

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
September 24, 2015

VISION STATEMENT

To represent education at its best, preparing each student for an ever-changing society, and becoming a full community of learning where excellence is achieved through each individual's success.

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

Regular Meeting – September 9, 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

F. SUPERINTENDENT'S REPORT

- F.1 Where We Go From Here – (no enclosure)
- F.2 Board Policy 6092 – On-Line Coursework
- F.3 Board Policy 4021 – Athletic Coaches
- F.4 End of Year – 2014-2015-Financial Report

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

J. PUBLIC PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council – September 8, 2015

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

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

REGULAR MEETING – September 9, 2015

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

Administrators Present: Dr. Walter Willett, Superintendent of Schools, Mark McLaughlin, Business Manager

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:40 P.M. The Pledge of Allegiance was recited. A moment of silence was held in memory of the Ellington teen Jordyn Engler.

Item F1 was addressed first and the rest of the agenda followed beginning with item B.

B. APPROVAL OF MINUTES

- Regular Meeting – August 26, 2015

Mr. Adlerstein highlighted the motion made after the Board returned from executive session on August 26th. He explained that Dr. Willett did not have a chance to use his vacation days and in the contract, these days may not be carried over. The Board does not want Dr. Willett to burn out and approved carrying them forward. The approved pay increase was in the budget and is an apportioned increase. The Board is behind the Superintendent and the direction in which the district is going.

Mr. Clark motioned to accept the minutes of the August 26, 2015 meeting. Ms.

Yudichak seconded the motion. Changes: none. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION

Mallory Goldsmith, 21 Marlboro Glade, is a sophomore at THS. She read an e-mail which she sent to the Superintendent and the Board in regard to the water bottle policy at THS. She explained that students are denied the right to carry water bottles and highlighted her concerns of dehydration. Additionally, when someone has to ask to go to the water fountain, it disrupts the class and the ability for peers to focus in a learning environment. She would like the policy to be reconsidered.

D. POINTS OF INFORMATION

Dr. Willett commended Ms. Goldsmith for attending the meeting and presenting the e-mail. She has a valuable case and provides a lot for the Board to consider. He will sit down with the THS administration to discuss its reasoning for the policy. He added that Ms. Goldsmith's concerns hold merit and he will get back to her in regard to this issue.

Ms. Yudichak commented that she saw on social media that the temperature on one of the buses was 100 degrees. She also noted that TEPTO would like to get information regarding volunteering into the backpacks and asked that Dr. Willett explain this process at the Monday night meeting.

Mr. Sce noted that his daughters were complaining about the temperature as well. One noted that it was too hot and expressed concern regarding dehydration while the other commented that her classroom was too cold.

Mr. Pagoni commented that he agreed with Ms. Goldsmith 100%. He fought the battle on this issue and lost. Historically, there were people who would bring alcohol to school and this was long before water bottles. The percentage was very small but all are being punished because of the actions of a handful of students. If one is caught bringing contraband to school, he/she should be expelled but the rest of the students should not be punished. Students should be treated like adults and trusted. If it comes before the board, he will support water bottles being allowed in all schools.

Mr. Perosino added that the new cell phone policy is a good example of how students can be trusted when given the opportunity to be trusted. The cell phone privilege was granted and it has not been abused. A similar idea could be used in regard to the water bottles.

Mr. Doyle noted that more information is needed – things change over time and there are reasons why certain measures are put in place. Ms. Yudichak noted that this rule only exists at the high school. Ms. Gorsky added that the Policy Committee could review this item and write a policy that overrides the student handbook. Dr. Willett will speak with the administrators and bring the policy and any suggestions or recommendations back to the Board.

Ms. Gorsky reported on the correspondence received by the Board. This included the e-mail from Ms. Goldsmith, letters in regard to the a/c at the schools, concerns about issues with the buses – in particular one which broke down on the first day of school, and concerns regarding the lack of flexibility in the sports' registration deadline.

In regard to the buses, Dr. Willett explained that the district has a contract with First Student. First Student has a fleet of buses and the majority functioned properly. It was an unfortunate circumstance that the bus with the issue was in a location which blocked other vehicles. When something like this happens, there is a cascading effect. A message was sent out as soon as the district was informed of the problem. These issues will occur from time to time. It is a small percentage but it is bound to happen in terms of probability. First Student has a regular maintenance schedule which is shared with the district. Mr. McLaughlin added that the buses were inspected before going on the road. He does not know what caused the bus to fail but as far as he can tell, First Student is performing regular maintenance.

In regard to the sports' registration deadline, Dr. Willett explained that the district has to consider the safety of the students. Due diligence needs to be done to ensure that no one gets hurt. Multiple teams are formed and there are many items that need follow up including medical forms. The last thing anyone wants is a student going out for try-outs and having a medical issue. It is dangerous for sports' registration not to be done in an organized fashion. When rushed, mistakes can be made. In total, 6 notices went out in regard to the deadline. Dr. Willett added that he regrets that some students missed the deadline but the district is doing its best to do its job correctly. A brief discussion took place. Mr. Adlerstein added that structures need to be in place to provide the best possible environment for all students.

Mr. Perosino asked if First Student has a responsibility for the temperature control and/or health and safety of the students. Dr. Willett responded that it does and First Student is ultimately responsible for the students' health and safety. If there is concern regarding a particular bus number, he will follow up to learn more information. He spoke with the bus company and they noted that windows were down and the buses were not idling in an attempt to stay as cool as possible. Dr. Willett checked a few buses and believed that the bus company was following through with this.

E. STUDENT REPRESENTATIVE REPORT

Mr. Perosino noted that the Student Council will have a booth at Celebrate Tolland. The Homecoming Dance will be held on October 24th and the theme will be the circus. In regard to the cell phone policy, students seem to be responding well and Mr. Perosino thinks it will improve how cell phones are used in school. The issue of water bottles was discussed at the last Student Council meeting as was the cost of the sport and club fees. Lastly, there was a concern that it was 97 degrees at TMS.

F. SUPERINTENDENT'S REPORT

F.1. Recognition-Teacher and Paraprofessional of the Year

Dr. Willett introduced Ms. Laurie White. Ms. White is a paraprofessional who works in the district and is known to all. Dr. Willett's first impression when he met Ms. White was that she is a champion for the children. She has done an exceptional job for the students of Tolland. At the convocation, Ms. White gave a speech about her dedication to children and how she gives back.

It was with great honor that Dr. Willett presented Ms. White, the Paraprofessional of the Year, to the Board of Education. The Board presented her with a small token of its appreciation.

Ms. White thanked Dr. Willett and the Board. What she does has changed a lot over the years but she loves it. She has worked in the district since 1996 and is currently at TIS. Prior to this, she volunteered for 5 years at the Parker School.

Dr. Willett congratulated Mr. Stoddard Slayton (not in attendance) on being the Teacher of the Year. He teaches at TIS but is well known throughout the district. Mr. Stoddard performed a song at the convocation that showed his true capabilities. Tolland is fortunate to have Mr. Stoddard in the district and Dr. Willett stated that it is an honor to be able to recognize him as well. Mr. Stoddard will also receive a token of appreciation from the Board.

The Board congratulated and thanked both Ms. White and Mr. Stoddard for their dedication and service.

Mr. Adlerstein noted that Board Member Tom Frattaroli has stepped down and introduced Mr. Cliff Vachon. Mr. Adlerstein extended his thanks to Mr. Frattaroli for his service. Mr. Clark added that Mr. Frattaroli has been a great asset not only to the Board but also to the Negotiating Committee. Mr. Pagoni expressed the same and welcomed Mr. Vachon.

F.2. Monthly Financial Update

The end-of-year report will be presented at the next meeting.

Mr. McLaughlin reviewed the August 2015 report (2nd month of the fiscal year) which shows an available balance of 6.2% (\$2,371,895) of the Board's current budget. He explained that the goal is to encumber as much of the budget as possible and hold for future commitments. Much of that which is encumbered is from contracts, purchase orders, and past practices. The 2014/15 fiscal year was closed out with a balance of \$11,930 on a \$38M budget. An audit will be performed in December for verification. This speaks well for how the budget was analyzed and controlled.

Mr. Sce expressed some surprise of the \$700K surplus in Health/Life/Disability Insurance. Mr. McLaughlin explained that not all benefits have been booked at this time but will provide more detail at the next meeting. A discussion of the energy surplus took place as well. Energy includes propane, oil, and electricity. The contracts are based on consumption. Mr. Sce also inquired about the \$400K surplus in Instructional Supplies/Materials and a discussion took place. Mr. McLaughlin explained that many of the materials are consumed throughout the year. He will speak with the curriculum director for further clarification and report back to the Board.

F.3. Honeywell – Set Points

Dr. Willett spoke in regard to the set points. Some rooms have a/c while others do not due to the energy plan. A geothermal system was installed and there are certain set points to which the district must adhere. Honeywell sets the baseline/set points. Areas which did not have a/c before geothermal was installed are not scheduled to have it in the energy plan. In areas with a/c, the set point is 75-76 degrees. If the set points are violated, the district will not be able to reach the cost savings required to pay off the loan. The money would then have to come from the operating budget which would impact other areas.

Dr. Willett researched the information and determined that conservatively, it would cost approximately \$1181 to run the a/c for one day. This is over and above the cost of running the a/c which is in the plan. For six days, the cost would be about \$7,086. Dr. Willett proposed that the Board allow the Superintendent 6 days with which to work. This way, the a/c could be engaged and not violate the energy agreement. He added that the system is not designed to allow the a/c to be engaged with a single switch. It has to be addressed in each room and would take hours. In turn, it would need to be done the night before the a/c is needed.

Dr. Willett added that he has been monitoring room temperatures which are provided by sensors. A discussion took place.

A straw poll took place. All were in favor of authorizing the Superintendent, at his discretion, to engage the A/C at an estimated cost of \$1,000 per day for up to 6 days.

F.4. Where We Go From Here

Dr. Willett is scheduling community budget workshops. The community, Board, and Superintendent need to work as a team in order to get as much input as possible in a workshop format. The goal is to reach a budget that incorporates the needs and desires of the community as well as the objectives and goals of the vision for the district. It will take a few sessions to formulate a roadmap, determine the tangibles at the end, and set

expectations of the Superintendent relative to these items. A general outline for the budget process will be presented at the next meeting and dates for the workshop will be available on Monday.

G. COMMITTEE AND LIAISON REPORTS c

Finance and Facilities – Mr. Doyle noted that the Committee will discuss energy and how to respond to drastic weather, make improvements while staying in contract, review the thermostat locations, and empower the Superintendent to maintain a safe school environment. He invited input from the community and others. Mr. Sce added that identifying budget overages and addressing underspending should be examined as well.

Policy – The next meeting is scheduled for September 16th at 4:30PM.

Communications – Ms. Moran reminded all about the Community Conversation scheduled for October 15th, 6-9PM at TMS.

Town Council Liaison – The Council approved that the obsolete equipment be addressed. It is the Board's responsibility to get it to the electronic recycling event. Mr. Krasusky added that Public Works Director Clem Langlois announced his retirement. He noted that Mr. Langlois has been a tremendous asset to the community and will be missed.

Website Task Force – The focus will be on identifying the next levels of menu navigation.

Shared Services – The Committee will meet next week.

CABE – Ms. Yudichak and Dr. Willett are reviewing the annual convention's workshop topics.

H. CHAIRPERSON'S REPORT

Mr. Adlerstein noted that Dr. Willett is putting a good deal of structure in place and asked him to extend this to the Board as well so it can best support the Superintendent and the district.

I. BOARD ACTION - none

J. PUBLIC PARTICIPATION

Rebecca Risley, 103 Mountain Spring Road, inquired about the average bus run time.

K. POINTS OF INFORMATION

Mr. McLaughlin will research Ms. Risley's inquiry and follow up with her tomorrow.

Mr. Pagoni inquired in regard to how bus doors open in terms of if they are pulled or if a push button is used. He wants to ensure that a student would never end up with himself or one of his belongings caught in the door.

Ms. Moran, in response to Ms. Risley's inquiry, commented that there are different aspects to consider such as what time the bus actually leaves.

L. CORRESPONDENCE

- Town Council – August 25, 2015

M. FUTURE AGENDA ITEMS

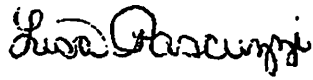
- Where do we go from here
- Roadmap, budget process, vision

It was noted that the next meeting will be held on Thursday, September 24th.

N. ADJOURNMENT

Mr. Clark motioned to adjourn the meeting and pay the clerk at 9:24PM. Ms. Moran seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lisa Pascuzzi".

Lisa Pascuzzi
Clerk

F.2

TO: Members of the Board of Education

FROM: Walter Willett

DATE: September 24, 2015

SUBJECT: Board Policy 6092 – On-Line Coursework

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

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: ON-LINE COURSEWORK

Number: 6092
Instruction

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

Purpose

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

Statement of Policy

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

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

1. Credit recovery
2. Enrollment in a supplemental course

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

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

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

Legal References

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

TO: Members of the Board of Education

FROM: Walter Willett

DATE: September 24, 2015

SUBJECT: Board Policy 4021 – Athletic Coaches

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

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Athletic Coaches

Number: 4021
Personnel

Approved: 5/11/05

Revised: 6/23/10

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

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

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

I. EVALUATIONS

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

II. EMPLOYMENT OF AN ATHLETIC COACH

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

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

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

III. HIGH SCHOOL ATHLETIC COACH SELECTION

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

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

Athletic coaches will:

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

IV. HIGH SCHOOL STUDENT ATHLETE TEAM SELECTION

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

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

V. HEARING PROCEDURES

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

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

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

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



TOLLAND PUBLIC SCHOOLS

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TOLLAND, CONNECTICUT 06084

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

Walter Willett, Ph.D.
Superintendent

F.4

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

FROM: Mark S. McLaughlin, Business Director

RE: Monthly Financial Report-June 2015

Date: September 9, 2015

SUBJECT: End of Year Report - FY2015

The following is a brief narrative regarding Tolland Public Schools end of year position.

As you know in May 2015 the district had an available balance of \$95,428. Since May 2015 many transactions have taken place in order to finish the year in a positive position. The district and administrators have worked hard to end the fiscal year in the black. The changes of staff, procedures, reorganizing accounts from program to object codes and reconciling each of the last 4 months has significantly impacted our conservative spending approach.

As a matter of normal procedure, we have spent the approved BOE funds in accordance with the budget and any additional guidelines given by the BOE and Superintendent. Knowing that there have been 4 different business managers in the past 10 months, with different methodologies and controls, it is very impressive that we have ended the year in a positive position.

Our spending process in the last two months of the year has not differed from any prior month. Purchases during June 2015 such as engineering studies, design work and energy enhancements have been implemented to meet required grant work or safety needs of our buildings. Any of the additional payroll obligations such as curriculum writing and training materials for staff have been completed. Due to the change in Facility Directors, much of the necessary work that was postponed earlier in the year was identified. Action was taken to support the structural and physical needs of the buildings. This work includes concrete repairs to sidewalks, entranceways and stairs along with repairs to gym and stage floors throughout the district. Some maintenance equipment and tool replacements have also been purchased. Technology has been purchased to meet the new "SDE", Dept. of Education mandates for teachers to file work online.

The BOE submitted a \$38,469,361 budget to the town for FY 2015-2016. The final budget as approved by the town through referendum vote on May 5, 2015 was \$38,275,831. The voted budget reflected a \$193,530 reduction. As advised and sanctioned by the BOE, the majority of this reduction was realized through end of year prearranged acquisition of math textbooks, math curriculum, math materials, writers workshops supplies, additional textbooks for statistics classes and business education class which all came out of the FY2014-2015 budget.

We recommend, after the audited closing for FY2014-2015 the following two transactions be accepted.

1) The district has an old unexpended (carryover) encumbrance balance from the prior 2013-2014 fiscal year that needs to be liquidated. The remaining balance is \$14,052.82. These funds were encumbered and held over on PO's. Since the initial encumbrances were satisfied, this small balance can no longer be spent for their original purpose. Therefore I am requesting that these monies be transferred to the 1% Educational Reserve Fund of the BOE. We have contacted the auditor's and they have no objections to our request.

2) After closing FY2014-2015 a small balance remains. The FY2014-2015 unexpended balance is \$11,930. We also recommend that this amount be transferred to the 1% Educational Reserve fund upon final audit review.

After these funds are transferred, the balance should be approximately \$101,198 in the 1% Education Reserve Fund.

Thank you.

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM SEPTEMBER 8, 2015 – 7:30 P.M.

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven Werbner, Town Manager; Mike Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records

1. **CALL TO ORDER:** Jack Scavone called the meeting to order at 7:30p.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)*

Ken Baker of Pine Hill Road – He thanked the Council for passing the modification to the tax code. As a result of that, there has been activity on the abandoned property on Lawlor. Having said that, he still believes there is a need for a Blight Ordinance. He urges the Council to continue their work on putting together an advisory committee.

6. **PUBLIC HEARING ITEMS:** None.

7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** Karen Moran, BOE: There will be a section called “*Where We Go From Here*” on their Agendas from now on. It will contain what they are moving towards and what their vision is. Dr. Willett is looking at scheduling the Community Budget Workshops again. They will be on the schedule soon.

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Paul Krasusky, Recreation Advisory Board: He was unable to attend the meeting, but referred to the minutes. They had a successful summer program, although they were unable to find the nurse that they were hoping to get for the programs. The paving initiative is under way for the parking lot at the Rec Center. The playscape has been removed, and there may be discussion about adding another one. Mr. Field, PCC: Things are moving along smoothly for the parade and picnic, which is being held on September 19th. Mr. Werbner and he have worked on the wording for an e-blast that will be sent out regarding the Blight Ordinance. Mr. Field read the contents of the proposed e-blast aloud. The members of the Council said it sounded good. Mr. Eccles, EDC: Heidi Samokar, Town Planner, Planning and Community Development, was there. She will be enforcing temporary signage. They are popping up everywhere now. They are allowed, but conditions need to be complied with. He also mentioned that she will be promoting excellent, free and legal ways to promote businesses (ex.: the outolland.org website, which is being finalized). The temporary Chair of the EDC, Kevin Boule, suggested that instead of prosecuting blight, create an Ad Hoc Volunteer Community to assist with the challenges faced

by all homeowners. It could be similar to Neighbors Helping Neighbors. The pad site at Fieldstone Commons, which was supposed to be a restaurant with a drive-thru, has fallen through. A marketing firm determined that there is no need for the business, and there are not enough people in the area. Everyone knows that is not right. The EDC, through Ms. Samokar, will reach out to marketing firms to get costs for a study to see what the marketability of Tolland is. It would not be just for that pad site, but for the TVA as well.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Consideration of a resolution to declare equipment as obsolete from the Board of Education.

Mr. Werbner said there are a number of old RCA old TV monitors at Parker School. The BOE would like to dispose of them.

Jan Rubino motioned to accept the following resolution:

BE IT RESOLVED that the list of equipment below is hereby declared obsolete and may be disposed of in accordance with Board of Education Policy 3040, Disposal of Obsolete or Surplus Equipment/Materials.

36 RCA TV VHS Monitors (Birch Grove Primary School)

Seconded by Bill Eccles. All in favor. None opposed.

8.2 Discussion of change in dates for the Town Sponsored Bulky Waste Pickups.

Mr. Eccles said there was a discussion on Facebook about the dates set out for bulky waste pickup. It was suggested that instead of doing September and April, we do October and May. A lot of times, there is still snow on the ground in April. So, getting items to the curb may be impossible. With regard to September, residents feel it is early, because you are still using the lawn furniture that will be getting thrown out at the end of the season. The new suggested dates are October, 2016 and May 2017.

Mr. Werbner said the September, 2015 and April 2016's pick-ups will remain in place.

Mr. Eccles motioned to move the pick-up dates for bulky waste to the months of October and May, starting in 2016.

Seconded by Rick Field.

Mr. Field said he'd still like to see it quarterly, but since that will not be happening he will support this, because it seems to help the residents out. Ms. Rubino reminded that bulky waste can be scheduled any time for \$35.00 too.

All in favor. None opposed.

8.3 Appointments to vacancies on various municipal boards/commissions:

Ms. Rubino motioned to appoint **Cliff Vachon of Julia Drive** to the Board of Education for the remainder of the term. Seconded by Rick Field. All in favor. None opposed.

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

10. REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY): Mr. Werbner had nothing to add to his written report.

11. ADOPTION OF MINUTES

11.1 August 25, 2015 Regular Meeting Minutes: Bill Eccles moved to adopt the minutes; Seconded by Paul Krasusky. All in favor. None opposed. Ben Stanford abstained.

12. CORRESPONDENCE TO COUNCIL

12.1 An invitation to an event at the Union Church in Vernon.

13. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS: Mr. Eccles said there is a new 501(c)(3) forming, Our Tolland, Inc., which is the owner of ourtolland.org launching with the Tolland 300th celebration. It will point you in the direction you need to find information. It will have calendars for any organizations contributing, people will blog, the school system will be on it, and businesses will be able to promote on it. Ms. Rubino thinks this is great, but questioned if people could register as an “unknown” person and just blow it up with unnecessary stuff. Mr. Eccles said he was not sure what the user registration process would be. There will be a monitor policing the site.

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

15. EXECUTIVE SESSION: The Executive Session was canceled.

~~15.1 — To discuss a Personnel Matter.~~

16. ADJOURNMENT: Rick Field moved to adjourn the meeting; Seconded by George Baker at 7:49 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk