

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
October 26, 2016

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 13, 2016

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 Constable Report
- F.2 Open Choice Report

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

- I.1 2017 - Board of Education Meeting Dates
- I.2 Capital Budget

J. PUBLIC PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council Meeting – October 11, 2016

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

TOLLAND BOARD OF EDUCATION
Hicks Municipal Center
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REGULAR MEETING – October 13, 2016

Members Present: Mr. Sam Adlerstein, chair; Mr. Patrick Doyle, Vice Chair; Ms. Karen Moran, Ms. Colleen Yudichak, Ms. Susan Seaver, Mr. Jeffrey Schroeder, and Ms. Michelle Harrold

Administrators Present: Dr. Walter Willett, Superintendent of Schools; Mark McLaughlin, Business Director; Peter Sztaba, Facilities Director

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Mr. Adlerstein called the meeting to order at 7:35 P.M. The Pledge of Allegiance was recited.

B. APPROVAL OF MINUTES

Regular Meeting – September 28, 2016

Mr. Schroeder motioned to accept the minutes of the September 28, 2016 regular meeting. Ms. Moran seconded the motion. Changes: Mr. Adlerstein asked that the slides be added to the minutes. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION

Brenda Falusi, 4 Laurel Ridge Road, thanked the Board of Education members for all they do and asked that they keep up the good work.

D. POINTS OF INFORMATION

None.

E. STUDENT REPRESENTATIVES REPORT

None.

F. SUPERINTENDENT'S REPORT

F.1 Monthly Financial Report – September, 2016

Dr. Willett reviewed attachment F.1, the memo from Mark S. McLaughlin, Business Director. He noted that Mr. McLaughlin will provide more in-depth information as the fiscal year progresses.

F.2 Capital Improvements

Dr. Willett noted there are two ways to look at their capital budget. He said the Finance and Facilities Committee met on Tuesday, and mentioned he knows the board likes to have two readings before taking a vote. The Capital Budget Request

summary (two spreadsheets) were distributed, one with a WOA column on the far right, and one without. WOA is an acronym for "When the Opportunity Arises." Each sheet had color-coded items: gray for items to be bonded for, yellow for general fund costs, and blue for future capital request items.

Most of the WOA items are for upgrades and enhancements, for example updated science lab equipment. Mr. McLaughlin put all of these items in the WOA column because it would be realistic to assume that not all of the requests would get funded. Many Capital Budget Request items are for critical needs that must be taken care of or this is a risk of damage to the building or the ability to hold classes, such as a needed boiler replacement. These items are all broken out individually. Dr. Willett said he would need direction from the Board which spreadsheet he should forward to the town, and he recommended the one with the WOA items listed.

Mr. Sztaba noted that the newer items in gray are at the bottom of the spreadsheet, and he tried his best to forecast out the expenses, but much depends on the upcoming election and referendum vote. This same information is posted to the school website and Board members were asked to review all the information over the next two weeks. Dr. Willett complimented both Mr. McLaughlin and Mr. Sztaba for all the work they do on the budget, as they do a good job helping them to understand the overall budget.

Dr. Willett reiterated that the bond referendum will be on November 8 and it is a very important referendum for Tolland Schools as it covers critical items for their infrastructure.

Mr. Sztaba said he will provide any information and details necessary on any of the projects listed on the spreadsheet, and can provide the scope of work involved and detail on how items are priced out.

Mr. Adlerstein inquired about the \$3+ million state offset on the bond money. Dr. Willett said they expect that about 38 percent of the \$9.6 million bonding referendum amount will be reimbursed through state grants, so the amount they can expect to pay would be significantly less. He said a flyer was mailed out to the public which highlights this information, but they still have to bond for the full amount in the unlikely case they did not get the grant money.

Ms. Seaver asked if the question on the referendum references the grant offset. Dr. Willett read the referendum question and it was not included. Paul Krasusky, Town Council liaison, said he would have liked that information to be included as a rider on the ballot question. Ms. Harrold said it is too late to change the wording. Dr. Willett reiterated that the flyer that was mailed does make it clear. Mr. Adlerstein said it will be important to emphasize the large offset they should be receiving from the state when they discuss the bond issue.

Mr. Sztaba noted that if they can get the bond proceeds and grants to complete the gray items on the spreadsheet, this will get the ball rolling. But they will revisit the list each year. He said a bad winter can change the forecast as there could be a greater need for paving or it could impact the lifespan of some components on the list. He said if they can do the normal preventative care of items, it goes a long way. He said they need to look at what they can maintain out of their own funds, and what they need to seek extra funds for.

Mr. Doyle said some critical items include the Tolland Intermediate School roof replacement and the same at the Tolland Middle School. He asked what "critical" means when there are items outside the bond.

Mr. Sztaba said that they look at items by asking if they are not taken care of, what would be the impact on the schools. He said the warranty ended last year on the TIS roof. He said the term "critical" has to do with severe depreciation to the building if not taken care of. There would be events not covered by insurance claims, and events that could result in either loss of the ability to provide instruction or loss of safety in the building.

Ms. Moran said she would not want to lose sight of WOA items, because they are being broken out this way, especially if people thought they might be unattainable.

Dr. Willett said he wanted to break out WOA items so they could distinguish between enhancements and upgrades vs. critical items. He said enhancements and upgrades should be in the WOA column because otherwise they push the budget higher, but they also need to be able to distinguish between these types of things and the need for a new boiler or other critical infrastructure. He said he did not want to inflate what the BOE is asking for in capital improvements because that can muddy the waters. He said they need science lab upgrades, but they can still hold science class without it. However, if there is a structural loss due to a boiler breakdown, there is a massive disruption and instruction is impacted.

Mr. Doyle asked what the mechanism would be for making sure they continue to look at WOA items. Ms. Moran said that was also her concern. Mr. Adlerstein said if they send the WOA spreadsheet to the Town Council, they need to provide a full explanation. Mr. Krasusky agreed that the spreadsheet will need some presentation. There was also consensus that the report may need to be tweaked to make it more user friendly.

Mr. Adlerstein asked Board members to study the spreadsheet for a couple of weeks, look at the information on the website, and see Mr. Sztaba if they want any more detail. They will vote on it at their next meeting. Dr. Willett said he has been working closely with Steve Werbner, and while they expect the bond referendum to pass, they have also discussed the course of action if the

referendum fails. If it does fail, they will not get the grant money from the state, so it is a matter of paying now or paying later.

Mr. Doyle reiterated that he appreciated Mr. Sztaba's efforts as it helps them understand what they can expect project by project.

F.3 2017-Board of Education Meeting Dates

The Board reviewed the 2017 meeting dates noting the first meeting in April was changed to April 13 to accommodate Passover. Ms. Harrold requested that they revisit the April 13 date as that falls within spring break. Mr. Doyle suggested that meeting to be changed to April 5 and there was consensus to make that change.

G. COMMITTEE & LIAISON REPORTS

Mr. Adlerstein noted that some minutes have been distributed.

Mr. Doyle, Finance and Facilities Chair, said they have looked at the Capital Budget and discussed the budget workshop. They recapped ways to generate more participation. He reported that the next budget workshop will be held on November 16.

Ms. Harrold asked when the swings are going to be fixed at TIS. She said they are presently hung up high so the kids can't get to them. It has been this way since the September ice cream social. Dr. Willett said Mr. Sztaba is working on this issue.

Ms. Moran, Communication and Outreach Chair, said the committee talked about ways to get word out to more people beyond the school community, and suggested they might be able to make use of the e-blast system in partnership with the town, especially for budget-related events. She asked if the Board might instruct Dr. Willett to work with the town on this. There was consensus to move forward.

The Policy Committee did not meet. However, Ms. Harrold said she attended the Town Council meeting the other night and the MOU for the constables was approved five to one. Mr. Willett said he will be meeting with Kevin Ecklund the new Administrative Trooper to begin moving forward.

Ms. Yudichak said the CABA Convention will be on November 18 and 19. She and Ms. Moran had attended last year. She said it is a good experience, but it is expensive. Ms. Moran said they have a lot of workshops to pick from to attend. Ms. Yudichak noted there is one being offered on culture. Mr. Adlerstein suggested members look over the agenda and consider if they wish to attend. Dr. Willett said he would help facilitate if any members are interested in going and he would also go himself, so long as they keep in mind that if anything happens in the district, he might have to stay back.

H. CHAIRPERSON'S REPORT

None.

I. BOARD ACTION

I.1 Policy 1090 – Volunteers

The Board reviewed the Policy. Mr. Doyle asked for clarification that if someone with a common name (i.e. Joe Smith) was listed on the DCF registry, but it was found that it was not the same person, they would not be prohibited from volunteering in Tolland Public Schools. There was consensus that this would not be the case. Dr. Willett noted that they do cross-referencing.

Mr. Doyle made a motion to approve and accept the proposed Volunteer Policy 1090 and put such policy into force. Ms. Seaver seconded the motion. Mr. Schroeder suggested that if someone's name got caught up in the policy due to having a common name, they could revisit the issue at that time. All were in favor. Motion carried.

J. PUBLIC PARTICIPATION

Brenda Falusi of 4 Laurel Ridge Road said she liked seeing two choice of reports for the Capital Improvements spreadsheet, and she supports forwarding the WOA document. She said she also has some ideas for getting additional funding for the schools, including getting donations from local businesses, and holding a fundraiser where kids can pay \$50 to decorate a ceiling tile. This would give them a connection to the building and make them feel they are a part of the process.

K. POINTS OF INFORMATION

None.

L. CORRESPONDENCE

A note was made to ask Ms. Gorsky for any correspondence at the next meeting.

M. FUTURE AGENDA ITEMS

A note was made to include the two action items from this meeting. Dr. Willett recommended doing a Mastery Based Learning Workshop with the Board. Dr. Willett also noted that an Assessment Workshop with Jesse Turner will be held on October 19, where he might offer a different perspective than is typically seen regarding standardized assessment. Mr. Doyle asked that Dr. Willett keep them informed on how Open Choice programs are progressing. He said there is a website off of the Superintendent's site on Choice. Mr. Schroeder said he'd like to get an update on the Parker School situation.

N. EXECUTIVE SESSION – TOLLAND MIDDLE SCHOOL PRINCIPAL TRANSITION

Mr. Doyle made a motion at 8:45 p.m. to go into executive session to discuss the TMS Principal transition and invite Dr. Willett to attend. Ms. Harrold seconded the motion. All were in favor. Motion carried.

The Board came back into Regular session at 9:00 p.m.

O. ADJOURNMENT

Mr. Schroeder made a motion at 9:02 p.m. to adjourn the meeting. The motion was seconded by Mr. Doyle. All were in favor. Motion carried.

Respectfully submitted,

Annie Gentile
Clerk (substitute)

Board of Education
Town Hall
Council Chambers
October 13, 2016
7:30 PM



[Agenda](#)



A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

Regular Meeting – September 28, 2016

C. PUBLIC PARTICIPATION (2 minute limit)

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D. POINTS OF INFORMATION

E. STUDENT REPRESENTATIVES REPORT – Charles Perosino and Andrew Harger

F. SUPERINTENDENT'S REPORT

- F.1 Monthly Financial Report – September 2016
- F.2 2017 -Board of Education Meeting Dates
- F.3 Capital Improvements (no enclosure)

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

- I.1 Policy 1090 - Volunteers

J. PUBLIC PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council Meeting – September 27, 2016

M. FUTURE AGENDA ITEMS

N. EXECUTIVE SESSION – TOLLAND MIDDLE SCHOOL PRINCIPAL TRANSITION

O. ADJOURNMENT

Open Choice Breakouts

With your group, review the material provided and list out advantages and obstacles related to Open Choice in Tolland.

We will review your topics together, and Dr. Willett will provide additional information. We will hear a report out from each group, followed by the discussion will be followed by our standard Public Participation → Points of Information

Open Choice In Tolland	
Advantages	Obstacles

Open Choice Breakouts

A-TEAM

Advantages

- Enriching
- Treated equally
- Prevents isolation
 - socio-economic
 - cultural
- Reality Check
- Improve Academic Achievement
 - multiple perspectives
- Diversity
- School about more than 3R's
 - not happening in home
- Grants for staffing:
 - programming
- Mentoring / Being Mentored
- Leading by Examples
 - Adults embracing
- Preparing students for multi-cultural life
- Students: Parents coming in opportunity better life
- Successfully done in other districts
- Engaged Parents
- School Rankings

Obstacles (Dis)Advantages

- Distance From Hartford
- Learning curve for everyone involved
- Cost \$: Budget
- Transportation (school cancelled)
 - Extra-curriculars
 - Open House / conf.
- Budget : annual discussions on Open Choice
- Siblings coming in attending different districts
- Children not accepted by peers : community
- Fighting for resources
- Best Practices : Experiences from other Districts.

B & C took our ideas! 😊

Open Choice Breakouts

ADVANTAGES

- Bring cultures / different cultures to Kids of Tolland
- Different POVs, life experiences
- Helping Kids, parents in Hartford
- Hartford Kids will bring experiences back to share in their communities
- Increased PD opportunities for teachers, will benefit all students
- Teachers will have to use "best practice" to teach different types of Kids
- Makes our district more engaged with other communities
- Diversity

OBSTACLES

- Distance
- Misinformation, Public Perception
- Fear of Unknown
- Unwelcoming attitude
- After-school activities / sports - transportation
- What happens if a student doesn't assimilate?
- What if nobody chooses Tolland?

Open Choice Breakouts

DIVERSITY

Advantages

- meaningful experience for Tolland Students
- Students exposed to greater diversity
- opp. for training/programs for staff
- CREC Liaisons
- Additional Support
- Help other kids
- Revenue

Obstacles

- Potential loss of funding
- Potential negative tax impact
- Student:Teacher ratio challenges
- Ensuring new kids coming in are welcomed

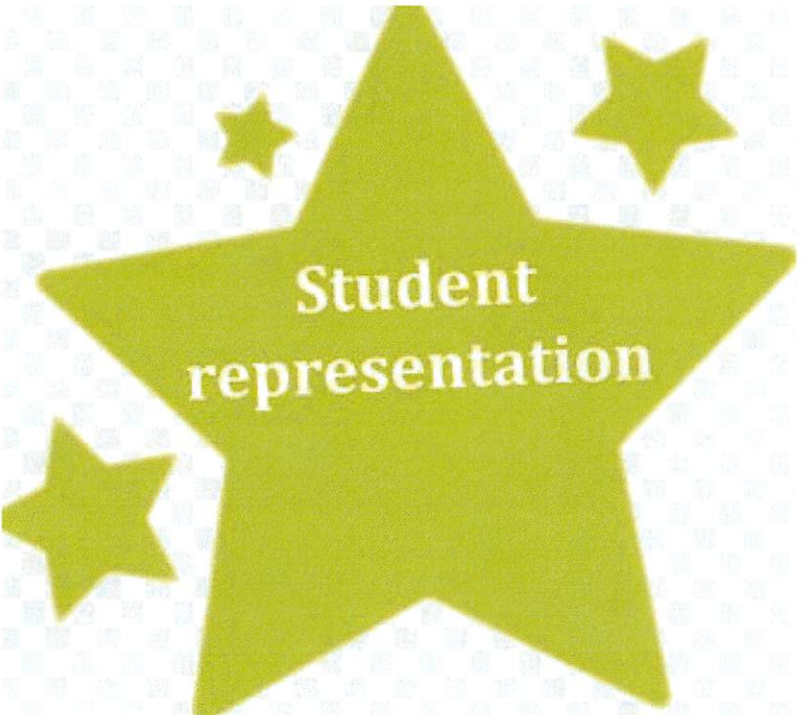


Public Participation


2 min :-)

Please speak your mind

Points of Information



**Student
representation**



**Charles
and
Andrew**



Last time

STUDENT REPRESENTATIVES REPORT

Mr. Perosino noted that the Student Council meeting was held today. The Homecoming Dance will be held on October 22nd and the ticket price may be increased to \$12 to account for the increased cost of public safety officials. Additionally, leading up to Homecoming there will be 5 Spirit Days. On Friday, Spirit Week culminates in the pep rally. Mr. Doyle thanked Mr. Perosino for the Board discussions he brings to the Student Council. Mr. Adlerstein added that he is grateful for what he and Mr. Harger discuss with the Board.

Superintendent Report

Dr. Willett

F1: Bill M. Financial Report

Please find attached the financial report for the month of September 2016, 3rd month of the 2016 fiscal year. This report once again represents a snapshot of the financial condition for the first quarter of FY16-17. This method allows for a good comparison each year for the same time period each month.

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

The attached September 2016 financial report shows an available balance of \$2,710,127 or 6.89% 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. The overall budget is on track as PO's are generated and expenses paid. Some line items are over and under budget, depending on encumbrances and timing of expenditures. There are three line items noteworthy at this time. Stipends are over budget because of pay to participate funds not yet collected. Out of District Tuitions are over budget because we have encumbered the full amount of each tuition and will not receive Excess Cost Reimbursements until December. The last line item, Misc. Expenses, are over budget because the town required the BOE to reimburse the town for the state budget funding shortfall due to late notification.

As part of the overall BOE Budget Planning Process for FY17-18, we have begun to review and identify the appropriate areas in our budget that will require greater analysis. The Budget Development Calendar has been established, approved and distributed by the Superintendent. The Budget Process is a long and detailed process. The Capital improvement Plan is the first major development in the process. The next major step will be to review all department requests for non-personnel expenses. The last step in the process is to review all personnel. The Superintendents Proposed Budget is due Jan. 11, 2017 with the final presentation and vote scheduled for Feb. 8, 2017.

F1: Bill M. Financial Report

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.0000.110.00.000.1	Salaries	\$21,162,994.00	\$2,416,767.94	\$3,621,088.14	\$17,541,904.86	\$16,984,270.80	\$557,633.98	2.63%
0100.0000.120.00.000.1	Substitutes	\$471,941.00	\$25,354.08	\$27,003.01	\$444,937.99	\$0.00	\$444,937.99	94.28%
0100.0000.130.00.000.1	Overtime	\$158,159.00	\$16,118.61	\$50,231.21	\$107,927.79	\$0.00	\$107,927.79	68.24%
0100.0000.150.00.000.1	Stipends	\$348,031.00	\$21,586.46	\$29,166.26	\$319,864.74	\$450,792.97	(\$130,928.23)	-37.51%
0100.0000.180.00.000.1	Pension/Severance	\$170,747.00	\$1,058.00	\$8,103.00	\$162,644.00	\$31,980.10	\$130,663.90	76.52%
0100.0000.200.00.000.1	Employee Benefits	\$324,532.00	\$12,132.20	\$207,289.89	\$117,242.11	\$161,812.50	(\$44,570.39)	-13.73%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$5,352,582.00	\$480,207.93	\$645,078.94	\$4,707,513.06	\$4,213,483.58	\$494,019.48	9.23%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$611,206.00	\$61,435.67	\$99,569.84	\$511,636.16	\$428,037.94	\$83,598.22	13.68%
0100.0000.240.00.000.1	Retirement (ICMA)	\$213,789.00	\$23,341.02	\$41,035.13	\$172,753.87	\$162,482.19	\$10,271.68	4.80%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,681.00	\$4,458.00	\$4,458.00	\$52,223.00	\$25,542.00	\$26,681.00	47.07%
0100.0000.270.00.000.1	Workers' Compensation	\$276,021.00	\$68,746.57	\$137,484.85	\$138,536.15	\$137,488.27	\$1,027.88	0.37%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$41,220.00	\$23,708.50	\$27,847.85	\$13,372.15	\$0.00	\$13,372.15	32.44%
0100.0000.310.00.000.1	Benefits Consultant Services	\$67,038.00	\$0.00	\$7,128.32	\$59,907.68	\$35,641.60	\$24,266.08	36.20%
0100.0000.320.00.000.1	Prof Educ Svcs	\$422,957.00	\$34,832.65	\$45,113.58	\$377,843.42	\$248,467.76	\$128,375.66	30.35%
0100.0000.330.00.000.1	Professional Tech Svcs	\$32,482.00	\$4,377.28	\$12,372.17	\$20,109.83	\$14,852.98	\$5,156.85	15.88%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$244,597.00	\$12,229.76	\$34,876.73	\$209,720.27	\$93,735.44	\$115,984.83	47.42%
0100.0000.350.00.000.1	Tech Services	\$449,734.00	\$38,207.58	\$143,879.97	\$306,054.03	\$37,342.30	\$268,711.73	59.75%
0100.0000.410.00.000.1	Sewer/Water	\$43,940.00	\$43,940.00	\$43,940.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$120,457.00	\$8,908.00	\$24,721.50	\$95,735.50	\$47,502.50	\$48,233.00	40.04%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facil)	\$258,416.00	\$40,461.98	\$82,304.21	\$176,111.79	\$39,654.98	\$136,456.81	52.81%
0100.0000.440.00.000.1	Rentals	\$138,371.00	\$20,911.30	\$38,794.47	\$99,576.53	\$118,033.99	(\$18,457.46)	-11.89%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,483,712.00	\$36,530.00	\$113,384.34	\$2,369,327.66	\$2,228,278.34	\$152,051.32	6.10%
0100.0000.520.00.000.1	Property/Liability Insurance	\$180,422.00	\$65,562.63	\$108,082.04	\$72,339.96	\$88,386.76	(\$16,046.80)	-8.89%
0100.0000.530.00.000.1	Telephone/ Postage	\$46,562.00	\$7,884.10	\$11,518.18	\$35,042.82	\$21,029.77	\$14,013.05	30.10%
0100.0000.540.00.000.1	Advertising	\$2,885.00	\$866.99	\$1,664.69	\$1,200.31	\$175.00	\$1,025.31	35.79%
0100.0000.550.00.000.1	Printing and Binding	\$30,940.00	\$4,044.41	\$7,008.01	\$23,931.99	\$8,746.12	\$15,185.87	49.08%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,717,299.00	\$224,008.62	\$305,845.82	\$2,411,453.18	\$2,958,681.28	(\$547,208.10)	-20.14%
0100.0000.580.00.000.1	Travel and Conference	\$29,142.00	\$4,165.46	\$4,763.53	\$24,378.47	\$2,740.00	\$21,638.47	74.25%
0100.0000.580.00.000.1	Public Officers & State Troops	\$94,322.00	\$0.00	\$0.00	\$94,322.00	\$2,300.00	\$92,022.00	97.56%
0100.0000.600.00.000.1	General Supplies	\$209,814.00	\$46,744.45	\$82,842.90	\$116,771.10	\$39,958.95	\$76,812.15	36.64%
0100.0000.610.00.000.1	Instr Supplies/Matls	\$356,769.00	\$44,576.32	\$51,947.68	\$304,821.32	\$110,082.21	\$194,739.11	54.58%
0100.0000.620.00.000.1	Energy	\$1,559,025.00	\$1,363,258.78	\$1,363,258.78	\$195,766.22	\$191,796.38	\$3,969.84	0.25%
0100.0000.640.00.000.1	Textbooks	\$225,935.00	\$22,032.49	\$28,364.74	\$198,570.26	\$25,703.00	\$170,867.26	75.63%
0100.0000.650.00.000.1	Films and Videos Supl	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$287.50	\$912.50	76.04%
0100.0000.660.00.000.1	Computer Software	\$58,525.00	\$13,651.09	\$21,178.17	\$37,346.83	\$29,152.40	\$8,194.43	14.00%
0100.0000.680.00.000.1	Misc Supplies	\$82,796.00	\$7,195.04	\$7,234.43	\$55,561.57	\$42,831.94	\$12,729.63	20.27%
0100.0000.730.00.000.1	Equip Instruct - New	\$199,958.00	\$68,384.31	\$67,119.40	\$132,838.60	\$48,954.03	\$85,884.57	42.95%
0100.0000.810.00.000.1	Dues and Fees	\$47,958.00	\$1,892.00	\$39,706.00	\$8,253.00	\$1,822.88	\$6,430.12	13.41%
0100.0000.890.00.000.1	Misc Expense	\$0.00	\$0.00	(\$54.80)	\$54.80	\$38,500.00	(\$38,445.20)	0.00%
und Total:		\$39,333,948.00	\$5,258,348.20	\$7,558,163.98	\$31,777,784.02	\$29,087,656.56	\$2,710,127.46	6.89%

Agenda Item # F.2

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: 2017 – Board of Education Meeting Dates

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For BOE meeting: October 13, 2016

ITEM SUMMARY:

Attached please find the recommended Board of Education meeting dates for calendar year 2017. The calendar includes dates for proposed meetings on the second and fourth Wednesdays of the month. Please note April 12 meeting was moved to April 13 due to Passover.

January	11 25	
February	8 22	
March	8 22	
April	13* 26	(Moved due to Passover)
May	10 24	
June	14 28	
July	12 26	
August	9 23	
September	13 27	
October	11 25	
November	8 22*	
December	13 27*	

*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.

Committee Reports

Toward Board Action

Finance and Facilities 10.11.16

Members Present: Jeff Schroeder; Colleen Yudichak; Patrick Doyle Staff: Dr. Walter Willett

1) Review of proposed capital budget request

Reviewed dashboard entry on Capital Budget request; Patrick asked Dr. Willett to be prepared to answer questions regarding cost summaries of bond items to compare against current capital plan. Ms. Yudichak asked if this would be revisited if Bond did not pass referendum. Dr. Willett responded that the town manager would allow the BOE to update request in the event bond referendum does not pass. Mr. Schroeder expressed the value of having planning done and documenting specific needs and plans for the future regardless of revenue stream. All expressed concern for maintenance challenges that school facilities would face if bond does not pass. Committee members did not have additional suggestions for presentation to full board or need for other materials—beyond those mentioned above. Dr. Willett expressed the request was relatively straight forward without significant changes from previous years request.

2) Feedback and Update from 10/5 Budget Workshop

Dr. Willette indicated about 12 to 15 attendees total. Attendees had some discussion about their comfort level with live stream of meetings. The committee discussed value of mailing budget workshop schedule to all in town and other ways to get more input from the public through the budget development process, but agreed that was not something to pursue at this time. The next Budget workshop November 16.

Meeting adjourned 8:27 PM

Members in attendance: Susan Seaver, Karen Moran, Colleen Yudichak
Staff: Dr. Walter Willett

Bond referendum –

Group reviewed flyer and mailing details – piece is mailed to absentee ballot residents first; remainder of mailboxes next week.

Open Houses Feedback –

Group discussed utilizing survey feedback for next year at all schools after their respective open houses; Dr. Willett will be considering some ideas in order to maximize the experience of open houses for parents. The group discussed how open houses are conducted now.

Budget workshops –

Nov. 16th is next workshop, 7:00pm in the THS Library. Dr. Willett to continue communication avenues. Budget materials will be posted on website. LiveStream capabilities possible with YouTube (Divo technology is going away). The only issue is that comments would be allowed, and that can be a deterrent to others in participating in the workshop. Also possible to videotape workshop, and post it later to the website. Attendance initiative: encourage people to bring a friend; in partnership with the town, can possibly utilize town e-blast system and Dr. Willett will look into.

Community Learning Workshops –

Workshop on Standardized Assessment will be on October 19th, THS Library at 7:00pm

Discussed utilizing an advertising board to be placed on the Green for both budget workshops and learning workshops. Dr. Willett will investigate our options with the THS Graphics Dept. Also start planning for a banner for the THS Musical in the Spring; Mrs. Moran to discuss with Friends of Tolland Music for possibly funding this again.

Other business –

Constables MOU has been approved by the Town Council. Dr. Willett will be putting some communication in place for schools and parents.

Future agenda items: Post Bond Referendum discussion, continued Budget communications.

Chairperson's Report

Board Action

Agenda Item #I.1

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Policy 1090 - Volunteers

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For BOE meeting: October 13, 2016

ITEM SUMMARY:

The district has Volunteer Procedures in place, but no Volunteer Policy. This policy will formalize the procedures of background checks and supervisory responsibilities. The policy also sets expectations for standards of conduct.

BOARD ATTORNEY REVIEW:

Legal review of policy occurred. Policy reflects recommended language from Shipman and Goodwin.

BOE ACTION DESIRED:

Second reading of Volunteer Policy. If BOE feels so included, a move to action and motion.

Proposed motion: *Motion to approve and accept the proposed Volunteer Policy 1090 and put such policy into force.*

SUPPORTING MATERIALS ATTACHED:

Proposed Volunteer Policy 1090

NUMBER: [1090]
[VOLUNTEER]

APPROVED [PENDING]

The Board of Education recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment and ultimately enrich students' school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Administration.

Volunteers, interns and other such non-employees working within the schools ("volunteers") must work under the supervision of Tolland Public Schools staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board of Education policies, including applicable policies on the confidentiality of student information.

Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families ("DCF") Child Abuse and Neglect Registry. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the Tolland Public Schools.

No employee of the Tolland Public Schools shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or her/his designee based on the specific situation.

Persons interested in volunteering their services should contact the school central office.



Public Participation

2 min :-)

Please speak your mind

Future Agenda Items

Discussed during the Superintendent's report

Adjourn

Courage may be the most important of all virtues, because without it, one cannot practice any other virtue with consistency - Maya Angelou

Courage, the footstool of the virtues, upon which they stand - Robert Louis Stevenson

The word comes from the French root, *coeur*, or heart.

And it is from the heart that our Tolland Public Schools slogan comes:

I teach with Love and Humanity

People don't live in Tolland because of everything right they did, and people in Hartford because of everything wrong they did, **Sheff in Sheff vs. O'Neil prevailed for a reason**

What is Open Choice?

Open choice is about promoting ***integration*** and ***equity***. It is a **50 year old program** that brings children together in 28 districts, including: Avon, Berlin, Bolton, Bristol, Canton, Cromwell, East Granby, East Windsor, Ellington, Enfield, Farmington, Glastonbury, Granby, Newington, Plainville, Portland, Rocky Hill, Simsbury, Somers, South Windsor, Southington, Suffield, West Hartford, Wethersfield, Windsor and Windsor Locks. This program was further strengthened by the Sheff vs. O'Neil verdict.

What is Open Choice is not

It is not a ***forced*** integration program. Districts choose whether to be involved, or not, and choose how many seats they wish to open up to the program.

The BIG Myth:

Integration and Equity have been controversial because it evokes ***fear*** of a zero sum scenario: a perception that if we do more for those who are disadvantaged it will mean there will be less for the rest. The ***fear*** that there will be ***winners*** and ***losers***.

Why should we do this?

1. It is the *right* thing to do. This is not about “us” and “them” and “ours” and “theirs” it is about us *ALL*. Together, we share a moral imperative do assure that every child gets what she or he needs to succeed.
2. Our country is experiencing a period of significant division and conflict. People do not seem to understand one another, they do not relate to each other's ideas and positions. *The most precarious place to be in society is to be facing a group of people who have no means of escape - who have nothing to lose.* This is especially true when it hurts *children*. When our children cannot escape these misunderstandings, when their conditions are dictated by a zip code, we all suffer. One of the hardest times to integrate is High School - why? Because by then too much of today's “real” world is there - the divisions are so great they are hard to overcome.

WHEN WE ARE NOT LEARNING TOGETHER, FROM THE BEGINNING, WE ARE IN PERIL.

We will all benefit from being together:

History has shown us that separation and segregation will never provide a road that leads to excellence.

Research indicates that in schools that are diverse with respect to race and SES, the achievement of advantaged students has not been harmed by desegregation policies (**Harris, 2008, p. 563**).

Research from **Mickelson & Bottia (2010)** indicated that a mix of students by SES, race, and ethnicity can improve performance in higher math courses among students who were previously low achievers.

All students benefit when students from diverse backgrounds learn together and are taught by teachers who know how to provide differentiated support.

This requires courage - we will not have all the answers before the journey begins. Like the explorers of the 1400's, we know there is land out there, great opportunities to be found, but we will never get there if we don't seek a new way.

Open Choice 5 year participation estimates (one possible scenario using 24 teachers at BGP) – Please note # of OC seats made available by Tolland will change based on changing budget circumstances and related decisions about the program. The target will always be class sizes of 16 to 17 in Kindergarten, and 18-22 in the other grades. This does not include a valuation of extra training provided to the district, ECS funds, or even all available grants. Transportation and Special Education Outplacement costs above annual allocation are handled by the Hartford Public Schools and the State. The plan would to phase the program in through Kindergarten, adding 4 students in 2016-2017, and 10 thereafter each year.

2016-2017

District Enrollment K – 12: 2430

Grade K	Grade 1	Grade 2
8 Teachers	7 Teachers	9 Teachers
136 students	131 students	184 students
Avg Class Size 17	Avg Class Size 18 to 19	Avg Class Size 20 to 21

2017-2018

Grade K	Grade 1	Grade 2
9 Teachers	8 Teachers	7 Teachers
146 Tolland students	136 Tolland students	131 Tolland students
4 OC seats		
Avg Class Size 16 to 17	Avg Class Size 17	Avg Class Size 18 to 19

Projected District Enrollment K – 12: 2372

Projected enrollment loss from previous year 58 students
Possible scenario add 4 OC Kindergarten students:
Total OC funds to district **with only attendance grant: \$12,000.00**
Total OC funds to district **with Early Beginnings Grant* (no ECS funding): \$30,000.00**

*The Early beginnings grant provides an extra \$4,500.00 for each student enrolled (added to

the \$3,000.00 per student allocation).

2018-2019

Grade K	Grade 1	Grade 2
8 Teachers	9 Teachers	8 Teachers
118 Tolland students	146 Tolland students	136 Tolland students
10 OC seats	4 OC Seats	
Avg Class Size of 16	Avg Class Size 16 to 17	Avg Class Size 17

Projected Enrollment K – 12: 2265
Projected loss from previous year: 107 students

Total Open Choice students as of 2018-2019: 14
Total OC funds to district **with only attendance grant: \$42,000.00**
Total OC funds to district **with Early Beginnings Grant* (no ECS funding): \$87,000.00**

2019-2020

Adding 10 students in K: \$30,000.00 + \$45,000 Early Beginnings Grant = \$75,000.00

Total OC funds to district **with only attendance grant or ECS funds: \$72,000.00**

Total potential OC funds: 10 students added in K (75k) + 14 in grades 1 and 2 (42k) = **\$117,000.00**

Projected District Enrollment: 2189

Projected Kindergarten Enrollment:

136 + 10 OC = 146

Projected K Class Size: 16 to 17

Total potential OC students: 24

2020-2021

Adding 10 students in K: \$30,000.00 + \$45,000 Early Beginnings Grant = \$75,000.00

Total OC funds to district **with only attendance grant: \$102,000.00**

Total potential OC funds: 10 students added in K (75k) + 24 in grades 1 through 3 (72k) = **\$147,000.00**

Projected District Enrollment: 2091

Projected Kindergarten Enrollment: 128 + 10 OC = 138

Projected K Class Size: 15 to 16

Total potential OC students: 34

2021-2022

* 2% level exceeded at 41 students. This could be met in 2021-2022 with 34+10 incoming Kindergarteners, at which point each OC K student reimbursement is now \$4000.00.

Total OC funds to district **with only attendance grant: \$176,000.00**

Total OC funds to district **with Early Beginnings Grant* (no ECS funding): 10 Kindergarten students now at 4k+4.5K*(EBG) = 8.5k x 10 =**

\$85,000.00 + \$136,000.00 (34 x \$4000) = \$221,000.00 in the 2021-2022 year.

2017 - 2022 (5 year) Total potential OC funds **only attendance grant (no additional grants or ECS funds): \$404,000.00**

2017-2022 (5 year) Total OC funds to district **with attendance and Early Beginnings Grant* (no ECS funding): \$602,000.00**

Note: Years 2021 – 2026 Projected Kindergarten enrollment vacillates between 128 and 130.

Please note potential funds are not a reason to participate in the Open Choice program. Some funds will be used for curriculum and materials. The main reason for participation is the learning opportunities afforded by having (as of 2022) 44 students in the Tolland schools that will provide a symbiotic benefit to culture, climate, and culturally responsive education.

student population in the district:

- \$3,000 per OC student for districts who enroll less than 2%
- \$4,000 per OC student for districts who enroll greater than or equal to 2%
- \$6,000 per OC student for districts who enroll greater than or equal to 3%
- \$6,000 per pupil for districts with greater than 4,000 students enrolled that increase the number of Open Choice students enrolled by at least 50% on October 1, 2015
- \$8,000 per pupil for districts who enroll greater than or equal to 4%

Early Beginnings: For each preschooler & kindergartener enrolled in district for a full day program, the district receives \$4,500 per child above the Attendance Grant funds. In addition, districts who enroll 5 or more kindergarten students in one school will receive a Literacy and Math Facilitator to provide one day, per week, of literacy and math assistance to *all* students in the classroom.

Academic & Social Support Grant: For SY16-17, there is approximately \$3.6 million available to fund academic, student and social support activities. **This funding is in addition to, not in place of, the statutorily provided Open Choice Attendance Grant.**

Per Pupil Award: \$575 per enrolled pupil in grades K-5 & \$900 per pupil enrolled in grades 6-12, **and a tiered incentive** which is available for districts as they increase their levels of participation based on October 1, 2016, Open Choice enrollment.

Bonus Set-Aside Grants: **This funding is in addition to, not in place of, the statutorily provided open choice attendance grant.**

- **Schools with 10 or more Choice students:** This funding is available to districts when a school enrolls 10 or more Open Choice students. Districts share in a bonus set aside of up to \$500,000 (subject to available funds). For SY2015-16, districts received \$203 per pupil.
- **Tier II:** This funding is available to districts that enroll additional Open Choice students above the previous year's October first PSIS count. Districts share in a bonus set aside of up to \$100,000 (subject to available funds). For SY2015-16, districts received \$436 per pupil.
- **Construction Bonus Funds:** Each district has an opportunity to receive a funding bonus through their school construction grant, which is the percentage of CHOICE seats to the total projected enrollment (inclusive of CHOICE seats) capped at 10%. For example, an elementary school with a highest projected 8-yr enrollment of 600 students, inclusive of 60 CHOICE students would receive a 10% point bonus to their school construction grant.

**The following professional development and partnership opportunities are available to all
Hartford Region Open Choice districts to assist with culturally relevant pedagogy & practices:**

Anti-Defamation League (ADL) Programs

Book Club

Dine & Discuss Series

Leadership Institute

Special Education Supports

Training on Culturally Responsive Approaches & Pedagogy

Welcoming Schools Training

Professional Learning Communities – Instructional Leadership Teams

Partnering with Parents

Student Engagement

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Constable Report

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For BOE meeting: October 26, 2016

ITEM SUMMARY:

From the March 24, 2016 minutes:

Mr. Doyle motioned to accept, approve, and authorize the Superintendent to move forward with the modified constable proposal/agreement as presented to the Board of Education at the March 24, 2016 meeting, and hire the Constables to begin the program. Ms. Yudichak seconded the motion. All were in favor. Motion carried.

From March until this month work has been executed to finalize the hiring of the Constables. This involved many communications and/or meetings with Lt. A.Rios - Troop C Commander, Steve Werbner - Town Manager, Daniel McCarthy – Resident State Trooper Admin Trooper, Kevin Eklund – Resident State Trooper Admin Trooper, Attorney Ainsworth – Staff Attorney 3 Department of Emergency Services and Public Protection, Antoinette M. Webster, Senior Administrator and Special Counsel for the Department of Emergency Services and Public Protection, and others. In addition, interviews with multiple Constable candidates, and the ultimate selection of two candidates to serve in the role. POST testing and certifications have been completed. Many draft MOUs were considered and reviewed.

The culmination of these efforts is the signed MOU included as a supporting material item to this document. This MOU constitutes the agreement between the Town and the BOE on the handling of the MOU.

There is a second MOU currently under consideration by Antoinette Webster, this one is between the SRO and the BOE. Attorney Webster has communicated that she is “hopeful that a final MOU can be forwarded shortly” expressing that she will send it to us “as soon as I am able.” In a conversation with Attorney Webster on 10/21 she stated that by month’s end, we will be provided the final agreement.

From the September 14th, 2016 BOE minutes, action item:

Mr. Doyle motioned to direct the Superintendent to continue the conversation toward entering into an agreement that would allow for constables in the schools but to offer the positions of security officers on October 1, 2016 if those discussions have not born any resolution and to continue to work toward having constables. Ms. Harrold seconded the motion. All were in favor. Motion carried.

Given these instructions starting the week of 10/24 meetings will be established to hire the two candidates under consideration for the Constable job as Security Officers instead until the Constable (SRO) MOU can be finalized.

FINANCIAL SUMMARY:

Please see March 24th, 2016 Superintendent Agenda Item F2 (attached as a supporting material document).

BOARD ATTORNEY REVIEW:

SRO MOU will be considered again by the BOE attorney once completed.

BOE ACTION DESIRED:

Review of status.

SUPPORTING MATERIALS ATTACHED:

2016_10_19 Constable MOU with the Town

Minutes of the 9-14-2016 BOE meeting

Superintendent Agenda Item F2 from March 24, 2016 (with some Financials).

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("Agreement") is entered into by and between the Town of Tolland ("Town") and the Tolland Board of Education ("Board") for the purpose of setting forth the terms of an agreement between the Town and the Board regarding the Town's appointment of Special Constables to serve as the Board's School Resource Officers ("SRO") for the Tolland Public Schools.

WHEREAS, the Board has asked the Town to appoint Constables pursuant to Conn. Gen. Stat. Section 7-92 to serve as SROs for the Tolland Public Schools ("Constables"); and

WHEREAS, the Town and the Board agree that such Constables shall have law enforcement authority in the Town to be exercised on school property defined as the real property comprising the Town's public elementary or secondary schools under the jurisdiction of the Board and during school sponsored events including school activities conducted on or off school property; and

WHEREAS, the Town and the Board agree that Constables serving as SROs shall be appointed by the Town and their services shall be fully paid by the Board; and

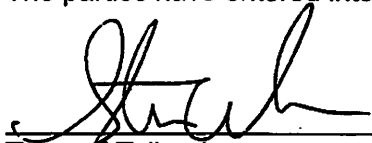
WHEREAS, the Board shall have sole and exclusive control over the selection of and the wages, hours and conditions of employment of the Constables.

NOW THEREFORE, the Town and the Board hereby agree as follows:

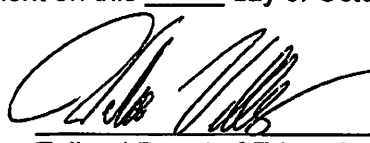
1. The Board shall create a job description for the position of SRO.
2. The Board shall develop a salary plan and other personnel policies applicable to the SRO.
3. The Board shall advertise for any SRO openings it seeks to fill.
4. The Board shall interview candidates it determines are most qualified for any SRO openings.
5. The Board shall perform background checks, physical examinations and drug testing on any final candidates for SRO and provide information to the Town.
6. The Board shall identify individuals for appointment as SRO.
7. The Board shall be responsible for supervision of SROs subject to the operational supervision of law enforcement activities as outlined in the Town's Resident State Trooper Contract with the Department of Emergency Services and Public Protection, Division of State Police, including but not limited to, scheduling, granting leave requests, providing work-related equipment, addressing employment concerns, evaluating performance of, disciplining of, up to and including a recommendation to the Town for dismissal of SROs.

8. The Board shall reimburse the Town for all costs for SROs including, but not limited to, wages, fringe benefits, overtime, certification fees, training costs, uniforms and equipment and shall provide workers' compensation benefits, unemployment compensation benefits and all other employment-related benefits the Board decides to offer SROs.
9. The Board shall reimburse the Town for any and all costs that may be incurred by the SRO's.
10. The Board shall indemnify and hold the Town harmless from any and all claims and lawsuits made by SROs against the Town or by other individuals and/or entities against the Town due to conduct engaged in by the SROs arising out of the performance of their official duties including, but not limited to, the cost of reasonable attorneys' fees incurred by the Town in defending against any such claims and lawsuits.
11. The Town, acting through the Town Manager, shall appoint the individuals identified by the Board for appointment as SROs and they shall be considered Town employees for the purposes of Conn. Gen. Stat. Section 7-92 subject to the terms and conditions of employment that are established by this Agreement.
12. This Agreement shall be reviewed by the parties on an annual basis.

The parties have entered into this Agreement on this 19th day of October, 2016.



Town of Tolland



Tolland Board of Education

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

REGULAR MEETING – September 14, 2016

Members Present: Mr. Sam Adlerstein, Chair; Mr. Patrick Doyle, Vice Chair; Ms. Karen Moran, Ms. Colleen Yudichak, Ms. Susan Seaver, Mr. Jeffrey Schroeder, and Ms. Michelle Harrold.

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Mr. Adlerstein called the meeting to order at 7:34 P.M. The Pledge of Allegiance was recited.

B. APPROVAL OF MINUTES

Special Meeting – August 16, 2016

Special Meeting – August 24, 2016

Regular Meeting – August 24, 2016

Edits to the minutes: Special Meeting, August 16 – correct meeting location from 1 Eagle Hill Road to 21 Tolland Green; Special Meeting, August 24 – correct meeting location from 1 Eagle Hill Road to 21 Tolland Green; Regular Meeting, August 24 – item G, Finance and Facilities, 6th sentence, delete “removed” and replace with “moved”.

Mr. Doyle motioned to accept the special meeting minutes of August 16th and the special and regular meeting minutes of August 24th as amended. Ms. Yudichak seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION - none

D. POINTS OF INFORMATION - none

E. STUDENT REPRESENTATIVE REPORT

Mr. Perosino noted that school started on August 31st and the Welcome Back Dance was held last Friday. It was a fundraiser for the senior class and was a great success. The Student Council is planning a Homecoming Dance for October 22nd and the theme is City Nights. Mr. Perosino added that the music department will travel to Virginia Beach in April for a festival and will provide updates as more information becomes available.

F. SUPERINTENDENT'S REPORT

F.1. Recognition Teacher of the Year

Dr. Willett introduced Ms. Stephanie Cassidy, the Teacher of the Year. He has observed her many times and believes she is one of the best teachers he has ever seen. Her students are cognitively engaged and emotionally energized and she is relentless in her pursuit of services and support for the students she serves. Ms. Cassidy is now in the competition for the Connecticut Teacher of the Year.

Mr. Adlerstein commented that the Board is inspired by wonderful teachers like Ms. Cassidy and thanked her for what she does every day.

Ms. Cassidy thanked the Board. The rewards of teaching are immeasurable and she is doing what she loves to do.

F.2. Recognition Paraprofessional of the Year

Dr. Willett introduced Ms. Linda Palmer, the Paraprofessional of the Year. She has worked in many roles and has been exceptionally wonderful with the children. She brought the school district to places it would not have been without her leadership as a Union Representative.

Mr. Adlerstein commented that the Board thanks Ms. Palmer for all she does and this recognition is just a small token for what she does every day.

Ms. Palmer commented that she enjoys her job and loves working with the kids. Every day is an adventure and every year brings a new group of students. She is always learning.

F.3. Monthly Financial Report – August 2016

Dr. Willett reviewed the August financial report. The available balance is \$8,685,530 (22.08% of the BOE's current budget). The ED001 and associated reports have been successfully filed online and the Superintendent has recommended that the end of year balance of \$13,903 be added to the 1% educational reserve fund. Dr. Willett added that a new report is being drafted which is graphical in nature to provide a better visual representation. Additionally, information on the referendum for the bond issue is available on the website.

F.4. Obsolete and Surplus Equipment

Dr. Willett reviewed attachment F4.

Ms. Moran motioned to move item F.4 to item I.1 for action. Ms. Gorsky seconded the motion. All were in favor. Motion carried.

F.5. Update on the Constables

Dr. Willett reviewed attachment F.5 which includes the three issues which have arisen, and the three possible courses of action. He is currently working with legal resources on this item and submitted this information to the Board for discussion.

A discussion took place. Mr. Adlerstein noted that these issues have come up at the last minute and Mr. Doyle inquired if it would be possible to have a hybrid of the Possible Courses of Action numbers 1 & 2. He recommended hiring individuals as TPS Security Officers and continuing to work toward having Constables. Dr. Willett responded that this is possible and reviewed the differences between security officers and constables in regard to their responsibilities and what each is capable of doing. Security officers would be able to run outreach programs, be a presence in the schools, and would be liaisons with the police but do not have arresting powers. He added that they would not be able to serve in place of troopers in some circumstances.

Additional discussion focused on issue #3 (attachment F.5) in regard to if the constables could be town employees. This is something that would need to be presented to the

Town Manager and the Town Council. If acceptable, the district would transfer the funds needed for the constables.

Members of the Board including Ms. Moran and Ms. Seaver expressed frustration and disappointment. Mr. Doyle commented that the Board made the decision in March of this year to have constables and had the support of the state trooper. Everyone was on the same page that constables would be present at the start of this academic year. A lot of work went into this and there is some frustration.

A straw poll was taken regarding if Dr. Willett should continue to work toward having constables and if not successful by October 1st the individuals should be hired as security officers. All were in support.

Mr. Doyle motioned to move item F.5 to item I.2 for action. Ms. Harrold seconded the motion. All were in favor. Motion carried.

F.6. Open Choice Review for possible Board Action

Dr. Willett reviewed attachment F.6 which summarized the information presented at the last meeting in regard to Open Choice. He requested that this be moved to Board action this evening and explained that if it is not moved, the process will end.

Ms. Gorsky motioned to move item F.6 to item I.3 for action. Ms. Moran seconded the motion. All were in favor. Motion carried.

G. COMMITTEE AND LIAISON REPORTS

Communications – The committee met this week and discussed items including Celebrate Tolland and the bond referendum. The schedule of the budget workshops was set: 10/5, 11/16, 1/9, 1/18, 2/15.

Website task force – The site is under construction.

Policy – The next meeting will be held September 28th at 2:30PM.

Negotiations – The Committee has completed negotiations with the teachers.

Town Council – Mr. Doyle attended last night's meeting. He noted that the focus was on the draft blight ordinance.

H. CHAIRPERSON'S REPORT - none

I. BOARD ACTION

I.1. Obsolete and Surplus Equipment

Ms. Gorsky motioned to declare the items listed as obsolete and turn them over to the Town Council in accordance with Policy 3040. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

I.2. Update on the Constables

Mr. Doyle motioned to direct the Superintendent to continue the conversation toward entering into an agreement that would allow for constables in the schools but to offer the positions of security officers on October 1, 2016 if those discussions have not born any resolution and to continue to work toward having constables. Ms. Harrold seconded the motion. All were in favor. Motion carried.

I.3. Open Choice Review for possible Board Action

Ms. Moran motioned to request the participation of the Tolland Public Schools in the Open Choice Program as described by Mr. Glen Peterson and to begin that involvement effective in the 2017-2018 year, including all actions this requires. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

J. PUBLIC PARTICIPATION - none

K. POINTS OF INFORMATION

Ms. Harrold commented that someone approached her concerned that there are still forms that reference "mother" and "father". The person explained that there are many mixed families and it is inaccurate and offensive. It was discussed that the language could be changed to "guardian".

Ms. Yudichak requested follow up regarding the 2nd grade added classroom. Dr. Willett commented that it seems that things are going well at this point and he received some feedback on how to best approach it in the future.

L. CORRESPONDENCE

- Town Council Meeting – August 23, 2016
- Special Town Council Meeting – September 6, 2016

M. FUTURE AGENDA ITEMS

- Review budget schedule

N. EXECUTIVE SESSION – DISCUSSION AND VOTE ON TOLLAND ADMINISTRATIVE SOCIETY AND PARAPROFESSIONALS CONTRACT

Ms. Gorsky motioned to go into Executive Session for the purpose of discussion and the vote on Tolland Administrative Society and the Paraprofessionals Contract at 9:03PM and invited Dr. Willett to attend. Ms. Yudichak seconded the motion. All were in favor. Motion carried.

The Board came out of Executive Session at 9:49PM.

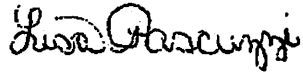
Mr. Pagoni motioned to ratify and accept the Paraprofessional contract presented by Superintendent Willett. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

Mr. Pagoni motioned to ratify and accept the Administrators contract presented by Superintendent Willett. Mr. Doyle seconded the motion. All were in favor. Motion carried.

O. ADJOURNMENT

Mr. Pagoni motioned to adjourn the meeting at 9:51PM. Mr. Doyle seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lisa Pascuzzi". The signature is written in a cursive style with a large, stylized initial "L".

Lisa Pascuzzi
Clerk

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Constables Proposal

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For BOE meeting: March 24, 2016

ITEM SUMMARY:

Please see the included materials/proposal regarding the hiring of Constables. The proposal recommends the hiring of Constables that will each work a 24 hour work week in the Tolland Public Schools. At this level of compensation the Tolland Public Schools can hire **two** Constables who can alternate hours and/or work in different schools. Compensation and equipment costs for each Constable would equate to roughly \$37,323.20 each for the first year. Once equipment is purchased (as illustrated in the proposal) the cost will go down in subsequent years. The Constables can also be hired for coverage of after-school events, and their hours can flex for such events. Their compensation rate is \$29.00 an hour. This is a significantly lower compensation rate than the SRO position, and is competitive with Public Safety Officer positions. Constables have arrest powers, and will carry a firearm.

The basic requirements for this position are illustrated in the attached *Constable/SRO Responsibilities* document. In addition, a market of retiring officers will help expand the pool. Other schools and Towns use the Constable model successfully.

FINANCIAL SUMMARY:

Please see the attached *Constable/SRO Responsibilities* document.

Compensation: \$25,195.20 (\$29.00 per hour @ 24 hours per week)

Medicare: .0145% @ \$365.00 per year each

FICA: .062% @\$1562.00 per year each

Mileage at \$0.54 cents per mile for up to \$750.00 per year each

Equipment: \$4,500.00 each

Insurance: \$3,000.00 per year each (Liability/Workers Comp)

Ammunition: \$200.00 per year each

Training: \$1,750.00 (covered by the Town)

Cost to the Board of Education *per Constable* for the first year: \$37,322.20 (\$74,644.40 for two)

BOARD ATTORNEY REVIEW: N/A

BOE ACTION DESIRED:

Motion: Motion to accept the Constable/SRO Responsibilities document as revised by the Superintendent and presented in this meeting, and to provide permission to the Superintendent to execute the program as described.

SUPPORTING MATERIALS ATTACHED: Revised *Constable/SRO Responsibilities* document

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Open Choice Report

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For BOE meeting: October 26, 2016

ITEM SUMMARY:

Open Choice Update: The CSDE and CREC have met with me. Information has been discussed with the BOE and shared with the community. Financial aspects of the program have been reviewed, and I have communicated with Superintendents from the 28 participating districts in the CREC program. In addition I have met with teachers from other districts (e.g. South Windsor, Bolton) and have sought opinions from members of various state organizations.

Two predominant recommendations were a theme in these discussions:

1. Arrange for Tolland's own transportation resources for Tolland students in the OC program. This would be *instead* of CREC transportation. Currently Plainville is doing this. This alleviates frustration and allows direct control and influence over allowing Tolland students in the OC program greater flexibility for afterschool programs.
2. Start Tolland students from the OC program in the earliest levels, ideally Kindergarten. Opening enrollment each year in the Kindergarten level provides students exposure to programming early in the educational process resulting in the optimal benefits and alignment with local curricula (e.g. Math in Focus, Writers Workshop) as well as access to digital resources (e.g. DigiMath).

The attached Open Choice Action Plan Chart details what has been achieved up to this point, and what remains on the horizon. As a next step, a meeting will be held with the Tolland Administrators on October 25th.

FINANCIAL SUMMARY:

Financial information available at:

http://www.tolland.k12.ct.us/DistrictOffices/superintendent_s_corner/superintendent_willett_s_page/open_choice_program/

Or on the www.tolland.k12.ct.us site off of Superintendent Willett's Page: "Open Choice Program" option.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Review information provided.

SUPPORTING MATERIALS ATTACHED:

Open Choice Action Plan – Tolland Update

Tolland Open Choice Action Plan Chart

Created August 16, 2016. Updated 10/17/16

	Action Item	Person(s) Responsible	Date Due	Outcome/Notes
1	CSDE & CREC meet with superintendent to discuss Open Choice program, answer questions, and assess district interest and motivation.	G. Peterson D. Borrero W. Willett	6/9/16	Complete
2	CSDE staff analyze future financial obligations in terms of grant payments to the district and transportation	G. Peterson	8/1/16	Complete
3	District superintendent meets/speaks with at least two participating district superintendents to discuss aspects of the Open Choice program.	W. Willett	9/30/16	Complete
4	Develop Open Choice marketing information for Tolland Public Schools to be included in the RSCO catalog and Open Choice marketing materials.	D. Borrero W. Willett	9/16/16	Complete
5	Two board of education meetings. The first meeting will be a presentation by CSDE and possibly CREC staff to provide board members with a program overview and answer questions. The second meeting is for the board to approve a motion to request participation in Open Choice from CSDE and provide a time for public comment.	W. Willett G. Peterson	8/24/16 9/14/16	Complete
6	School(s) site visit to be conducted by CSDE and CREC staff including meetings with district staff members and community members to assess school climate and the school's readiness to participate in the Open Choice program.	District, SDE, CREC Staff	11/14/16	Will be scheduled after 10/25
7	School district staff and principals meet with CSDE Choice Division Staff and CREC Open Choice staff to discuss operational procedures, professional development, programs and services.	District, SDE, CREC Staff	10/25/16	
8	CSDE approval of the Tolland Board of Education's request for participation in the Hartford Region Open Choice program	SDE Staff	TBD	
9	District leadership team and school principals meet with CSDE & CREC to develop and implement a transition plan.	District, SDE, CREC Staff	TBD	
10	Town-based series of Courageous Conversations meetings to be facilitated by CREC staff during the 2016-17 school year.	G. Mengual, CREC and District Staff	TBD	

11*	School-based planning and professional development during the 2016-17 school year.	G. Mengual, CREC and District Staff	Schedule by 11/14	
12	Town conducts a diversity and school climate survey with the assistance of CREC staff. (Welcoming Schools)	CREC and District Staff	11/18/16	
13	Desk audit/review of district and school handbooks and policies to ensure equity by design	Y. Onibokun, J. Foster, SDE	11/14/16	
14*	District conducts an inventory of human capital and diversity experiences of staff to be used to develop professional development opportunities with assistance from CREC staff	CREC and District Staff	11/18/16	
15	Review of SPED services practice.	C. Kerkin, CREC	10/31/16	
16*	Review district portfolio including staffing diversity strategies	CREC	10/31/16	
17	District develops a centralized registration process for new Open Choice participants.	District and CREC Staff	4/17/17	
18	District professionals and key support personnel participate in a bus tour of Hartford facilitated by CREC	District and CREC Staff	4/17/17	

*Has similarities and should be consider in the execution of the item.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Tolland Public Schools Capital Budget Request

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For BOE meeting: October 26, 2016

ITEM SUMMARY:

Please see the attached Tolland Public School Capital Budget Request. This is a second reading, and I respectfully request it be forwarded for action. The document has been updated to include the Town General Fund Contribution / Allocation expected annually of about \$100,000. The yellow indicates the projects that will be covered with the General Fund contribution funds. The green indicates projects that have been requested in the bond that will go to referendum on November 8th, 2016. The Orange indicates the BOE Capital Bond Request items for 2022, and the purple indicates items that are requested "When the Opportunity Arises."

The When Opportunity Arises items are important, and impact the quality of education in Tolland, but do not necessarily constitute items that will interrupt school services in they are not fulfilled.

FINANCIAL SUMMARY:

Please see attached.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Discussion and move to action.

Proposed motion: Motion to accept the Tolland Public Schools Capital Budget Request and authorize the Superintendent to officially submit this request to the Town manager.

SUPPORTING MATERIALS ATTACHED:

TPS Capital Budget Request document.

Note: Supporting documents available online under the Capital Budget link. Once approved, these will be posted in multiple locations online.

**Town of Tolland
Departmental Capital Projects Summary**

Page 1

Department: Board of Education

Division: Central Office

Prepared By: Walter Willett Superintendent

Date Prepared: October 5, 2016 REV 10.19.16

Town Bonded Projects FY18-20		Town General Fund Contribution in FY17-22				BOE Capital Requests FY18-22		When Opportunity Arises	
Dept. Priority	Project Title	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL	WOA
HIGH	BOE Maintenance Equipment Trailer	13,200						13,200	
HIGH	BGP Concrete Repair Rear Sidewalk & Trench Drain	17,000						17,000	
HIGH	TIS Paving Lower Level Loading Dock	21,576						21,576	
HIGH	TMS Auditorium Stage Floor Repair/Refinishing	10,000						10,000	
MEDIUM	TIS Replacement of Leture Hall Carpet	10,000						10,000	
MEDIUM	Dist Wide Custodial Burnisher	19,000						19,000	
MEDIUM	THS VCT Tile replacements Multi-areas		30,000					30,000	
MEDIUM	THS Fire Panel		40,000					40,000	
MEDIUM	THS Security Panel		15,000					15,000	
MEDIUM	BGP Security Panel		12,000					12,000	
MEDIUM	TIS Main Entry Door System (Front door System)			25,000				25,000	
MEDIUM	TIS Carpet for Library and Main Office			30,350				30,350	
MEDIUM	TIS Security Panel			20,000				20,000	
MEDIUM	TIS Electrical Surge protected System for switch gear			8,500				8,500	
MEDIUM	Dist Wide BOE office Window replacement			8,400				8,400	
MEDIUM	TMS Electrical Surge protected System for switch gear			8,500				8,500	
MEDIUM	Dist Wide BOE Parking lot repavement				53,000			53,000	
MEDIUM	BGP Carpet Replacement/Conversion to VCT				50,000			50,000	
MEDIUM	BGP Carpet Replacement/Conversion to VCT					71,536		71,536	
MEDIUM	TMS Library and Main Office carpet					26,950		26,950	
MEDIUM	TMS New concrete front sidewalk						35,100	35,100	
MEDIUM	TMS Security Panel						25,000	25,000	
MEDIUM	BGP Air Conditioning A,B,E wings						54,540	54,540	
CRITICAL	THS Warning Transition Strips		140,000					140,000	
CRITICAL	TIS Roof Replacement		1,897,000					1,897,000	
HIGH	Dist Wide HVAC & Plumbing upgrades/repairs		45,000					45,000	
HIGH	Dist Wide Snow & Lawn Equipment		51,058					51,058	
HIGH	THS PA System expansion		28,000					28,000	
HIGH	TIS Cafeteria Tables		30,270					30,270	
HIGH	THS Classroom Tech Upgrades								180,922
HIGH	TMS Science Lab Tech Upgrades								104,224
HIGH	TMS Press Box/Retaining Wall & Pavement		45,000					45,000	
HIGH	BGP Replacement of Bldg Doors 35+		65,000					65,000	
HIGH	BGP Paving Rear Exit area to Playground		10,800					10,800	
MEDIUM	THS STEM/Math Enhancement								50,000
MEDIUM	TMS Gym Dividers		15,000					15,000	
MEDIUM	TIS Gym Dividers		15,000					15,000	
MEDIUM	THS VCT Flooring A Wing Hallway		10,000					10,000	
HIGH	BOE Boiler Replacement & Fuel Conversion CO		26,000					26,000	
HIGH	TMS Fire Alarm Notification System		50,000					50,000	
HIGH	THS Business Lab Upgrade								45,120
HIGH	THS New English Lab Upgrade								27,396
MEDIUM	BGP Expansion of chain link fence on Soccer Field		17,000					17,000	
MEDIUM	THS Resurfacing of all Weather Track		120,000					120,000	
HIGH	THS Music & Art Lab Upgrade								52,964
HIGH	BGP Science Lab Tech Upgrades								2,290
HIGH	TMS Classroom Tech Upgrades								98,000
HIGH	THS Science Lab Tech Upgrades								56,761
MEDIUM	TMS STEM/Math Enhancement								30,000
MEDIUM	TIS Replacement Ceiling Tile (Building wide)			318,000				318,000	
CRITICAL	BGP Roof Replacement Section A-H			1,750,000				1,750,000	
CRITICAL	TMS Roof Replacement Section A-S			2,265,150				2,265,150	
HIGH	TIS Asbestos removal & replacement of floor tiles			452,180				452,180	
MEDIUM	TMS Replacement Ceiling Tile (Building wide)			318,000				318,000	
HIGH	Dist Wide School Bldg Security Upgrades				500,000			500,000	
HIGH	TMS Window, Exterior Doors & PCB Removal				880,000			880,000	
HIGH	BGP Classroom Tech Upgrades								36,000
HIGH	TIS Classroom Tech Upgrades								68,000
HIGH	TIS Science Lab Tech Upgrades								34,071
MEDIUM	BGP Replace Condensing Units				132,905			132,905	
MEDIUM	BGP STEM/Math Enhancement								15,000
MEDIUM	TIS STEM/Math Enhancement								20,000
MEDIUM	THS Graphics Lab Upgrade								33,490
MEDIUM	TMS Computer Ed Labs Upgrade								49,210
MEDIUM	THS World Language Lab Upgrade								23,640
MEDIUM	TMS Art & Music Labs Upgrade								26,482
MEDIUM	TMS Replacement Science Lab Furniture								36,380
MEDIUM	TMS Renovation of 6 Science Labs								1,060,000
MEDIUM	TMS Technology Ed Labs Upgrade								21,850
MEDIUM	BGP Lab Upgrade								20,415
MEDIUM	TIS Computer Ed Lab Upgrade								23,443
MEDIUM	TIS Keyboarding Lab Upgrade								38,853
MEDIUM	TIS Library Lab Upgrade								24,018
MEDIUM	THS CADD Lab Upgrade								22,728
MEDIUM	BGP Parking Lot Paving(staff,visitors,bus lane,access Rd)						318,450	318,450	
MEDIUM	BGP Boiler Replacement						380,000	380,000	
MEDIUM	TMS Removal of Modulal classrooms						16,000	16,000	
MEDIUM	TMS Paving of parking lot (excluding access road & exit)						259,310	259,310	
HIGH	Dist Wide Wireless Access Point Upgrades						130,800	130,800	

BOE TOTAL CAPITAL PROJECTS w/o WOA	\$90,776	\$2,662,128	\$5,204,080	\$1,615,905	\$98,486	\$1,219,200	\$10,890,575	\$2,201,257
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BOE CAPITAL PROJECTS FROM GENERAL FUND	\$90,776	\$97,000	\$100,750	\$103,000	\$98,486	\$114,640	\$604,652
BOE CAPITAL PROJECTS FROM BOND	\$0	\$2,565,128	\$5,103,330	\$1,512,905	\$0	\$0	\$9,181,363
BOE CAPITAL PROJECTS NEW 2022						\$1,104,560	\$1,104,560
BOE CAPITAL PROJECTS "WOA"							\$2,201,257

ALL CAPITAL PROJECTS **\$13,091,832**

Note: Bond Issuance Costs of \$418,637 not included in the BOE Capital Project List
Change in THS Music & Art Lab upgrade to \$52,964

Agenda Item # I.1

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: 2017 – Board of Education Meeting Dates

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For BOE meeting: October 26, 2016

ITEM SUMMARY:

Attached please find the recommended Board of Education meeting dates for calendar year 2017. The calendar includes dates for proposed meetings on the second and fourth Wednesdays of the month. Please note April 12 meeting was moved to April 5 due to Passover.

FINANCIAL SUMMARY:

N/A

BOE ACTION DESIRED:

Proposed motion: *Motion to accept the proposed Board of Education meeting dates for 2017.*

SUPPORTING MATERIALS ATTACHED:

Meeting Dates for 2017 document

TOLLAND BOARD OF EDUCATION
2017 Meeting Dates
7:30 p.m.

January	11 25	
February	8 22	
March	8 22	
April	5 26	(Moved due to Passover)
May	10 24	
June	14 28	
July	12 26	
August	9 23	
September	13 27	
October	11 25	
November	8 22*	
December	13 27*	

*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.

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM OCTOBER 11, 2016 – 7:30 P.M.

MEMBERS PRESENT: Rick Field, Chair; William Eccles, Vice-Chair; Robert Green; Paul Krasusky; Kristen Morgan and David Skoczulek

MEMBERS ABSENT: Joseph Sce

OTHERS PRESENT: Steven Werbner, Town Manager; Lisa Hancock, Director of Finance and Records; Beverly Bellody, Human Services; Heidi Samokar, Director of Planning and Development; Barbara Pettijohn, Director of Library Services; Mike Wilkinson, Director of Administrative Services; Linda Byam, President of the Board of Directors, Tolland Public Library Foundation Inc.; Nancy Dunn, Human Services

1. **CALL TO ORDER:** Rick Field called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit): None.
6. **PUBLIC HEARING ITEMS:**

- 6.1 Consideration of a resolution to establish a Tolland Blight Ordinance.

Heidi Samokar gave an overview of the proposed Blight Ordinance with the use of a PowerPoint. The proposed ordinance focuses on residential properties, issues visible from the public way and avoidance of regulating aesthetics. Their goal is to work with property owners, and have a checks and balance committee approach. She reviewed what is considered blight, some examples include: collapsing or collapsed exterior wall or roof of a structure, remains of structure damage by fire, any foul, decayed, putrid or offensive substances and one or more abandoned vehicles for more than 60 days and visible from the public right of way. There are also smaller things that may not be blight, but when enough of them are occurring on a property, it might be considered blight.

The key people involved would be a Blight Enforcement Officer, which would most likely be an existing town employee, and a Blight Review Committee consisting of three residents, appointed by the Town Council, one member of the Town Council, the Blight Enforcement Officer, and the Director of Human Services.

The process would be:

- 1.) A blight complaint form is submitted (anyone can submit a form);
- 2.) The Blight Enforcement Officer reviews and presents a report to the Committee;
- 3.) The Committee votes – if they vote no, the Committee is not required to review the property again within 60 days, unless the property exhibits additional forms of blight. If they vote yes, a certified mailing is sent

to the property owner, they will have 60 days to correct the problems, and failure to correct the issues will result in a citation.

There are appeals, relief and assistance provisions built in for property owners as well.

Bill Eccles moved to open the public hearing; Seconded by Robert Green. All in favor. None opposed.

Michael Butterworth of 106 Cedar Swamp Road: He appreciates the work that has gone into making this as friendly as possible to the people of the town. There will be a lot of ambiguous cases that will come to the Blight Committee. People may have different ideas of what their land should look like. He believes paragraph 1 should say 'market price' instead of property value. Market price is what banks and insurance companies care about. The value of his land to him could go down, even if the market price goes up. He suggested an alternative of having a neighborhood association. The neighbors would need to agree on a definition of blight, and then a deed to the association in perpetuity conveying their right to the blight property could be done.

A straw poll was conducted of all those in favor of the proposed resolution. 1 in favor. 2 opposed.

Bill Eccles moved to close the public hearing; Seconded by Robert Green. All in favor. None opposed.

Mr. Green said he agreed with Option #2 that they were provided for consideration. He doesn't believe the town should create an obligation for others, where they are not included to some degree. He believes this is a good compromise. Ms. Morgan agreed with Option #2 as well.

Mr. Skoczulek commented that he was a part of the process from the beginning. He believes it was very thoughtfully done. They had a good consensus with the people that were part of the Committee. There was a good cross section; with no leaning one direction or another. They took their time and they ended up with something that could be applied well. He thinks this addressed specific concerns in town. He is in favor of it.

Mr. Field said there was a good cross section of people in town and the town staff. He believes they came out with a good product. Mr. Field suggested that this matter be followed-up within a year.

Bill Eccles motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that the Tolland Blight Ordinance be approved, **with the amendment that a farm be defined as described in the edit, and that the exemption for the town be removed and the explicit statement that buildings on town owned property are subject to the ordinance as further described in Option #2 of the amendment.**

Seconded by David Skoczulek. All in favor. None opposed.

All Council members agreed that this will be reviewed in a year. Mr. Werbner advised that they can review the this at any time.

7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL

7b. REPORTS OF TOWN COUNCIL LIAISONS: Paul Krasusky, Recreation Advisory Board: There have been a number of upgrades to facilities throughout the town, such as: Crandall's basketball and tennis courts have been resurfaced, a light control panel and lifeguard chairs have been installed. They are looking into purchasing new tables, chairs and an air conditioning unit for The Lodge. The Lodge is rented through the month of January, 2017. At Cross Farms, an alarm system has been installed, and the Recreation Center has submitted a \$30,000 capital request for a new playground to be installed in FY 2019-2020.

Ms. Morgan asked if they discussed the issue of having dogs on the fields at Cross Farms. Mr. Krasusky said they did not at that meeting. He knows it's an on-going issue. Mr. Werbner said signs are being prepared, and asks that people respect the public facilities and pick up after their dogs. Mr. Krasusky suggested that if you see something, say something.

Kristen Morgan, BOE: They had an introductory session regarding what people knew or heard about the Open Choice program, they spoke of the advantages and obstacles of the program; Dr. Willett gave a well-researched report on the Open Choice program; most in attendance were in favor of Open Choice; there were some teachers present from Ellington that said it's been financially beneficial for their schools. There is an upcoming workshop on standardize testing on October 19th. They also approved the teachers' contract.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

- 8.1 Annual meeting of the Tolland Public Library Foundation Inc. to discuss Foundation Directors, 2015/2016 accomplishments, 2016/2017 goals and 2016/2017 approved budget as well as an overview of the Foundation activities over the past year.

Linda Byam, President of the Board of Directors, spoke on behalf of the Tolland Public Library Foundation. They have had a very busy year. She provided the following summary:

2015-2016 Accomplishments:

- The sixth season of the popular Eaton-Dimock-King Author series continued.
- On Sept. 27, UConn emeritus professor of journalism and his co-author Tim White spoke on their book, "The last Good Heist: the Inside Story of The Biggest Single Payday in the Criminal History of the Northeast."
- The Small Business Lecture Series of talks by April Woodcock continued with Email Marketing for Success: Newsletters and Announcements (a webcast to participants) on June 9, and a Social Media Marketing presentation is scheduled for November 17.
- Implemented an electronic newsletter using Mail Chimp.
- Participated in a Maker Space visit with Friends of TPL and library staff to Westport and Darien public libraries on January 15. The purpose was to gather information about their maker spaces, digital media lab and business center, and get ideas for what Tolland may want to purchase for new space in the expanded library.
- The Foundation surveyed local residents to find out what topics would appeal to them in a new maker space or business center.
- Updates were made to the website and now they can get usage statistics.
- Approved some significant spending for the Library for databases, online subscriptions, etc.
- Working with the library staff and the Tolland High School English department, the Foundation sponsored the fifth Poetry Slam on March 10, 2016.
- Sponsored a very popular manga/anime cartooning workshop for children 8-13 on June 25, featuring cartoonist Hamuka-Falkenham.
- They will sponsor another session of "How to Pay for College" in October 2016.
- Began planning to support and participate in a multi-town drug and alcohol forum in September 2017 that is being planned by Tolland High School assistant principal Margot Martello.
- Efforts continued to increase awareness of the Foundation and the material and programming it provides to the library.
- The Board continues publicity to raise awareness of the Foundation as a United Way designated recipient of contributions.
- The Foundation board has continued to work closely with Wooster Corthell Wealth Management, Inc., the investment advisor for the Eaton-Dimock-King endowment.
- As of 8-31-2016, the year-to-date grant amount disbursed from the Eaton-Dimock-King endowment account and our operating funds is \$7,314.87.
- The Foundation board, along with the Library Director and staff, continue to focus on the "Evolution of the Library" initiative, a long-term vision of focused grants to substantially improve the library.

Goals for 2016-2017:

- Continue to provide focused grants to the library based on endowment income and donations aligned with the library director's priorities. Current plans are to focus on the "Evolution of the library" initiative, and we will coordinate with the expansion plans. This will include purchases for the new maker space and business center.
- Continue to improve public and business awareness of the Foundation. Activities will include use of a marketing strategy to educate library users and non-users of the benefits of Foundation donations to the library; participation in collaborative activities with other organizations; and continued publication of articles in local media.
- Resume our efforts to gain formal recognition by more Connecticut employers /corporations to facilitate Tolland resident employee matching gifts.

Their budget was approved at the September 12th meeting.

Mr. Field thanked them all for their work. It is a big service to the Town and the Library. The other Council members agreed.

- 8.2 Consideration of a resolution to authorize the submission of an application for the 2016-2017 Local Prevention Council Grant offered by the Department of Mental Health and Addiction Services (DMHAS) through East of the River Action for Substance Abuse Elimination (ERASE).

Nancy Dunn explained that the purpose of this non-competitive grant is to assist municipalities in reducing drug and alcohol use among youth. She spoke of working in conjunction with other towns and the Eastern Highland Health District.

Bill Eccles motioned to accept the following resolution:

BE IT RESOLVED that Steven R. Werbner, Town Manager of the Town of Tolland, and in his absence the Acting Town Manager, has been empowered to sign the 2016-2017 Local Prevention Council Grant offered by the Department of Mental Health and Addiction Services (DMHAS) through East of the River Action for Substance Abuse Elimination (ERASE), and any subsequent amendments and modifications on behalf of the Town of Tolland, between the Town of Tolland and ERASE.

Seconded by Robert Green. All in favor. None opposed.

- 8.3 Discussion of HR&A Financial and Market Study related to the Tolland Village Area development proposal.

Mr. Eccles said he asked that this be added to the agenda, because at some point they are going to have to make a decision about the 7 acre parcel that is in the TVA connecting to the 22 acre parcel that the developer has an option on. He believes they need to take a more aggressive approach to see how things will turn out. So, he asked Mr. Werbner to look into the cost to have a study done that would analyze the implications of the development. It was determined that the study would cost about \$85,000. The number is big, but it is not out of line. The study that was done by the Town of Mansfield for Storrs Center was similar. The question is how do they fund this?

Mr. Werbner said he has been in contact with HR&A out of New York. They dealt with the Mansfield Center project over 8 years. The Scope of Work would include: Kickoff and Baseline Assumptions, Market Scan, Financial Feasibility Analysis, Fiscal Impact Analysis and Public Outreach. If a relationship can be developed with the developer, some of the information could be given to the consultants, which would save on some costs. He believes a study of this nature is invaluable; whether the TVA goes forward or not. He suggests they engage the developer in these discussions. They may be able to form a partnership, where they could provide some information to alleviate some costs, or see if they would assist in funding the study. He suggested that the monies come from the Town's CNRE account.

Mr. Krasusky agrees that this should be done, and he sees its value.

Mr. Field said he agrees that this should be done. He asked if the Consultant has ever worked with this developer or the investors. Mr. Werbner said no, the Consultant has advised that they have no knowledge, and have never worked with either. Mr. Werbner suggested appointing a couple of Council members to meet with the Consultant and town staff at first, and then setting up a second meeting with the developer. It was determined that Mr. Eccles and Mr. Skoczulek would join in, with Mr. Krasusky as an Alternate. Should they decide to go forward and use the funds from the CNRE account; a public hearing will need to occur in order to appropriate those funds.

Bill Eccles moved that the town proceed with the HR&A Financial and Market Study related to the Tolland Village Area development proposal, and that Mr. Eccles and Mr. Skoczulek will be involved in the process, along with Mr. Krasusky as an Alternate.

Seconded by Robert Green. All in favor. None opposed.

- 8.4 Consideration of a resolution to approve the Memorandum of Agreement between the Town of Tolland and the Tolland Board of Education pertaining to the employment of Constables as School Resource Officers.

Mr. Werbner said the Board of Education is desirous of hiring two part time constables to serve as School Resource Officers. Previously, the BOE paid for a Resident Trooper to serve in this capacity, but that arrangement proved to be too costly to continue. The BOE has already taken steps to identify two individuals to serve as constables/school resource officers and had been in discussions with the State Police in regard to both administrative and police considerations regarding this proposal. Recently, it has been learned that state law requires that only the Chief Executive Officer of the Town can appoint constables and the individuals must be employees of the Town. The State however said an agreement can be entered into with the Board of Education regarding funding for the positions as well as other terms and conditions of employment. The Superintendent had asked Mr. Werbner to get involved and work with the attorney from the Department of Public Safety to see if an agreement could be worked out between the Town and BOE that would be acceptable to the State. They did reach a Memorandum of Understanding with the Superintendent of Schools approval, which is also acceptable to the attorney for the State Police. The Town is to employ the constables, but will insulate themselves from all costs and potential liabilities associated with the employees which would be the responsibility of the Board of Education. These employees will only be used as School Resource Officers and will serve no functions for the Town. The conditions are as follows:

1. The Board shall create a job description for the position of SRO.
2. The Board shall develop a salary plan and other personnel policies applicable to the SRO.
3. The Board shall advertise for any SRO openings it seeks to fill.
4. The Board shall interview candidates it determines are most qualified for any SRO openings.
5. The Board shall perform background checks, physical examinations and drug testing on any final candidates for SRO and provide information to the Town.
6. The Board shall identify individuals for appointment as SRO.
7. The Board shall be responsible for supervision of SROs subject to the operational supervision of law enforcement activities as outlined in the Town's Resident State Trooper Contract with the Department of Emergency Services and Public Protection, Division of State Police, including but not limited to, scheduling, granting leave requests, providing work-related equipment, addressing employment concerns, evaluating performance of, disciplining of, up to and including a recommendation to the Town for dismissal of SROs.

Note: 'Division of State Police' was added after 'Department of Emergency Services and Public Protection' from the previous version.

8. The Board shall reimburse the Town for all costs for SROs including, but not limited to, wages, fringe benefits, overtime, certification fees, training costs, uniforms and equipment and shall provide workers' compensation benefits, unemployment compensation benefits and all other employment-related benefits the Board decides to offer SROs.
9. The Board shall reimburse the Town for any and all costs that may be incurred by the SRO's.
10. The Board shall indemnify and hold the Town harmless from any and all claims and lawsuits made by SROs against the Town or by other individuals and/or entities against the Town due to conduct engaged in by the SROs arising out of the performance of their official duties including, but not limited to, the cost of reasonable attorneys' fees incurred by the Town in defending against any such claims and lawsuits.
11. The Town, acting through the Town Manager, shall appoint the individuals identified by the Board for appointment as SROs and they shall be considered Town employees for the purposes of Conn. Gen. Stat. Section 7-92 subject to the terms and conditions of employment that are established by this Agreement.
12. The Agreement shall be reviewed by the parties on an annual basis.

Mr. Field said he has a problem with them being town employees, but them not having any control. He doesn't like the concept of them being town employees, but them working for the school.

Bill Eccles motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves a resolution to approve the Memorandum of Agreement between the Town of Tolland and the Tolland Board of Education pertaining to the employment of Constables as School Resource Officers.

Seconded by Robert Green.

Mr. Krasusky commented that a lot of good work has been done. This is an example of good collaboration between the BOE, the Superintendent, and the Town Manager. The other Councils members agreed.

William Eccles; Robert Green; Paul Krasusky; Kristen Morgan and David Skoczulek were in favor. Rick Field was opposed.

8.5 Appointments to vacancies on various municipal boards/commissions.

8.5.a Re-Appointments to Tolland Public Library Foundation.

David Skoczulek moved to re-appoint the following to the Tolland Library Advisory Board:

Kate Farrish, new term 10/31/16 – 10/31/18
Daniela Titterton, new term 10/31/16 – 10/31/18
Cliff Vachon, new term 10/31/16 – 10/31/18

Seconded by Robert Green. All in favor. None opposed.

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Werbner said the Fitch Rating Agency approved a Triple A rating for the Town of Tolland, which is a tribute to our staff and a great honor. Mr. Field credited the Town Manager and Ms. Hancock for their work. Mr. Krasusky said it is an accomplishment.

Mr. Werbner added that the Capital Region Council of Governments has appointed an ad hoc committee to work on issues related to crumbling foundations. Lisa Pelligrini, First Selectwoman in Somers, and himself are co-chairs of the committee. They held their first meeting on October 5th, and he provided a summary of what took place.

- As of now, 31 towns are impacted by this problem.
- They have approved a methodology recommended by area assessors for a uniform method to consider reductions in assessments in homes with this problem. It is a monumental concern. They will continue to work on this.
- A subcommittee of eight area building officials has been formed to develop a uniform method for towns to consider waiving building permit fees for any work done on homes related to this problem.
- A subcommittee was formed to meet with the Commissioner of Housing to discuss using HOME and CDBG funds for the purpose of offsetting costs related to core bore testing in residential homes.
- They will ask the legislature if they can have a public forum on this issue and establish a legislative caucus.
- A subcommittee will work on potential legislation for the next legislative session including, but not limited to, creating a pool for financial relief to residents incurring costs related to remedial efforts.
- CRCOG will issue RFPs for contractors; engineers and testing companies involved in work related to this issue and such RFPs will then be vetted by a committee of building officials.
- They will be contacting the Insurance Commissioner's office to discuss the time limits in homeowners' insurance policies for notification of a defect and then the subsequent need to file a formal claim and time thereafter before legal action must commence.

Their next meeting will be on November 1, 2016.

11. **ADOPTION OF MINUTES**

- 11.1 September 27, 2016 Regular Meeting Minutes: Bill Eccles moved to adopt the minutes; Seconded by Robert Green. All in favor. None opposed.

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

13. **CHAIRMAN'S REPORT:** Mr. Field advised that only one person showed up to his last Chair Hour. He also reminded that there will be an electronics recycling event on October 22nd between 8 a.m. – 12 p.m. at THS.

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** None.

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

Bill Eccles moved to add item 15.1 Executive Session to tonight's agenda for the purposes of discussing the Town Manager's evaluation. Seconded by Paul Krasusky. All in favor. None opposed.

Bill Eccles motioned to go into Executive Session at 8:50 p.m. to discuss the Town Manager's evaluation, ending the Regular Meeting of the Town Council. No one was invited into the Executive

Session. Seconded by Robert Green. All in favor. None opposed. Executive Session ended at 9:15 p.m.

16. ADJOURNMENT: Bill Eccles moved to adjourn the meeting; Seconded by Robert Green at 9:15 p.m. All were in favor.

Richard J. Field, Council Chair

**Michelle A. Finnegan
Town Council Clerk**