

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
July 27, 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 – July 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 Monthly Financial Report

F.2 Obsolete and Surplus Equipment

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

I.1 Class Rank Policy Revision (6060)

J. PUBLIC PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council Meeting – July 12, 2016

M. FUTURE AGENDA ITEMS

N. EXECUTIVE SESSION-PERSONNEL ISSUES-APPOINTMENT OF ADMINISTRATORS

O. ADJOURNMENT

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

REGULAR MEETING – July 13, 2016

Members Present: Mr. Sam Adlerstein, Chair; Mr. Patrick Doyle, Vice Chair; Ms. Kathy Gorsky, Secretary; Ms. Karen Moran, Ms. Colleen Yudichak, Ms. Susan Seaver, 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 7:30 P.M. The Pledge of Allegiance was recited.

B. APPROVAL OF MINUTES

Regular Meeting – June 22, 2016

Ms. Gorsky motioned to approve the minutes of the June 22nd meeting. Mr. Doyle seconded the motion. Corrections: item G, under Finance and Facilities, 10th sentence, replace “playscape” with “portables”. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION - none

D. POINTS OF INFORMATION

Mr. Doyle noted that the refinancing of the energy lease was discussed at the Finance and Facilities meeting.

E. STUDENT REPRESENTATIVE REPORT - none

F. SUPERINTENDENT'S REPORT

F.1. Financial Update

Dr. Willett noted that the final numbers will be available at the July 27th meeting and reviewed attachment F1. Expenditures were made in the following areas: preventative maintenance, other maintenance, curriculum, and technology. He anticipates that between \$10K and \$20K will be available to be transferred into the 1% fund.

Ms. Moran inquired if the removal of the portables went out to bid. Dr. Willett responded that he understands that Mr. Sztaba vetted it out and confirmed that the quote was within a reasonable range. Dr. Willett noted that he can do whatever the Board would like but the issue is they need to be removed and if at all possible, he does not want the funds to come out of next year's budget. Ms. Moran expressed concern about the procedure. Dr. Willett's understanding is that this has been researched and it came in where Mr. Sztaba believed was reasonable. It is advisable that the portables be removed before other items are in place and built around it. That said, he will act on any directive put forth by the Board.

If the \$45K is not spent to remove the portables, Ms. Gorsky inquired what would happen to the money. Dr. Willett replied that it would have been put in the 1% fund. He added that the portables were not transferred to the town and are the Board's

responsibility. The Parker building is not the same as the portables. A discussion took place.

Mr. Adlerstein commented that at the heart of the discussion, it is important to ensure there is good communication between the Board and the Town Council. Ms. Moran inquired that as team players if they would entertain splitting the cost of removing the portables. Mr. Adlerstein responded that at this point, the funds have been encumbered. This will not be the only discussion and \$45k is probably not the biggest issue that will be faced. That said, it should be discussed along with other issues. He added that looking forward, the Board and the Town Council need to have a good relationship so they can work through issues such as this. He added that the Board should communicate how it feels about this issue to the Council and there should be face to face discussions. Mr. Doyle reviewed the discussion on the Parker Project from the minutes of the June 28th Council meeting. Dr. Willett explained that he believes the sentiment is that the Board would take care of the portables and the Town would take care of the playscape. Looking forward, Mr. Adlerstein would like to meet with the Town Council to reaffirm the working agreement.

Ms. Gorsky commented that the money has been set aside and she believes that they should go ahead and remove the portables but it needs to be made clear that the partnership needs to continue between the Board and the Council. She expressed concern that this would set a precedent. This situation has shaken the trust and this needs to be addressed. There should be more of a partnership and greater communication on both sides. The \$45K is a loss to the district which could have been spent on something more important for the kids in the district. It should be put forth as an example what not to do. Mr. Doyle agreed but noted that the Board made a request to speak with the Council but based on the minutes it is not clear that the request was made. The Board needs to take ownership in the future of such requests.

In regard to the financials, Mr. Adlerstein would like to see the major transfers when the final numbers are presented at the July 27th meeting.

Dr. Willett noted that the bond issue is on this evening's agenda. While there are tensions at times, the Board needs to keep the scope in mind. The Board has a cooperative venture with the town for a \$9.6M bond which will require teamwork to get it passed. This bond is of critical importance. A lot of positive work has gone into this and there will be many opportunities to work together. It will require a tremendous amount of energy. Ms. Moran added that there will need to be clear collaboration on informing the public as well.

Dr. Willett will arrange a meeting between the Board and the Council.

F.2. Refinancing Energy Lease

Dr. Willett reviewed attachment F.2 which includes options, recommendations, and savings over the lives of the loans. Specifically, scenario 3 is the one being recommended. It is a predictable option and once it is done, it will be part of the budget. Mr. Doyle noted that Finance and Facilities has discussed this and each

member agreed that scenario 3 is the best and most prudent option. A brief discussion took place.

Ms. Gorsky motioned to move item F2 to item I1 for action. Ms. Harrold seconded the motion. All were in favor. Motion carried.

F.3. Bond Issue Approval BOE

Dr. Willett reviewed the attachment and the accompanying slides. He explained that the Board will need to make a motion in regard to if it supports the bond issue and encouraged the members to review the data and financial information. Dr. Willett noted that this is a critical item for the Board and the schools and it is recommended that the Board take action soon on this item. Mr. Doyle referenced the DRA study and noted that he felt very confident supporting the bond. A brief discussion took place. Mr. Doyle motioned to move item F3 to I2 for action. Ms. Gorsky seconded them motion. All were in favor. Motion carried.

G. COMMITTEE AND LIAISON REPORTS

Finance and facilities – The Committee met last night. Mr. Doyle noted that they discussed finances regarding the Honeywell project, the Bank of America loan options, and the Buildings and Grounds Agreement. In regard to the loan options, all three members agreed on scenario #3. Upcoming Committee meetings are scheduled for 7:30PM on the following dates: July 25th, August 15th, and August 22nd.

Policy – The Committee met today and discussed the new volunteer policy and the 1% fund in regard to the language in the ordinance. Ms. Gorsky distributed a copy of the ordinance with the possible edits to the Board members and a discussion took place.

Mr. Doyle requested that the following be including in the meeting minutes, "The Board of Education has worked very hard to instill fiscal discipline and make long-term plans in the face of shrinking budgets. Many of the old bad habits (established before this board and administrations took over) were created out of fear--stocking money away here and there to ensure a balanced budget when unexpected expenses come up or state reimbursements and/or grants go down. Many of those mechanisms have gone away and the Board of Education's ability to effectively balance the budget and maintain fiscal discipline is directly linked to the 1 % fund. The 1% fund allows the Board of Education to make very transparent and tight budget decisions and the thought it might be withheld from the board at a time it might need it the most is very troubling to me."

Negotiations – Ms. Gorsky noted that negotiations have started with the teachers.

Website Task Force – The Committee is working on navigation and the template overlay has gone live.

Town Council – Ms. Seaver reviewed items discussed including that the town is in need of lifeguards, comments made by Mr. Belsito, the portables, and that letters have been written to the DOT and the governor in regard to the number of accidents on route 84 which take up emergency services.

H. CHAIRPERSON'S REPORT - none

I. BOARD ACTION

➤ I.1. Refinancing Energy Lease

Mr. Doyle motioned to endorse a resolution of the Town Council for consideration to approve the refinance of the lease of the Honeywell (energy) project with a level debt service scenario (scenario/option III) with the understanding this is not an endorsement of any new agreement between the Town and the Board of Education with respect to how debt service is handled between them. Ms. Harrold seconded the motion. All were in favor. Motion carried.

➤ I.2. Bond Issue Approval BOE

Mr. Doyle motioned to support the bond issue as proposed and requested by the Town Council and to support necessary actions to have a question regarding borrowing funds on the November 2016 ballot. Ms. Gorsky seconded the motion. All were in favor. Motion carried.

J. PUBLIC PARTICIPATION

Steve Clark, 29 Meadowood Road, explained the history of the creation of the 1% fund. It was created by an 11th hour state statute. Once the Town decided to adopt it, both the BOE and the Town Council got together to come up with the language which became the ordinance. It is a town ordinance so a decision could be made to eliminate the ordinance and the funding. In regard to the portables, Mr. Clark explained that he was on the building committee for Birch Grove and was the Chair on the committee for the Birch Grove addition. The Town Council decided with the BOE to add the portables to what was then TMS and Parker. This was to address the overcrowding at TMS. The Town Council arbitrarily gave the committee the responsibility as the building authority for the portables as well. This included the design and implementation. When considering adding the portables, the question came up in regard to the subject of reimbursement. The state explained that the portables would not initially be subject to reimbursement and noted that they would need to be in place for 10 years. Then, the town could file for reimbursement. Mr. Clark was not aware if this filing was ever done but noted that it may be worthwhile to explore this possibility before the portables are removed. He added that there is a spring under the unit closest to TIS.

K. POINTS OF INFORMATION

Dr. Willett believes that they have researched reimbursement but would double check.

Ms. Harrold attended the Save Our Schools Rally in Washington D.C. and highlighted the importance of culture and climate so that students can be part of the solution.

L. CORRESPONDENCE

- Town Council Meeting – June 28, 2016

M. FUTURE AGENDA ITEMS

- Financial report
- Ratification of paraprofessional contract
- 1% fund

- Bonding communication

N. ENTER EXECUTIVE SESSION FOR PURPOSE OF DISCUSSING THE SUPERINTENDENT'S EVALUATION

Ms. Gorsky motioned to go into Executive Session at 9:30PM for the purpose of discussing the Superintendent's evaluation and invited the Superintendent to attend. Ms. Harrold seconded the motion. All were in favor. Motion carried.

Ms. Moran motioned to extend the meeting past 10PM. Ms. Seaver seconded the motion. All were in favor. Motion carried.

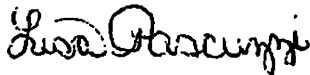
The Board came out of Executive Session at 10:17PM.

Ms. Gorsky motioned to extend Superintendent Willett's contract to 3 years; and increase by 3% (dollar amount to be supplied by Board Chair) his base annual salary, and pay out in one lump sum his 2.5 unused vacation days (dollar amount to be supplied by Board Chair) and authorize the Board Chair to develop an addendum to his contract. Ms. Harrold seconded the motion. All were in favor. Motion carried.

O. ADJOURNMENT

Mr. Doyle motioned to adjourn the meeting at 10:19PM. Ms. Yudichak seconded the motion. All were in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk



TOLLAND PUBLIC SCHOOLS

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OFFICE OF THE
SUPERINTENDENT OF SCHOOLS

Walter Willett, Ph.D.
Superintendent

TO: Board of Education

F.1

FROM: Mark S. McLaughlin, Business Director

RE: Monthly Financial Report for YTD June 2016

Date: July 26, 2016

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

Each year budgets are built 18-20 months ahead of time based on the best known assumptions from the town, state of Ct, interest rates, market conditions, contacts, negotiations, Department of Ed. etc.

This past years Budget, FY 15-16 was approved for \$38,275,831. As a result of strong oversight and management there were no early "freezes" during this fiscal year as there have been in the past. The BOE spent \$38,261,927 with an approximate balance of \$13,903 that should be returned to the 1% fund upon final approval by the auditors in December 2016.

Budget Analysis by functional areas: The following narrative analysis represents line items in the 2015-2016 budget that were over budget, those that were under budget, and by how much. This will help provide an understanding of the budget fluctuations and the determination of the bottom line.

Salaries; Union and non-union were over budget by \$37,320 due to additional staffing needs (IEPSs, curricular requirements, etc).

Substitutes were under budget \$70,163 due in part to the improved absentee call in system and better oversight by the administrators. Overtime and Stipends were over \$75,426 as the result of higher than expected para OT (for IEP's required bus duties) to cover the needs of students of Special Education, and BGP stipends for department heads. Severance was over budget by \$150,380 due to more teachers retiring at the end of FY 15-16. We underfunded this line item and will correct that next year.

Employee Benefits/HSA coverage; Over budget by \$45,285 as a result of more new employees being hired under the HSA plans than anticipated. The BOE's overall share of payments increased for the Health Savings Account for new employees.

Regular Health Insurance, Life insurance and Dental; under budget by \$301,397 as a result of lower payments made by the BOE for its share of coverage for staff who remain on the traditional health insurance plan. Some staff drop coverage, some switch to spousal plans.

Federal & State Tax payments; for FICA, MED, Soc. Sec., ICMA, Course Reimbursement, Unemployment and Workers Comp collectively were under budget by \$32,753 due to lower Social Security payments and lower Unemployment charges.

Utilities, Energy, Vehicle fuel costs; were collectively under budget by \$43,749 due to lower heating consumption needs and bussing fuel consumption due to a warmer winter.

Transportation costs; ended up lower than expected by \$63,019 due to fewer bus routes for Special Education.

Tuition costs; were under budget by \$428,176 due to the lower number of students outplaced for private services and a higher allowable rate of excess cost reimbursements at (80%) above the approximate \$61k threshold for Tolland. This past year is exceptional because of the amount of reimbursement received.

Legal, Audit, consultants; were under budget by \$45,165 due in part to lower legal expenses than budgeted.

Maintenance, Custodial, Repairs, Rubbish, Technical Services & Equipment; Over budget by \$250,965 due the following improvements and upgrades that were either mandated by inspection/code/PM work or SDE. Higher heating, cooling, pump, motor repair and ventilation work over budget by \$56,000. Restoration of the central office including: replacement of 30 year old carpet, the first paint job in 20 years, and the replacement of cubical units that will increase workspace and efficiencies. Completed security systems in the buildings through funding \$22,000 not covered by the security grant. Completed outside building & grounds improvements for \$23,000. Completed removal of TIS Portables \$45,000. Completed building concrete work at all building sites \$51,257.

Curriculum, Supplies, Materials & Equipment; this area is over budget by \$139,083 from the approval by the BOE to spend additional monies from FY15-16 to help offset the FY16-17 budget and thereby reduce the overall budget request. The Curriculum Department was able to fully expend the appropriation for the current year and follow the direction of the BOE and acquire additional materials, supplies, books, educational software, workbooks, supports and subscriptions to improve the program for FY16-17.

Technology, Computer software & Equipment; ended up over budget \$147,629 for the year. The district was able to improve the Internet wiring though out the district, added WiFi locations, and increased efficiency by purchasing Infinite Visions hosted software \$25,712, Info Snap PowerSchool software \$13,000, upgrading the infrastructure in the buildings for cabling \$29,600, initiating cost saving Virtual desktop Infrastructure \$41,715, and Disaster Recovery software \$42,517. Computers were eliminated from the Capital Budget, and as an identified critical priority they were replaced with end of year funds in the Library, Business Ed Labs, and Chromebooks on carts at TMS, along with Chromebooks at TIS.

Special Education; payments to CREC were over budget by \$46,766 for professional educational service to students.

General Supplies; were over budget by \$43,944 due to higher custodial and building supply needs

Athletic Supplies; are over budget by \$31,578 due to the long standing need for replacement uniforms and updated scoreboard.

Equipment (function code 730) category has been redistributed & applied to the above functional categories of Maintenance, Custodial, Curriculum, Technology and Software.

BOE EOY Update Summary

During BOE meetings on 7.13.16 & 7.22.16 the Superintendent identified critical priority areas and expenditures that could be made with end of year funds:

In the preventative maintenance area, the following items were achieved; BGP Fuel Oil Tank monitoring system, THS repair of oil overflow alarm, TIS PA expansion, district wide concrete safety repairs, central office restoration (painting, carpeting, and work space improvements and repairs), school grounds improvements and the TIS portable removal.

In Curriculum, supplies, materials and equipment were improved by the acquisition of updated textbooks, workbooks, and supplies and building science supplies for THS & TMS, district wide curriculum professional development and badly needed athletic supplies & uniforms were replaced.

Technology was improved though out the district as the result of infrastructure and WiFi improvements, improvements in disaster recovery software and virtual desktop infrastructure to provide software consistency. Ten year old Library computers were replaced and other hardware & software throughout the district was updated, as well as Chromebook carts for TMS and Chromebooks for TIS were acquired.

The 1% fund balance approx. \$13k.

Tolland Public Schools

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

From Date: 7/1/2015

To Date: 6/30/2016

Fiscal Year: 2015-2016

☐ Subtotal by Collapse Mask
 ☒ Include pre encumbrance
 ☐ Print accounts with zero balance
 ☒ Filter Encumbrance Detail by Date Range
☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.0000.110.00.000.1	Salaries	\$20,885,251.00	\$20,922,571.13	\$20,922,571.13	(\$37,320.13)	\$0.00	(\$37,320.13)	-0.18%
0100.0000.120.00.000.1	Substitutes	\$453,866.00	\$383,702.52	\$383,702.52	\$70,163.48	\$0.00	\$70,163.48	15.46%
0100.0000.130.00.000.1	Overtime	\$111,132.00	\$136,010.52	\$136,010.52	(\$24,878.52)	\$0.00	(\$24,878.52)	-22.39%
0100.0000.150.00.000.1	Stipends	\$297,963.00	\$348,511.84	\$348,511.84	(\$50,548.84)	\$0.00	(\$50,548.84)	-16.96%
0100.0000.190.00.000.1	Pension/Severance	\$176,000.00	\$326,380.12	\$326,380.12	(\$150,380.12)	\$0.00	(\$150,380.12)	-85.44%
0100.0000.200.00.000.1	Employee Benefits	\$308,738.00	\$354,023.60	\$354,023.60	(\$45,285.60)	\$0.00	(\$45,285.60)	-14.67%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$5,344,377.00	\$5,042,979.47	\$5,042,979.47	\$301,397.53	\$0.00	\$301,397.53	5.64%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$568,717.00	\$555,662.47	\$555,662.47	\$13,054.53	\$0.00	\$13,054.53	2.30%
0100.0000.240.00.000.1	Retirement (ICMA)	\$201,315.00	\$208,781.08	\$208,781.08	(\$7,466.08)	\$0.00	(\$7,466.08)	-3.71%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$25,000.00	\$20,000.00	\$20,000.00	\$5,000.00	\$0.00	\$5,000.00	20.00%
0100.0000.260.00.000.1	Unemployment Compensation	\$40,203.00	\$15,016.73	\$15,016.73	\$25,186.27	\$3,187.27	\$21,999.00	54.72%
0100.0000.270.00.000.1	Workers' Compensation	\$251,123.00	\$251,446.99	\$251,446.99	(\$323.99)	\$0.00	(\$323.99)	-0.13%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$20,735.00	\$21,625.31	\$21,625.31	(\$890.31)	\$8,821.50	(\$9,711.81)	-46.84%
0100.0000.310.00.000.1	Benefits Consultant Services	\$48,543.00	\$43,553.67	\$43,553.67	\$4,989.33	\$0.00	\$4,989.33	10.28%
0100.0000.320.00.000.1	Prof Educ Svcs	\$413,150.00	\$444,246.76	\$444,246.76	(\$31,096.76)	\$15,669.36	(\$46,766.12)	-11.32%
0100.0000.330.00.000.1	Professional Tech Svcs	\$7,105.00	\$23,014.99	\$23,014.99	(\$15,909.99)	\$0.00	(\$15,909.99)	-223.93%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$212,317.00	\$151,662.68	\$151,662.68	\$60,654.32	\$15,489.00	\$45,165.32	21.27%
0100.0000.350.00.000.1	Tech Services	\$379,295.00	\$269,805.12	\$269,805.12	\$109,489.88	\$11,063.86	\$98,426.02	25.95%
0100.0000.410.00.000.1	Sewer/Water	\$39,232.00	\$39,232.00	\$39,232.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$103,756.00	\$78,651.76	\$78,651.76	\$25,104.24	\$0.00	\$25,104.24	24.20%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$212,007.00	\$227,338.55	\$227,338.55	(\$15,331.55)	\$235,634.44	(\$250,965.99)	-118.38%
0100.0000.440.00.000.1	Rentals	\$128,322.00	\$116,808.48	\$116,808.48	\$11,513.52	\$6,471.33	\$5,042.19	3.93%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,274,765.00	\$2,211,745.42	\$2,211,745.42	\$63,019.58	\$0.00	\$63,019.58	2.77%
0100.0000.520.00.000.1	Property/Liability Insurance	\$175,661.00	\$176,630.29	\$176,630.29	(\$969.29)	\$2,500.00	(\$3,469.29)	-1.97%
0100.0000.530.00.000.1	Telephone/ Postage	\$44,243.00	\$57,316.59	\$57,316.59	(\$13,073.59)	\$22.95	(\$13,096.54)	-29.60%
0100.0000.540.00.000.1	Advertising	\$2,865.00	\$2,364.20	\$2,364.20	\$500.80	\$679.22	(\$178.42)	-6.23%
0100.0000.550.00.000.1	Printing and Binding	\$25,712.00	\$17,283.07	\$17,283.07	\$8,428.93	\$0.00	\$8,428.93	32.78%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,664,767.00	\$2,236,588.48	\$2,236,588.48	\$428,178.52	\$0.00	\$428,178.52	16.07%
0100.0000.580.00.000.1	Travel and Conference	\$23,326.00	\$28,179.76	\$28,179.76	(\$4,853.76)	\$790.05	(\$5,643.81)	-24.20%
0100.0000.590.00.000.1	Public Officers & State Troope	\$120,000.00	\$118,393.98	\$118,393.98	\$1,606.02	\$2,372.89	(\$766.87)	-0.64%
0100.0000.600.00.000.1	General Supplies	\$118,564.00	\$162,049.41	\$162,049.41	(\$43,485.41)	\$459.54	(\$43,944.95)	-37.06%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$375,493.00	\$340,023.08	\$340,023.08	\$35,469.92	\$76,754.78	(\$41,284.86)	-10.99%
0100.0000.620.00.000.1	Energy	\$1,583,214.00	\$1,539,033.28	\$1,539,033.28	\$44,180.72	\$431.23	\$43,749.49	2.76%
0100.0000.640.00.000.1	Textbooks	\$254,882.00	\$246,673.36	\$246,673.36	\$8,208.64	\$3,363.36	\$4,845.28	1.90%
0100.0000.650.00.000.1	Films and Videos Supl	\$1,458.00	\$189.48	\$189.48	\$1,268.52	\$0.00	\$1,268.52	87.00%
0100.0000.660.00.000.1	Computer Software	\$54,888.00	\$45,952.18	\$45,952.18	\$8,715.82	\$51,843.60	(\$43,127.78)	-78.89%
0100.0000.690.00.000.1	Misc Supplies	\$41,659.00	\$46,075.87	\$46,075.87	(\$4,416.87)	\$27,160.00	(\$31,576.87)	-75.80%
0100.0000.730.00.000.1	Equip Instruct - New	\$240,558.00	\$237,075.25	\$237,075.25	\$3,482.75	\$297,273.35	(\$293,790.60)	-122.13%
0100.0000.810.00.000.1	Dues and Fees	\$45,849.00	\$55,340.73	\$55,340.73	(\$9,491.73)	\$0.00	(\$9,491.73)	-20.70%
Grand Total:		\$38,275,831.00	\$37,501,940.22	\$37,501,940.22	\$773,890.78	\$759,987.73	\$13,903.05	0.04%

End of Report

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Obsolete and Surplus Equipment

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

For BOE meeting: July 27, 2016

ITEM SUMMARY:

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

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

FINANCIAL SUMMARY: [N/A or put in a summary]

BOARD ATTORNEY REVIEW: [N/A or put in a summary]

BOE ACTION DESIRED:

Proposed motion: Motion to determine all items included in this report as obsolete and/or in disrepair and to turn the identified items over to the Town according to Board Policy 3040.

SUPPORTING MATERIALS:

1. Hobart Mixer-Tolland Intermediate School-Serial #1839207/Model -H-600
2. Caliphone CD Player – Birch Grove Primary School –Model #1776 /No serial number
3. Caliphone CD Player – Birch Grove Primary School –Model #2395V-IR /Serial #D18110AJ000313
4. Old copier: Ricoh Model Aficio 2051/Serial #: K4465300257-Tolland Intermediate School
5. Old floor machine: Floorkeeper Tornado/ Serial #: EFM15422-Tolland Intermediate School
6. Old Kiln: Model J230/Serial #: 052098H-Tolland Intermediate School
7. Dell GX280. 7nxm251. -IT
8. Dell GX280. 58xdr51.-IT
9. HP DC5100sff 2ua6301L7C-IT
10. HP D530S 2ua426088g-IT
11. HP D530S 2ua43101p2-IT
12. HP DC5100sff 2ua8301Lk2-IT
13. Gateway LCD-FPD1530. MUL5022C0134900 -IT
14. Gateway LCD-FPD1530. MUL5022J0639420-IT
15. View Sonic. E771. JV83053835-IT
16. HP. LaserJet 1100. USDG057093-IT
17. Standard SRN-9x Suction Feed Rotary Numbering Machine: THS Graphic Arts
18. Sandco Envelope Feeder: THS Graphic Arts
19. (2) Hamada 611 XL Offset Presses: THS Graphic Arts
20. Hopkins screen printing station: THS Graphic Arts
21. Atlas Dryer: THS Graphic Arts

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Class Rank Policy

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

For BOE meeting: July 27, 2016

ITEM SUMMARY:

Board of Education Policy #6060, “*Weighted Grading for Honors Classes*,” states that “due to the rigorous nature of honors and/or advanced placement classes, grades earned in such classes deserve additional weight for the purposes of calculating grade point average and determining class rank.” However, our current practice of ranking students creates a host of problems for our Tolland High School students for a variety of reasons.

As class rank was once a major factor in admissions decisions, many high schools across the country and in Connecticut have eliminated the practice of ranking their students. This is particularly true for private, small, and competitive high schools. In a 2007 report published by the National Association for College Admission Counseling (NACAC), more than half of all high schools no longer reported student rankings.¹ In a *Washington Post* article written in July 2013, it was reported how college admissions officers have seen a drop-off in the number of applicants who come from schools that rank students. Dean of Undergraduate Admissions Lee Coffin at Tufts University in Boston reported that just 20 percent of the students who applied in 2015 provided a class rank.²

Considering this information, a Class Rank Advisory Committee was recruited to review the use of Class Rank at Tolland High School. Recruitment began for this committee in November of 2016:

*I am starting a **Class Rank Advisory Committee** and I hope you can participate. This committee will take up the question of whether we should continue to use class rank at Tolland High School. If you would like to participate in this committee, please contact **Jen Palumbo by November 27, 2015** @ jpalumbo@tolland.k12.ct.us or by calling 860-870-6850 extension 1.*

The committee formed and was comprised of four to five parents, and three school staff. In meetings from January of 2016 through May of 2016 the committee gathered information from admissions offices, other school districts, and guidance offices. The result of the committees work is manifest in the “Class Rank Proposal” document that is attached.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Motion to approve the revisions to Policy 6060 and accept the recommendations in the Class Rank Proposal dated 5-31-2016.

SUPPORTING MATERIALS ATTACHED:

Class Rank Proposal 5-31-16
Class Rank Policy 6060

Useful links:

<http://www.nacacnet.org/studentinfo/articles/Pages/Factors-in-the-Admission-Decision.aspx>
<http://www.lkeducationalconsulting.com/images/soca2013.pdf>

http://www.nxtbook.com/ygsreprints/NACAC/2014SoCA_nxtbk/#/30

Class Rank Proposal

Tolland High School
June 22, 2016



Topics to Be Covered

- Background Information
- Rationale
- Benefits
- Recommendations

Background Information

- 2016-2017 Course Catalog
- Weighted Courses
- BOE Policy # 6060, "Weighted Grading for Honors Courses
- National trend
- Connecticut Demographic Reference Group (DRG) data

Class Ranking Reporting Practices in CT

Demographic Reference Group	No Class Rank Reported	Class Rank Reported
A	Brookfield, Darien, New Canaan, Region #9 (Joel Barlow), Ridgefield, Weston, Westport, Wilton	
B	Avon, Brookfield, Cheshire, Fairfield, Farmington, Glastonbury, Granby, Greenwich, Guilford, Madison (Daniel Hand), Monroe (Masuk), New Fairfield, Newtown, Region #5 (Amity), Region #15 (Pomperaug), Simsbury, South Windsor, Trumbull, West Hartford	
C	Canton, Oxford, Region #7(Northwestern), Region #12 (Shepaug), Region #13 (Coginchaug), Region #14 (Nonnewaug), Region #18 (Lyme/Old-Lyme), Region #19 (E.O. Smith)	Bolton, Ellington, Region #4 (Valley Regional), Region #8 (RHAM), Region #10 (Lewis Mills), Region #17 (Haddam Killingworth), Somers, Suffield, Tolland

Rationale

- Minimal differences in students' grade point averages around key percentiles
- Encourages students to enroll in easier classes
- Discourages students from selecting non-level or introductory elective courses
- Potential negative impact on top students
- Increases in students applying

Benefits

- Colleges forced to concentrate on the individual student
- Top 10% and middle of the class
- Potential for increasing college admissions and merit-based scholarships
- Decreases competition and stress
- Increases selecting courses based on student interest
- Focus on learning for the sake of learning

Recommendations

- Class rank will no longer be reported by THS to colleges and universities for application purposes beginning with the Class of 2020 and thereafter.
- Unweighted grade point average will continue to be reported on the Tolland High School transcript.
- Unweighted and weighted grade point averages will only be provided to students and their parents.
- A valedictorian and salutatorian will continue to be selected based on student's cumulative weighted grade point average at the end of their first semester of their senior year.
- School counselors will provide class rank to scholarship providers only upon request for those students in the top 10%.
- THS will continue to investigate the issue of which students should speak on behalf of their class for ceremonial purposes.
- THS will further investigate implementing a system of academic recognition, such as Latin honors (*Summa Cum Laude*, *Magna Cum Laude*, and *Cum Laude*).

Works Cited

- "Admissions Facts & Advice." *Class Profile*. Dartmouth, n.d. Web. 01 Apr. 2016.
- Balingit, Moriah. "High Schools Are Doing Away with Class Rank. What Does That Mean for College Admissions?" *Washington Post*. The Washington Post, 13 July 2015. Web. 30 Mar. 2016.
- "Class Rank & College Admission." *Class Rank & College Admission*. College Board, n.d. Web. 31 Mar. 2016.
- Clinedinst, Melissa. "State of College Admission." *State of College Admission*. 2015 National Association for College Admission Counseling, n.d. Web. 30 Mar. 2016.
- "NACAC Survey: Colleges Plan New Outreach as Student Interest in Transfer and International Education Grows." *NACAC*. N.p., 7 May 2015. Web. 31 Mar. 2106.
- "NACAC's Research to Practice Brief." *2007 Class Rank Inside 3* (2007): n. pag. Web. 3 Mar. 2016.

Q&A

- Ideas
- Opinions
- Questions

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY REGARDING: Weighted Grading ~~for Honors Classes~~

Number: 6060
Instruction

Approved: 2/28/01

The Board of Education believes that, due to the rigorous nature of honors, ~~College Preparatory~~ and/or advanced placement classes, grades earned in such classes deserve additional weight for the purposes of calculating grade point average ~~and determining class rank~~. Therefore, it is the policy of the Board of Education to grant grades earned in such courses additional weight for the aforementioned purposes. The Superintendent or his/her designee shall be responsible for developing procedures in furtherance of this policy.

Legal Reference:

Public Act 99-81 "An Act Concerning Weighted Grading for Honors Classes"

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM JULY 12, 2016 – 7:30 P.M.

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

MEMBERS ABSENT: Kristen Morgan

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

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)

John Wagner of 134 High Ridge Drive: His interest is in the portion of the budget that goes towards road repairs. He sees a continuing deterioration of our roads. He believes this should be a priority and they should not lose sight of their condition. As a homeowner, he is concerned that this could affect property values, and his ability to sell his home. He doesn't know how this is being addressed, or if there is any opportunity to redirect some additional dollars.

Mr. Krasusky commented that they did receive a letter from a resident regarding the roads in his neighborhood.

Mr. Werbner said Tolland does have a five year plan. Five years ago, Tolland did a bond issue for \$5m. Currently, we are in the 4th year of that bond issue. The road improvement budget is close to \$1.3-\$1.4 million a year. Tolland engaged an engineering firm to do an analysis of the road network for the past six or seven years. An analysis as to which roads should be addressed is provided each year. In the recent years, we have been able to improve the more traveled roads. Based upon the conditions of some roads, priorities have changed to address the roads in worse shape. It does remain to be a priority for this Council. Every year, as part of the capital improvement public hearing in February, there is a presentation by the engineering firm as to what our plan is for the year. Roads such as the ones mentioned by Mr. Wagner will be addressed in the next cycle, although Mr. Werbner could not guarantee when that would be.

Sam Belsito of 55 Lee Lane: He would like to see the non-referendum bonding defeated this year. It is the citizen's money of Tolland that is being spent, and he doesn't believe people know about this. He agrees that there are things that have to be done, but he thinks it should be put in front of the townspeople so they can make the choice and vote on it, because it is their money being spent.

Mr. Werbner said more public presentations to identify the borrowing, and which portions of the borrowing might be referendum and non-referendum have been added. They have at least three public hearings: 1.) One in February, which is dedicated to the capital project; 2.) the Town Manager's public hearing; and 3.) a public hearing with the Council. The problem is no one attends. There are opportunities for people to come out and understand what is in the budget, but it is difficult to get them to come out.

6. PUBLIC HEARING ITEMS:

- 6.1 Introduction of a resolution appropriating \$2,023,877 for Capital Projects and authorizing the issuance of bonds and notes less any grants or other sources of funds received by the Town for said projects.

Mr. Field said these projects have already been approved in the budget. According to the Charter, a public hearing needs to occur on the appropriation of the funds.

Mr. Werbner said the projects which are included in the non-referendum borrowing section of the capital improvement plan are: 1.) The cost for certain road pavement, parking lot and drainage improvements in an amount of \$100,000 to be financed with general obligation bonds and notes; 2.) The cost of the public works garage renovations including the demolition of the existing metal frame portion of the building, replacement with a longer metal frame building, a wash bay, hookup to water and sewer system and lunch room for employees in the amount of \$1,335,877 to be financed with general obligations bonds and notes; 3.) The cost of a new phone system for the Town and school facilities in an amount of \$315,000 to be financed by general obligation bonds and notes; 4.) The cost of purchasing heavy machinery and equipment, such as two front line trucks and a heavy duty mobile column vehicle lift for the public works garage in an amount of \$273,000 to be financed by general obligation bonds and notes.

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

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

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

Joe Sce asked if what is being presented is different from what the public sees and is allowed to vote on. Mr. Werbner said it is no different. This is exactly what is in the budget, and what was voted on. Mr. Werbner said Mr. Belsito's point is that they don't fully understand what they are voting on, because they do not know the details. Included within the budget is \$2m worth of capital projects financed by borrowing, which is included as part of the debt service plan, which is a part of our budget. Mr. Eccles clarified what Mr. Belsito said earlier. His point is not necessarily that it's buried in the budget, but that he would like to see it brought out as a separate referendum or a line item. Mr. Belsito said he wants the residents to know that the town is borrowing the money. Mr. Green shared Mr. Belsito's concern. He commended Mr. Werbner on his attempts to get the word out on what is happening with the spending, and agrees that no one attends the meetings. He likes Mr. Belsito's idea though.

Bill Eccles motioned to accept the following resolution:

Resolution appropriating \$100,000 for certain pavement and drainage improvements, appropriating \$315,000 for phone system installation, appropriating \$1,335,877 for certain Public Works garage renovations, and appropriating \$273,000 for heavy machinery and equipment acquisition, and authorizing the issuance of up to \$2,023,877 bonds and notes to finance the appropriations.

Seconded by Paul Krasusky. Rick Field, William Eccles, Robert Green, Paul Krasusky, Joseph Sce and David Skoczulek were all in favor. None opposed.

A copy of the full text of the resolution is recorded following these minutes.

7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL: None.

7b. REPORTS OF TOWN COUNCIL LIAISONS: **David Skoczulek, PZC:** 1.) they tabled approval of a sign at 215 Merrow Road pending a rationale for the increased size; 2.) they issued a favorable 8-24 for the asbestos remediation and demolition of a town owned building at 1125 Tolland Stage Road; 3.) they discussed comparison towns and draft regulations for breweries, distilleries, wineries and cideries; 4.) staff had received proposals from two consulting firms to review and propose a set density level for the TVA zone; 5.) the Commission asked Heidi to review food truck regulations for comparison towns; and 6.) they did an extensive debriefing exercise they called a Plus Delta, which looked at how the TVA process was conducted. **Paul Krasusky, Recreation Committee:** All the summer projects, programs and camps are going well, they are ahead in the budget, they fulfilled the nurse position at the camp, they are still seeking lifeguards, and Crandall's hours are 1-4 p.m.

Mr. Field advised that Mr. Green will be taking over his liaison position for the Tolland Water Commission. Mr. Eccles mentioned that he will be attending the WPCA meetings as a liaison.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

- 8.1 Consideration of a resolution authorizing the Town Manager to enter into a contract with the State Library Association for a Historic Documents Preservation Grant for FY 2016/2017.

Sheila Bailey said this is a grant specific to historic document preservation. This year, they have meeting books from the 1700's that need a lot of attention, because they are falling apart. They have identified a company in Vermont that contracts with the State Library Association to do that type of preservation work. They also have Volumes 1 – 5 of maps that need a lot of repair. She is hoping this is how they can use this grant.

Bill Eccles motioned to accept the following resolution:

RESOLVED: that Steven R. Werbner, Tolland Town Manager, is empowered to execute and deliver in the name of and on behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant.

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

- 8.2 Appointments to vacancies on various municipal boards/commissions.

- 8.2.a. Re-Appointments to Agriculture Commission.

David Skoczulek motioned to re-appoint the following to the Agriculture Commission:

Debra Campbell, term 07/09/16 – 07/09/19
Linda Palmer, term 07/09/16 – 07/09/19

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

Mr. Field said they received a letter from the Ag Commission inviting a Council member to attend the meeting at the Campbell Farm on August 1st at 7 p.m. He volunteered to attend.

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 he received a response from the Commission of the DOT regarding the letter he sent concerning the interstate. They are looking into the suggestions proposed. He also reported that there is response in the works regarding the letter he sent to the Governor. Also, within the next couple of weeks, the Capital Region / Lt. Governor's office will be setting up several meetings related to the crumbling foundations issues. As information is received, he will report back to the Council.

Mr. Krasusky, and the rest of the Council members, commended Lisa Hancock on her accomplishment of becoming a Certified Public Finance Officer. Mr. Werbner said Ms. Hancock is one of the few in the state and country to accomplish this.

Mr. Field mentioned the car thefts and break-ins that have been occurring in Town. He never sees them printed anywhere and asked if they should be published? Mr. Werbner said it has been happening in other towns. Mr. Field asked to have a trooper attend the next meeting to provide an update. Mr. Werbner will ask a trooper to attend.

11. **ADOPTION OF MINUTES**

- 11.1 June 28, 2016 Regular Meeting Minutes: Bill Eccles moved to adopt the minutes; Seconded by Robert Green. All in favor. None opposed. Paul Krasusky abstained.

12. **CORRESPONDENCE TO COUNCIL:**

- 12.1 Invite to an Eagle Scout celebration for Nicholas Spadaro;
12.2 Thank you letter from Nick Furey re: Eagle Scout; and
12.3 Connecticut Economic Resource Center.

13. **CHAIRMAN'S REPORT**

- ~Mr. Field reminded the Council members that they will be taking a new picture at the next meeting for the website.
~Chair hour went well. Mr. Green attended with Mr. Field. He commented that they will continue.
~He asked Mr. Werbner if they need to file for a reimbursement for buying the modulares. Mr. Werbner said they were probably partially paid for with state funding when they were purchased.
He reminded that when the modulares are removed, someone should tell the BOE that there is a running spring under them. Mr. Werbner said the Wetlands have been out there.

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

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

Deb Geotz of 176 Kate Lane: She asked if the required skills or qualifications needed for the vacancies on Boards/Commissions can be posted on-line. People want to help, but they don't know where they would fit in. Also, she asked if the needed party affiliations could be posted on-line as well.

*Mr. Werbner said if someone is interested in a Board/Commission, he would encourage them to inquire.
Mr. Skoczulek said the willingness to volunteer and to put time in is the most important criteria.
Mr. Werbner said some Boards, such as the Board of Assessment Appeals, are sent for training so that individuals can have an opportunity to get up to speed.*

Ms. Geotz asked for an update on the sale of the Tolland Water Company.

Mr. Field said they have not received a report yet. The Committee is still meeting. Mr. Eccles commented that they will be reporting out at the next Council meeting.

16. **ADJOURNMENT:** Bill Eccles moved to adjourn the meeting; Seconded by Robert Green at 8:10 p.m. All were in favor.

Richard J. Field, Council Chair

Michelle A. Finnegan
Town Council Clerk