01	\$1,730.00	(\$1,691.99)	-3.29%
0100.0000.890.00.000.1	Misc Expense	\$0.00	\$0.00	\$350.00	(\$350.00)	\$0.00	(\$350.00)	0.00%
Grand Total:		\$37,189,581.00	\$2,899,562.60	\$28,846,974.90	\$8,342,606.10	\$8,177,106.59	\$165,499.51	0.45%

End of Report

**SPECIAL MEETING MINUTES
TOWN COUNCIL/BOARD OF EDUCATION
JOINT MEETING**

**HICKS MEMORIAL MUNICIPAL CENTER
6TH FLOOR COUNCIL CHAMBERS
APRIL 8, 2015 - 6:00 P.M.**

Town Council Members Present: Jack Scavone, Chair, George Baker, Vice-Chair, William Eccles, Richard Field, Paul Krasusky, and Jan Rubino.

Board of Education Members Present: Sam Adlerstein, Chair, Patrick Doyle, Vice-Chair, Kathy Gorsky, Secretary, Karen Moran, Tom Frattaroli.

Not in attendance: Ben Stanford, Town Council and Robert Pagoni, Joseph Sce, Steve Clark, BOE.

Others present: Steven Werbner, Town Manager, Dr. Walter Willett, Superintendent of Schools, Mark McLaughlin, Board of Education Business Manager, Ed Daly, Honeywell, Sinead Guerin, Honeywell, Agostino Dell'Oso, Celtic Energy, Lisa Hancock, Director of Finance, Beverly Bellody, Director of Human Services.

Call to Order: The meeting was called to order at 6:04 P.M.

Jack Scavone gave a history of the Energy Savings Performance Contract. Ed Daly from Honeywell followed with an overview of what the project has completed. The meeting continued with a discussion on the funding needs of the ESCO project over the next twenty years.

Adjournment of Meeting: The meeting adjourned at 7:00 P.M.

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM APRIL 28, 2015 – 7:30 P.M.

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

MEMBERS ABSENT: William Eccles

OTHERS PRESENT: Steven Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Kathy Bach, President of the Tolland Historical Society; Celeste Senechal, President, Permanent Celebration Committee; Lisa Hancock, Director, Finance and Records

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:**

Celeste Senechal and Kathy Bach presented the following certificates:

- 4.1 Certificate of Recognition and Thanks Presented to Dr. Frederick M. Daniels by the 300th Anniversary Committee.

*CERTIFICATE OF RECOGNITION AND THANKS
PRESENTED TO
Dr. Frederick M. Daniels
On this 28th day of April, 2015
For his \$1,000 donation to the Tolland 300th Anniversary Celebration
Making him a Crandall-level sponsor*

- 4.2 Certificate of Recognition and Thanks Presented to Integrated Rehabilitation Services by the 300th Anniversary Committee.

*CERTIFICATE OF RECOGNITION AND THANKS
PRESENTED TO
Integrated Rehabilitation Services
On this 28th day of April, 2015
For a \$1,000 donation to the Tolland 300th Anniversary Celebration
Making it a Crandall-level sponsor*

4.3 Certificate of Recognition and Thanks Presented to Brookside Garden Center by the 300th Anniversary Committee.

*CERTIFICATE OF RECOGNITION AND THANKS
PRESENTED TO
Brookside Garden Center
On this 28th day of April, 2015
For its \$5,000 donation to the Tolland 300th Anniversary Celebration,
Making it a Settlers Rock-level sponsor*

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:**

Ms. Rubino attended the BOE meeting. At the meeting, they acknowledged the Boys Hockey Team Division 3. The team was amazing and the teammates spoke about their experiences. Additionally, the Board discussed setting goals for the Superintendent, his evaluation, and procedures for ongoing processes. Mr. Adlerstein added that the Board discussed structuring the meetings around the Superintendent's goals which they believe are synonymous with those of the Board. Ms. Rubino noted that on May 16th at 8AM, a Community Conversation will be held at TMS. The topic is Raising Resilient Children and Mr. Adlerstein added that they would like to have a large cross section of the community attend. He also noted that the Board discussed having its Finance and Facilities Committee discuss the utilities fund including its process and mechanics. Mr. Adlerstein explained that most of the money will come from the Board and it would like to be involved in the development of the document. He would like the Town Council to have a committee to review the fund as well. Mr. Werbner explained that they are working with the Superintendent, the business manager, and the finance director to prepare the document which will then be presented to the Town Council and the Board for review and input.

Mr. Krasusky attended the April 8th BOE meeting where it was announced that Mark McLaughlin is the new business manager for the Board. Additionally, a staff member is retiring. In turn, if the budget passes, they would be able to retain as many paraprofessionals as possible. Lastly, the Board is close to hiring a new Facilities Manager.

Mr. Field noted that the 300 Committee is continuing to work on the parade. Additionally, a budget discussion was held on Monday at the Senior Center. Lastly, he and Mr. Werbner attended the Eastern Highlands Health District board meeting on Thursday. All is going along fine.

Mr. Stanford attended the WPCA meeting where it was noted that the repairs are done and the pumps are in place. A member of the regional WPCA was in attendance. He discussed a pending bill before the legislature regarding reimbursement rates. It was also noted that Vernon is in the midst of a facilities evaluation which will impact the cost schedule.

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** None.

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

- 8.1 Consideration of a resolution to purchase the property at 688 Tolland Stage Road from Frederick Bilow in the amount of \$155,000.00 and the setting of a public hearing thereon for May 12, 2015.

Jan Rubino motioned to accept the following resolution:

MOTION that the following resolution be introduced and set down for a public hearing on May 12, 2015 at 7:30 p.m. in Tolland Town Council Chambers:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the purchase of property at 688 Tolland Stage Road, property that abuts a 50 acre Town owned parcel, from Frederick Bilow in the amount of \$155,000.00.

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

- 8.2 Consideration of Tolland Non-Profit Housing Corporation's request for assignment of lease for sale of house at Rolling Meadows.

Jan Rubino motioned to accept the following resolution:

BE IT RESOLVED that the Town Council of the Town of Tolland, acting in its capacity as the sole member of the Tolland Non-Profit Housing Corporation, hereby approves the assignment of the lease of the property known as 97 Rolling Meadow Drive to Qualified People (as that term is defined by the State of Connecticut, Department of Housing) pursuant to the terms of the Assignment attached hereto.

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

- 8.3 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)**

The referendum is coming up on Tuesday. Those who have previously voted at the Town Hall will now vote at the Recreation Center behind the former Parker School. Polls will be open 6AM to 8PM.

The Appropriations Committee of the State Legislature came out with their budget. They recommended that they stay at least equal to the Governor's recommendation for municipal aid. The Governor's budget was increased and the next step is that the Finance Committee of the State Legislature will come out with its recommendation for how the money will be funded.

Mr. Field inquired about the vehicle taxes. Mr. Werbner explained that this is still being discussed.

Ms. Rubino inquired about the funding for the purchase of the property noted in item 8.1. Mr. Werbner confirmed that the money is available in the active recreation fund.

11. **ADOPTION OF MINUTES**

11.1 March 12, 2015 Special Meeting Minutes

11.2 March 18, 2015 Special Meeting Minutes

11.3 March 24, 2015 Special Meeting Minutes

11.4 March 24, 2015 Regular Meeting Minutes

11.5 March 26, 2015 Special Meeting Minutes

11.6 March 31, 2015 Special Meeting Minutes

George Baker moved to adopt the March 12th Special Meeting Minutes, the March 18th Special Meeting Minutes, the March 24th Special Meeting Minutes, the March 24th Regular Meeting Minutes, the March 26th Special Meeting Minutes, and the March 31st Special Meeting Minutes.

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

12. **CORRESPONDENCE TO COUNCIL:**

The Town Council received a letter from the state regarding cell phone tower modifications.

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** None
14. **PUBLIC LISTED PARTICIPATION** *(on any subject within the jurisdiction of the Town Council)*
(3 minute limit): None
15. **ADJOURNMENT:** Rick Field moved to adjourn the meeting at 7:55PM.
Seconded by Ben Stanford. All were in favor.

Jack Scavone, Council Chair

Lisa A. Pascuzzi
Substitute Town Council Clerk