

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
October 11, 2017

VISION STATEMENT

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

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

Regular Meeting – September 27, 2017

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 - Alexandra Simon and Mallory Goldsmith.

F. SUPERINTENDENT'S REPORT

- F.1 Teacher and Paraprofessional of the Year Recognition
- F.2 Policy 4144 – Criminal Justice Fingerprint Retention Policy (Second reading)
- F.3 Policy 4041 – Social Networking (Second reading)
- F.4 State Police Drug Research Program
- F.5 Five Year Capital Plan 2018 – 2023
- F.6 Tuition Rates for Fiscal 2017-2018
- F.7 2017 – 2018 Budget Update (No Enclosure)

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

J. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

Town Council Meeting- September 26, 2017

Town Council Special Meeting – September 26, 2017

M. FUTURE AGENDA ITEMS

N. EXECUTIVE SESSION-PERSONNEL MATTERS

O. NEW BUSINESS

P. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

Hicks Memorial Center
Council Chambers
Tolland, CT 06084

REGULAR MEETING – September 27, 2017

Members Present: Mr. Sam Adlerstein, Chair; Ms. Colleen Yudichak, Vice Chair; Ms. Kathy Gorsky, Secretary; Mr. Cliff Vachon, Ms. Michelle Harrold, Ms. Karen Moran, Mr. Jeff Schroeder, Ms. Susan Seaver, and Mr. Bob Pagoni.

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. Item F5 will be addressed first.

B. APPROVAL OF MINUTES

- **Regular Meeting –September 13, 2017**
Ms. Moran motioned to approve the minutes of the September 13th regular meeting.
Ms. Seaver seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION

Correspondence – Ms. Gorsky noted that one letter was received. The author expressed that she has heard the common theme around Town that we do no harm to the Town in this difficult budget season. Now that the budget scenario has improved, the author suggested that the Board look at rehiring the Director of Curriculum position and the two interventionist positions so Dr. Willett can focus on his job and the lighthouse program.

Jared Poulos, 62 Derek Drive, commented that he works as a volunteer intern over the summer for the Tolland Public Schools' IT department. He would like to see more funding in tech and computer-related classes and asked if money could be rearranged so there could be more classes or another teacher hired.

D. POINTS OF INFORMATION

Dr. Willett commented that they need to do the best they can to preserve resources and expand technology. Many ways of doing this now is via grants. They will keep what he is asking for in mind and do their best to preserve it. Mr. Adlerstein added that they are grateful for the technology staff that is doing a heroic job of keeping things going.

In regard to the interventionists and Director of Curriculum position, Dr. Willett noted that he appreciates the communication and these positions would be great assets for the district. It is a difficult time right now with the municipal and State budgets. The Board and the Town Council as elected bodies have done an exceptional job in preparing the district to open its doors under difficult budget circumstances. The interventionists are critical to the SRBI and RTI programs. Perhaps the State will have a different outcome with regard to the budget so there will be more resources. Dr. Willett's preference if this is the case is to hire more interventionists so the

children do not suffer. The teachers are doing a terrific job but the interventionist positions are needed.

Mr. Adlerstein noted that last night the Town Council decided on the budget that will be put to voters on October 30th. It is not an ideal budget or the one the Board would like to see. In a usual year, the Board would have a 2% increase that would almost cover the contractual cost increases. In February, the Board passed a budget with a 2.14% increase but then the budget crisis struck. Now, there is a reduction of \$993K or approximately 2.5%. It is not the ideal situation but it is where they currently are. It could get worse if the budget does not pass referendum or if the State budget were to come in differently. He noted that in a traditional year they start the budget process for the following year in October and this year they are pretty much overlapping. He noted that given everything, Dr. Willett still has a plan that will not only sustain the schools but will also improve them.

E. STUDENT REPRESENTATIVES' REPORT –Mallory Goldsmith

- The Student Council has decided on the homecoming theme - Paris.
- There is interest in having a recycling program in the cafeteria.
- Some students are seeing anxiety in teachers in regard to job security.
- It has been a smooth transition into the school year.
- The student representatives are working on setting up connections with students in other Tolland schools so they can provide updates on them as well.

F. SUPERINTENDENT'S REPORT

F.1. Teacher Evaluation Plan Amendment for Pilot

This item was presented and approved at the last Board meeting. It is on the agenda so that if any Board members have questions they can be addressed. There were no questions.

F.2. New Paraprofessional Positions

Dr. Willett explained that two additional paraprofessionals are needed for special education services for the contracts of two students who have moved into the district. The total salary and benefit cost is \$48,821.41. Dr. Willett noted that this is not related to the LEAP program.

F.3. Policy 4144 – Criminal Justice Fingerprint Retention Policy

Dr. Willett reviewed the policy and presented the information to the Board for a first reading. It has been reviewed by the Board's Policy Committee and the Board attorney.

F.4. Policy 4041 – Social Networking

The recommended modifications for this policy were presented to the Board for a first reading.

F.5. 2017-2018 Budget Update (No Enclosure)

Dr. Willett explained that last night the Town Council made a determination on the budget based on what is currently understood. It was assumed that the 2016/17 ECS funding would be \$8,818,609 and in the coming year (2018/19) it would be reduced to \$7,398,969. The phasing in of the teacher pensions was also considered (\$435K in 2017/18 and \$900K

in 2018/19) and the process of accounting for it was explained. The budget put forward for 2017/18 was a reduction of \$343,291 from the town side and a reduction of \$993,340 from the Board from last year's budget. The cost of the teacher pensions would be put against the mill rate resulting in a 2.51% budget. Another 2.51% budget increase is possible for next year. Over the next five, \$180,033 may be taken out of the Board's budget to account for the remainder of the \$900K for teacher pensions. He added that these numbers are based on using \$230K from the fund balance in 2017/18 and over \$1M in 2018/19. Thus, for next year if the Board wants to add anything to the budget it would be over and above the 2.51% Town budget that would go to referendum.

Dr. Willett thanked the Town Council and the Board for all their hard work. He is approaching the situation with thoughtful sobriety. They will get to work on next year's budget and he will plan to ensure they can maintain services and keep the lighthouse vision going. There have been many great successes this year and Tolland is in a strong place with regard to its education system. The district is and will be a lighthouse for others. The district continually works to reduce attrition to magnet schools, there is interest in having student tuition into the district, they are working towards setting up the business academy program, and the LEAP and Open Choice programs are going well. He is excited about this year and the future.

Mr. Adlerstein commented that the Town Council deliberated on not only on the budget going to referendum on October 30th but also the budget for next year. The latter was to provide clarity for this year but nothing is in stone for next year. The Board's starting point for the 2018/19 budget will be to review the impact and see what is and is not sustainable and what needs to be done to get on track with the lighthouse vision. Town Council Liaison Paul Krasusky confirmed that the 2018/19 number was discussed to let the public know what the Town will face next year and added that the discussion regarding that budget was not binding.

The floor was opened for students to ask about the budget.

- Q – In regard to this budget, will there be dramatic changes that will affect the students this year or next? A- Dr. Willett explained that TPS lost staff this year. He expects that an impact will be felt next year as well particularly in regard to schedules.
- Q – How long is the budget process being delayed? A – Dr. Willett explained that the budget process started last October and typically the referendum is the first Tuesday in May thus they are currently delayed about five to six months given the October 30th referendum date. The budget (2018/19) workshops are listed on the calendar.
- Q – What is the Business Academy? A – Dr. Willett explained that the district's business program is a strong one and they are thinking of crafting a special business academy at THS. Initially, it would be a specialized program of study and would evolve and seek to work with some companies in town, UConn, and surrounding organizations. Eventually, it would become a separate school program that would be open to a set number of students from other districts to tuition-into - providing great opportunities for Tolland students in the future. Programs like this protect other programs in the district and can provide additional financial stability.

G. COMMITTEE AND LIAISON REPORTS

Finance and Facilities – The next meeting will be on October 10th.

Negotiation Committee – They are working with the paraprofessionals.

Town Council – reviewed under item F.5.

Ms. Moran noted that Celebrate Tolland was a great success. Dr. Willett and administrators were at the event and Ms. Moran thanked them for making themselves available.

H. CHAIRPERSON'S REPORT - none

I. BOARD ACTION - none

J. PUBLIC PARTICIPATION

Chris Plourd, 101 Metcalf Road, inquired about the paraprofessionals. She asked if they represent one of the unfunded mandates from the State. *Dr. Willett explained that the IDEA (Individuals with Disabilities Education Act) grant has only been funded at 85% making situations like this even more deeply impacting but generally, a student coming into the district is something that has to be done based on IEP.* Because adherence to an IEP is required by state and federal laws, we are legally required to follow them, and so in this way they are mandated. Ms. Plourd asked if there would be a similar situation if students from out of town come into the LEAP program. Would another two paraprofessionals be needed at a cost of \$48K? Dr. Willett explained that LEAP is a special program. If a student moved into the district that needed services that LEAP provides, and such services were required by IEP, the student could enter the program rather than being outplaced.

Mr. Adlerstein asked what would happen if a student came into a tuition-bearing program and needed special education services. Dr. Willett explained that the arrangement with the sending district can include paying for transportation, outplacement, and needs of the student. The district may ask that there be a signed agreement from the sending district. There are cases where there could be a cost to the district where the student tuitions in; although, the district would do everything it could to protect itself.

Liz Costa, 54 Josiah Lane, thanked everyone for their hard work and time. In regard to the business academy, she inquired if something similar could be done for science, math, or social programs? Ms. Costa also noted that the Town library is doing something with matching funds and asked if the district could do something similar. That is, put out a list for financial needs. She added that many companies will match. Dr. Willett noted that they are looking at how they could extend the business academy model to a STEM program but the business academy is the low hanging fruit, in other words appears to be the most actionable for Tolland, at this time. In the future, THS may have various programs of study to which the academy/magnet concept can be applied. He added that there is a great deal of competition in the STEM area. Ms. Costa inquired how they could utilize the district's proximity to UConn. Dr. Willett noted that the district has cooperative classes with UConn and the teachers are seen as professors for these courses. Further, the students who take the courses get credits at UConn and many other state schools for those classes. Additionally, these students' families save a lot of money by having

the credits transfer. There are students who take advantage of various opportunities but the most prominent are the UConn ECE courses. Ms. Costa explained that her point is not to have to utilize a Tolland teacher but to have the students go to UConn so the teacher would be available to other students. Dr. Willett said he would research UCONN opportunities further, and explained with regard to the library, a school district may ask a parent to supply resources for their son or daughter but cannot ask that resources be supplied for all students. It is an obligation of the state and the municipality to provide a free and appropriate education. Mr. Adlerstein did a shout out to the Tolland Educational Foundation, PTOs, TEPTO, and other groups for their assistance.

Kate Vallo, 80 Tolland Green, inquired in regard to the current budget situation and its impact on this school year. She asked if Dr. Willett could provide more clarity about decisions made last night and the October 1st situation with the State. Will the district need to do significant restructuring in November or December? She thanked everyone for their hard work and acknowledging how strong the district really is and can continue to be. Dr. Willett explained that everyone is waiting to see what is going to happen. The Town Council and the Board have worked hard to create a scenario that provides stability and now they have to see what the State is going to do. Everyone is hoping that people in such positions got into those jobs because they want to serve the people of the State and hopefully live by a kind of Hippocratic Oath of doing no harm. Dr. Willett's hope is that they compromise and move things along so that they avoid doing significant harm. Mr. Adlerstein added that he does not expect that the Town will run out of cash. While 25% of the ECS grant is traditionally paid on October 1st, if the payment is not made the Town does have enough money to get by. Some Towns do not have a reserve to cover this but Tolland does.

K. POINTS OF INFORMATION - none

L. CORRESPONDENCE

- Town Council Meeting – September 12, 2017
- Town Council Special Meeting – September 14, 2017

M. FUTURE AGENDA ITEMS

- Budget workshops
- Mastery based learning

N. NEW BUSINESS – none

O. ADJOURNMENT

Mr. Schroeder motioned to adjourn the meeting at 8:50PM. Ms. Harrold seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi
Clerk

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Teacher and Paraprofessional of the Year

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

FOR BOE MEETING: October 11, 2017

ITEM SUMMARY:

Honoring the Tolland Public School Teacher and Paraprofessional of the Year:

Teacher of the Year:

Jane Moynihan, an inspirational educational leader in Tolland, has been named Teacher of the Year for the Tolland Public Schools. Ms. Moynihan instills the love of learning in her students by determining their interests, and playing to their strengths. She is always well prepared and is highly skilled at delivering lessons that make it easy to learn. She is great working with colleagues, and gifted at working with students with special learning needs. She works hard and is constantly interacting with therapists, consultants, and parents to determine the best ways to help children. She is a tireless advocate for the welfare of students and families.

Ms. Moynihan goes above and beyond her typical work duties each and every day. She serves on a committee to improve the teacher evaluation process, and has volunteered countless hours for the Parent Teacher Organization and school based activities. Whether it is students or staff that need a lift, Ms. Moynihan is there spreading "sunshine" on the sunshine committee - dedicated to helping people in times of need. We are proud of Ms. Moynihan, and wish her the best as our recommended Teacher of the Year for the State of Connecticut.

Paraprofessional of the Year:

Mrs. Carnemolla is currently a paraprofessional in our Primary Project program: *Beary Excellent Awesome Remarkable Self* (BEARS). She has worked in various paraprofessional positions over the past 11 years. Mrs. Carnemolla puts forth great effort on a daily basis to support the core curriculum of the BEARS program and sets high expectations for herself and her students to achieve to their fullest potential. She works eagerly to instill the love of learning by finding ways to get to know all of the students' interests and relate it to a particular lesson. Mrs. Carnemolla starts her day with a smile as she greets the students arriving to school each morning.

Mrs. Carnemolla continues to excel and demonstrate outstanding paraprofessional skills. She has an excellent rapport with students and staff. Mrs. Carnemolla has a good sense of anticipating the needs of the students for the BEARS program and offers numerous helpful strategies for support. Mrs. Carnemolla is responsible for working with students in a one to one setting to promote opportunities through play to improve student skills in the area of shy/anxious, assertive social skills, self -confidence, interest in school and overall school behavior. Every year Mrs. Carnemolla's students achieve significant growth in social emotional areas and become more confident in their academic experience.

FINANCIAL SUMMARY: N/A

BOARD ATTORNEY REVIEW: N/A

BOE ACTION DESIRED:

Honor the Teacher and Paraprofessional of the Year.

SUPPORTING MATERIALS ATTACHED:

None.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: New Mandated Policy-Criminal Justice

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

FOR BOE MEETING: October 11, 2017

ITEM SUMMARY:

The State Department of Criminal Justice is being audited by the Federal Government regarding fingerprinting. As a result, the State has come out with new processes for municipal entities, called "non-criminal background checks." As part of this, policies must be created to accommodate. This policy is being created in response to this situation. Random audits will occur, and being in compliance is necessary.

FINANCIAL SUMMARY:

District personnel time, locks for cabinets for compliance.

BOARD ATTORNEY REVIEW:

The policy has been reviewed by Shipman and Goodwin.

BOE ACTION DESIRED: 2nd reading, and move to action.

RECOMMENDED BOE MOTION: *Motion to approve policy 4144 Criminal Justice Fingerprint Retention.*

SUPPORTING MATERIALS ATTACHED:

Pending Policy 4144

**TOLLAND PUBLIC SCHOOLS
TOLLAND, CONNECTICUT**

BOARD POLICY REGARDING: 4144 CRIMINAL JUSTICE FINGERPRINT RETENTION

NUMBER: 4144

PROPOSED POLICY SECTION TITLE: PERSONNEL

APPROVED [PENDING]

**ADMINISTRATIVE REGULATIONS FOR THE
USE AND DISCLOSURE OF CRIMINAL JUSTICE INFORMATION**

Each applicant for a position with the District shall be required to submit to state and national criminal record checks in accordance with the District's Employment Checks Policy and applicable law. In addition, certain volunteers may also be required to submit to state and national criminal record checks in accordance with the District's Volunteers Policy. All results and accompanying information shall be considered "Criminal Justice Information" or "CJI" (each as more fully defined herein) and shall be maintained, used and disclosed in accordance with these regulations.

A. Definition and Scope

For purposes of these regulations:

"*Criminal Justice Information*" or "CJI" means the results of any state or federal criminal records check of an employee, contractor or volunteer, any applicant or prospective employee, contractor or volunteer, and all copies thereof.

"*Criminal Justice Information Officer* or "*CJI Officer*" means the individual appointed by the Superintendent to be responsible for the use, disclosure and safeguarding of CJI in the District, and to serve as the District's primary point of contact for matters relating to CJI and these regulations. The Connecticut Department of Emergency Services and Public Protection specifies that a Local Agency Security Officer "LASO" and a Terminal Agency Coordinator "TAC" be appointed. The Superintendent has appointed the following personnel:

LASO Officer is the Director of Informational Technology

TAC Officer is the Human Resource Generalist

"*Permitted Individual*" means an individual designated by the Superintendent, or his or her designee, who may access CJI. Permitted Individuals may include, but shall not be limited to, District human resources personnel, certain administrators and certain administrative staff.

These regulations apply to all CJI in the possession or control of the District, in any form or format, including but not limited to CJI incorporated or contained in correspondence, documentation or reports of the District.

B. Responsibility

The Superintendent shall appoint the District CJI Officers as specified by the Connecticut Department of Emergency Services and Public Protection as "LASO" and "TAC" officers.

C. Requesting Criminal Justice Information

The District shall request CJI from an employee, contractor, applicant or volunteer or potential employee, contractor or volunteer only as permitted or required by law or District policy.

D. Use of Criminal Justice Information

1) The Superintendent, or his/her designee, shall designate those individuals who shall be considered Permitted Individuals for purposes of these regulations. No other District employee or staff person may access or use CJI for any reason without obtaining prior written approval from a CJI Officer or his/her designee. A Permitted Individual shall use CJI only as permitted or required by District policy or law.

2) The District shall ensure that each Permitted Individual satisfies the applicable legal screening requirements prior to granting the Permitted Individual access to CJI, including:

- If the Permitted Individual is a resident of Connecticut, the District shall screen the Permitted Individual through a Connecticut and national fingerprint-based record check within 30 days of designation as a Permitted Individual; or
- If the Permitted Individual is not a resident of Connecticut, the District shall conduct state and national fingerprint-based record checks and follow FBI guidance regarding additional screening requirements.

The CJI Officer may consult with the Connecticut Department of Emergency Services and Public Protection on execution of the screening requirements.

3) The District may immediately terminate a Permitted Individual's access to CJI, with or without cause at the discretion of the Superintendent, CJI Officer, or their designees, and the District shall immediately terminate a Permitted Individual's access to CJI upon termination of the Permitted Individual's employment or contract with the District. The District shall reconsider a Permitted Individual's continued access to CJI upon any reassignment or modification to professional responsibilities.

E. Maintenance and Safeguarding

1) CJI shall be maintained in only the locations, files and information systems designated by the District (the "Controlled Areas"). The Controlled Areas shall be limited to only Permitted Individuals or other authorized personnel and locked when unattended.

2) The District shall restrict access to CJI to only Permitted Individuals. In the event the District determines that it is unable to reasonably restrict access in accordance with this Section, all CJI shall be maintained in encrypted format, in a manner consistent with then-current legal requirements and industry standards.

3) No District employee may remove CJI from a Controlled Area without prior written approval of the CJI Officer. In the event the transport of CJI out of a Controlled Area is necessary for a legitimate function or activity, the CJI Officer shall develop a protocol to ensure the protection the CJI while in transport and while outside of the Controlled Area.

4) The District shall implement the following safeguards for CJI maintained in paper format: (i) maintain paper records in a physically secure location; (ii) post notice of restricted access to paper records; and (iii) utilize an access log or sign-in sheet to record access to paper records.

5) The District shall implement safeguards required by the Criminal Justice Information Services (CJIS) Security Policy for CJI maintained in electronic format, including, but not limited to, the following procedures: (i) maintain CJI on secure electronic systems and media; (ii) position information systems in such a way as to prevent unauthorized individuals from accessing and viewing CJI; (iii) store electronic media containing CJI in a secure location; (iv) instituting access controls to limit access to Permitted Individual; (v) validate and authenticate information system users accessing CJI; (vi) develop protocols for configuration management and providing necessary access for system modifications and maintenance; (vii) provide the capability to detect and protect against threats to the integrity of CJI; (viii) develop parameters (including time stamps) for auditing electronic systems containing CJI; and (ix) institute media protection policies and procedures.

F. Disclosure of Criminal Justice Information

1) Permitted Individuals may disclose CJI as follows:

(i) to District employees or staff upon prior written approval of the Superintendent, CJI Officer or their designees when, in their reasonable discretion, such disclosure is reasonably necessary for the performance of District function or policy and is consistent with applicable law;

(ii) to third-party individuals or entities, including but not limited to advisors, attorneys and electronic and hard copy record and storage companies (each a "Recipient") when such disclosure has been approved by the Superintendent, CJI Officer or their designees, and is consistent with applicable law; and

(iii) as required or otherwise permitted by law.

2) The District shall log each instance in which CJI is disclosed pursuant to these regulations.

G. Security Incident Response.

1) For purposes of these regulations, "Security Incident" means the actual or suspected acquisition, access, use, or disclosure of CJI in a manner not permitted by these regulations or applicable law.

2) District employees and staff must immediately report a Security Incident to the CJI "LASO" Officer.

3) The CJI Officer shall investigate, collect relevant evidence and respond to all Security Incidents.

4) The CJI Officer will document each Security Incident, including, but not limited to, the details of the Security Incident, the District's response, the outcome, steps taken to mitigate harm to affected individuals, and any changes to District policies or security procedures to avoid reoccurrence of the Security Incident.

5) The District shall require in writing any Recipients to report to the District any Security Incidents without unreasonable delay after discovery of a Security Incident. The Recipient's notice to the District shall include: (a) the identification of each individual whose CJI has been, or is reasonably believed by the Recipient to have been, accessed, acquired, or disclosed during the Security Incident; and (b) other available information that the District reasonably requests with respect to its investigation or that the

District is required to include in notifications to affected individuals or governmental agencies. The Recipient shall promptly update its original notice to the District as additional information becomes available.

6) The District shall notify affected individuals and/or appropriate government agencies to the extent required by law or as otherwise determined appropriate by the District in its reasonable discretion.

H. Auditing

1) The District shall implement audit and accountability controls to increase the probability of Permitted Individuals conforming to the requirements of these regulations and applicable law. At a minimum, the auditing and accountability controls shall generate sufficient information to establish, with respect to the access, use or dissemination of CJI, what events occurred, the sources of the events and the outcome of the events.

2) The CJI Officer shall review audit reports at least weekly. Audit reports that indicate potential inappropriate activity shall be investigated as a Security Incident in accordance with these regulations.

I. Record Retention

1) The District shall maintain CJI consistent with current record retention laws. Records containing CJI shall be stored for extended periods only when they are key elements for the integrity and/or utility of case files and/or criminal record files.

2) The District shall maintain audit records and any transaction logs for at least one year.

3) The District shall destroy all records containing CJI when the District is no longer required to keep CJI on file.

I. Disposal and Destruction of CJI

1) For paper records containing CJI, destroyed means the records shall be disposed of in a manner that makes the CJI unreadable, indecipherable, and otherwise unable to be reconstructed, including but not limited to shredding or incinerating the records.

2) For electronic media containing CJI, destroyed means the records shall be disposed of or wiped of CJI using one of the following methods: (a) sanitize (electronically overwrite the media with non-sensitive data at least three times), (b) purging (degaussing or exposing the media to a strong magnetic field in order to disrupt the recorded magnetic domains), or (c) for inoperable media, destroying the media (disintegration, pulverization, melting, incinerating, or shredding). In each instance, the method used shall render the CJI unreadable, indecipherable, and otherwise unable to be reconstructed.

3) The destruction of media pursuant to this Section shall be witnessed or carried out only by authorized personnel.

4.) The District shall document the destruction of media pursuant to this Section and the method by which the media was destroyed.

J. Training

1) The District shall provide awareness training and education on these regulations and the use, disclosure and safeguarding of CJI to all District employees and staff persons with access to CJI, in accordance with then-current District training and education policies and procedures, provided that such training shall be provided within six (6) months of initial engagement and no less than biennially thereafter. The District shall document the provision of all training and education provided hereunder.

2) The training shall address those topics required by then-current law or regulatory guidance.

K. Sanctions

Violations of these regulations shall be investigated by the District and may result in discipline or sanctions, up to and including termination of employment, all in accordance with then-current District policies and procedures and applicable collective bargaining rights and obligations.

Legal References:

Conn. Gen. Stat. 10-221d

Criminal Justice Information Services (CJIS) Security Policy, Version 5.4, United States Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division, October 6, 2015.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Regulation 4041-Social Networking

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

FOR BOE MEETING: October 11, 2017

ITEM SUMMARY:

Modifications recommended to Policy 4041 – Social Networking:

SECTION: Rules Concerning District-Sponsored Social Media Activity

1. *If an employee seeks to use social media sites as an educational tool or in relation to extracurricular activities, **sports, and/or** programs of the school district, the employee must seek and obtain the permission ~~of his/her supervisor~~ **of the Superintendent of Schools in writing** prior to setting up the site.*

This will provide better management of Social Media for the district, providing one authority/decision-making point of contact. While the objective will be to provide flexibility, these changes provide better management of the various social media assets.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

Legally, provides greater accountability and protection.

BOE ACTION DESIRED:

Complete readings, and move this to the Board as a recommended change to 4041.

MOTION: Motion to approve the changes to Policy 4041 – Social Networking, as illustrated in the Superintendent's proposal.

SUPPORTING MATERIALS ATTACHED:

Policy 4041 – Social Networking

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION

REGARDING: USE OF SOCIAL MEDIA

Number: 4041
Personnel

Approved: 10/12/11
Revised: 1/25/12

The Board of Education recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the first amendment, in certain circumstances, to speak out on matters of public concern. However, the board will regulate the use of social media by employees, including employees' personal use of social media, when such use:

- 1) interferes with the work of the school district;
- 2) is used to harass coworkers or other members of the school community;
- 3) creates a hostile work environment;
- 4) breaches confidentiality obligations of school district employees,
- 5) disrupts the work of the school district
- 6) harms the goodwill and reputation of the school district in the community; or
- 7) violates the law, board policies and/or other school rules and regulations.

Definitions:

Social media includes, but is not limited to, social networking sites, such as Twitter, Facebook, LinkedIn, Youtube, and MySpace.

Board of Education includes all names, logos, buildings, images and entities under the authority of the Board of Education.

Rules concerning personal social media activity

1. An employee may not mention, discuss or reference the Board of Education, the school district or its individual schools, programs or teams on personal social networking sites in a manner that could reasonably be construed as an official school district communication, unless the employee also states that the post is the personal communication of the employee of the school district and that the views posted are the employee's alone and do not represent the views of the school district or the Board of Education.
2. Employees must use caution mentioning other Board of Education employees or other members of the school community (e.g., parents or others) on personal social networking sites, without such individuals' express consent unless the employee is addressing an issue of public concern and the employee's speech falls under applicable constitutional protections pertaining to same. Such postings are outside of the employee's job responsibilities, and employees are subject to potential liability as described in paragraph 6, below.

3. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, absent an unrelated special relationship (e.g. relative or family friend), it is not appropriate for a teacher or administrator to “friend” a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal social media, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school.
4. Unless given written consent, employees may not use the Board of Education’s logo or trademarks on their personal posts. Please note that this prohibition extends to the use of logos or trademarks associated with individual schools, programs or teams of the school district.
5. Employees are required to use appropriately respectful speech in their personal social media posts; and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Such posts reflect poorly on the school district’s reputation, can affect the educational process and may substantially and materially interfere with an employee’s ability to fulfill his/her professional responsibilities.
6. Employees are individually responsible for their personal posts on social media. Employees may be sued by other employees, parents or others, and any individual that views an employee’s social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. As such activities are outside the scope of employment, employees may be personally liable for such claims.
7. Employees are required to comply with all Board of Education policies and procedures with respect to the use of district computer equipment, networks or electronic devices when accessing social media sites. Any access to personal social media activities while on school property or using school district equipment must comply with those policies, and may not interfere with an employee’s duties at work.
8. The Board of Education reserves the right to monitor all employee use of district computers and other district electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any personal communication or post made through social media while using district computers, cellular telephones or other electronic data devices.
9. All posts on personal social media must comply with the Board of Education’s policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.
10. An employee may not link a personal social media site or webpage to the Board of Education’s website or the websites of individual schools, programs or teams; or post Board of Education material on a social media site or webpage without written permission of his/her supervisor.

11. All Board of Education policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to public trust, illegal harassment, code of conduct, and protecting confidential information.

Rules Concerning District-Sponsored Social Media Activity

1. If an employee seeks to use social media sites as an educational tool or in relation to extracurricular activities, sports, and/or programs of the school district, the employee must seek and obtain the permission of his/her supervisor of the Superintendent of Schools in writing prior to setting up the site.
2. If an employee wishes to use Facebook or other similar social media site to communicate meetings, activities, games, responsibilities, announcements, etc., for a school-based club or an school-based activity or an official school-based organization, or an official sports team, the employee must also comply with the following rules:
 - The employee must set up the club, etc. As a group list which will be "closed" (e.g. membership in the group is limited to students, parents and appropriate school personnel) and "moderated" (e.g. the employee had the ability to access and supervise communications on the social media site).
 - When Facebook is used as the social media site, members will not be established as "friends," but as members of the group list. When other social media sites are used, the employee will establish a similar parameter on the basis of the functionality of the social media site utilized.
 - Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee (e.g. teacher, administrator, supervisor or coach). Persons desiring to access the page may join only after the employee invites them and allows them to join.
 - Parents shall be permitted to access any site that their child has been invited to join.
 - Access to the site may only be permitted for educational purposes related to the club, activity, organization or team.
 - The employee responsible for the site will monitor it regularly.
 - The employee's supervisor shall be permitted access to any site established by the employee for a school-related purpose.
 - Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity.
3. Employees are required to use appropriately respectful speech in their social media posts on district-sponsored sites; and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

4. Employees are required to comply with all Board of Education policies and procedures and all applicable laws with respect to the use of computer equipment, networks or devices when accessing district-sponsored social media sites.
5. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication or post made through social media while using district computers, cellular telephones or other data devices.
6. All posts on district-sponsored social media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.
7. An employee may not link a district-sponsored social media site or webpage to any personal social media sites or sites not sponsored by the school district.
8. An employee may not use district-sponsored social media communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purposes.
9. An employee may not use district-sponsored social media communications in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be construed as such.

Disciplinary Consequences

Violation of the Board of Education's policy concerning the use of social media or these Administrative Regulations may lead to discipline up to and including the termination of employment consistent with state and federal law.

Legal References:

U.S. Constitution, Amend. I
Conn. Constitution, Article I, Sections 3, 4, 14
Conn. Gen. Stat. § 31-48d
Conn. Gen. Stat. § 31-51q
Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250
Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

Policy References:

Policy 4060, Sex Discrimination and Sexual Harassment in the Workplace
Policy 4110, Employee Use of The District's Computer System
Policy 4120, Notice Regarding Electronic Monitoring
Policy 5050, Confidentiality and Access To Student Records
Policy 5051, Student Privacy

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: State Police Drug Research Program

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

For BOE meeting: October 11, 2017

ITEM SUMMARY:

In an effort to convey a strong message with regard to illegal substances, and support the eradication of possession and/or use of illegal substances and devices, the State Police provide school systems the option of using multiple drug detection canines to conduct one or more searches in a school building during a school year. A school Superintendent can request an unannounced search of the parking lots and the school. The only personnel that would be aware of the search date and time would be the Superintendent and State Police personnel. All school property such as lockers, classrooms, parking areas, and storage areas may be searched. Canines would not be used in rooms occupied by people. Canines would not be used to sniff an individual. To avoid allergic reactions, canines will be kept away from direct contact with students.

If, however, a canine alerts on a particular item or place, the individual having the use of the item or place or responsibility for it shall be called to witness a search. If a canine alerts on a locked vehicle, the individual who brought it onto district property will be asked to unlock it for inspection. Before conducting a search based upon an alert, an effort shall be made to seek the individual's consent, and an effort shall be made to protect privacy. If a canine alerts on a student, the student's parents will be notified by school administration. Law enforcement agencies will, however, be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal substance(s) on school property.

FINANCIAL SUMMARY:

No cost to district.

BOARD ATTORNEY REVIEW:

Shipman and Goodwin consulted.

BOE ACTION DESIRED:

First exposure/reading to the concept of a State Police Canine search of Tolland High School. Upon second reading, action as to whether the BOE would support such a search (or multiple searches). Proposed Motion: Motion to authorize the Superintendent of Schools to work with the State Police and execute one or more canine searches of Tolland High School, as described in Item F4 of October 11, 2017.

SUPPORTING MATERIALS ATTACHED:

None.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Five Year Capital Plan 2018-2023

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

FOR BOE MEETING: October 11, 2017

ITEM SUMMARY:

Please see the attached Tolland Public School Capital Budget Request. The document has been updated through 2023. The yellow highlighted figures in this year's request represent projects that had previously been earmarked to be handled by the Town General Fund but will now be submitted as part of the overall Capital request. The green indicates projects that were part of the approved Town bond that went to referendum on November 8th, 2016. The grey represents items to be complete "When the Opportunity Arises" if funds are available.

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:

First reading.

Upon second reading - 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.

BOARD OF EDUCATION

FIVE YEAR

CAPITAL PLAN

FY 2018-2023

PRIORITY CLASSIFICATION NARRATIVE

CRITICAL: Projects in this category are grouped due to the immediate or emergency needs in the district. This need can be identified as immediate due to safety concerns, exposure to liability, stoppage of classroom teaching, damage or neglect, fire code compliance, cost exposure, insurance concerns, building code compliance, warranty issues or the prevention of future costs.

HIGH: Projects labeled as High are not emergency in nature but are eminent within the next 12-18 months. High projects that are left unaddressed will become immediate or an emergency within the next 12-18 months. High projects, if not addressed have limited time frames before additional costs will be required to prevent future losses or disruption of classroom teaching.

MEDIUM: Medium projects have a slightly longer period of time before they need to be addressed. There are no immediate safety concerns at this level. But slowdowns in equipment operations & efficiencies, disruption of teaching & warranty concerns arise. A 2-4 year window allows for good future planning and currently possesses no immediate threat to higher BOE costs.

LOW: Projects can only be address Low if there is a 5-20 year strategic plan or capital plan in place. The development of "Low" rated projects can only be identified when product life cycling, replacement analysis and preventative programs are in place.

**Town of Tolland
Departmental Capital Projects Summary**

Page 1

Department: Board of Education

Division: Central Office

Prepared By: Walter Willett Superintendent

Date Prepared: October 2, 2017

Dept. Priority	Project Title	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
<u>BOE BUILDING/CO & DISTRICT WIDE</u>									
HIGH	BOE Maintenance Equipment Trailer			13,200					13,200
HIGH	Dist Wide Snow & Lawn Equipment		51,058						51,058
Medium	Dist Wide Custodial Burnisher			19,000					19,000
Medium	Dist Wide BOE office Window replacement				8,400				8,400
MEDIUM	Dist Wide BOE Parking lot repavement					53,000			53,000
HIGH	Dist Wide School Bldg Security Upgrades					500,000			500,000
TOTAL	BOE/DISTRICT WIDE	\$0	\$51,058	\$32,200	\$8,400	\$553,000	\$0	\$0	\$644,658
<u>THS CAPITAL PLAN</u>									
Medium	THS VCT Flooring A Wing Hallway				10,000				10,000
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
TOTAL	THS TOTAL	\$0	\$0	\$85,000	\$10,000	\$0	\$0	\$0	\$95,000
<u>BGP CAPITAL PLAN</u>									
Medium	BGP Replace Condensing Units						132,905		132,905
MEDIUM	BGP Security Panel			12,000					12,000
CRITICAL	BGP Roof Replacement Section A-H				1,750,000				1,750,000
Medium	BGP Parking Lot Paving(staff,visitors,bus lane,access Rd)							318,450	318,450
MEDIUM	BGP Carpet Replacement/Conversion to VCT					50,000		0	50,000
MEDIUM	BGP Carpet Replacement/Conversion to VCT						71,536		71,536
Medium	BGP Boiler Replacement							380,000	380,000
Medium	BGP Air Conditioning A,B,E wings							54,540	54,540
TOTAL	BGP TOTAL	\$0	\$0	\$12,000	\$1,750,000	\$50,000	\$204,441	\$752,990	\$2,769,431

**Town of Tolland
Departmental Capital Projects Summary**

Page 2

Department: Board of Education

Division: Central Office

Prepared By: Walter Willett Superintendent

Date Prepared: October 2, 2017

Dept. Priority	Project Title	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
TIS CAPITAL PLAN									
Medium	TIS Replacement Ceiling Tile (Building wide)				318,000				318,000
HIGH	TIS Asbestos removal & replacement of floor tiles				452,180				452,180
Medium	TIS Gym Dividers				15,000				15,000
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
TOTAL	THS TOAL	\$0	\$0	\$0	\$869,030	\$0	\$0	\$0	\$869,030
TMS CAPITAL PLAN									
HIGH	TMS Fire Alarm Notification System				50,000				50,000
HIGH	TMS Press Box/Retaining Wall & Pavement				45,000				45,000
Medium	TMS Replacement Science Lab Furniture						36,380		36,380
Medium	TMS Renovation of 6 Science Labs						1,060,000		1,060,000
Medium	TMS Replacement Ceiling Tile (Building wide)				318,000				318,000
Medium	TMS Gym Dividers				15,000				15,000
MEDIUM	TMS Electrical Surge protected System for switch gear				8,500				8,500
CRITICAL	TMS Roof Replacement Section A-S				2,265,150				2,265,150
HIGH	TMS Window, Exterior Doors & PCB Removal					880,000			880,000
Medium	TMS Removal of Modular classrooms							16,000	16,000
MEDIUM	TMS Library and Main Office carpet						26,950		26,950
Medium	TMS Paving of parking lot (excluding access road & exit)							259,310	259,310
MEDIUM	TMS New concrete front sidewalk							35,100	35,100
MEDIUM	TMS Security Panel							25,000	25,000
TOTAL	TMS TOTAL	\$0	\$0	\$0	\$2,701,650	\$880,000	\$1,123,330	\$335,410	\$5,040,390
	TOTAL BOND MAINTENANCE PROJECTS	\$0	\$51,058	\$0	\$5,238,330	\$1,380,000	\$132,905	\$0	\$6,802,293
	TOTAL NON Bonded MAINTENANCE PROJ	\$0	\$0	\$129,200	\$100,750	\$103,000	\$1,194,866	\$1,088,400	\$2,616,216
	GRAND TOTAL MAINTENANCE/BUILDING	\$0	\$51,058	\$129,200	\$5,339,080	\$1,483,000	\$1,327,771	\$1,088,400	\$9,418,509

Note: Bond Issuance Costs of \$418,637 not included in the BOE Capital Project List

**Town of Tolland
Departmental Capital Projects Summary**

Page 3

Department: Board of Education

Division: Central Office

Prepared By: Walter Willett Superintendent

Date Prepared: October 2, 2017

Dept. Priority	Project Title	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
TECHNOLOGY UPGRADES									
HIGH	BGP Classroom Tech Upgrades					0	105,190		\$105,190
HIGH	THS Classroom Tech Upgrades				126,122				\$126,122
HIGH	TIS Classroom Tech Upgrades				107,590				\$107,590
HIGH	TMS Classroom Tech Upgrades				0	93,000			\$93,000
HIGH	Dist Wide Wireless Access Point Upgrades							130,800	\$130,800
TOTAL	Classroom Tech Upgrades	\$0	\$0	\$0	\$233,712	\$93,000	\$105,190	\$130,800	\$562,702
SCIENCE LAB TECH UPGRADES									
HIGH	BGP SCIENCE LAB Tech Upgrades				2,290			20,793	\$23,083
HIGH	THS SCIENCE LAB Tech Upgrades				56,761				\$56,761
HIGH	TIS SCIENCE LAB Tech Upgrades					0	34,071		\$34,071
HIGH	TMS SCIENCE LAB Tech Upgrades			104,224					\$104,224
TOTAL	Science Lab Tech Upgrades	\$0	\$0	\$104,224	\$59,051	\$0	\$34,071	\$20,793	\$218,139
STEM/MATH ENHANCEMENT									
HIGH	BGP STEM/Math Enhancement					0	15,000		\$15,000
HIGH	THS STEM/Math Enhancement			50,000					\$50,000
HIGH	TIS STEM/Math Enhancement					0	20,000		\$20,000
HIGH	TMS STEM/Math Enhancement				0	30,000			\$30,000
TOTAL	STEM/Math Enhancement	\$0	\$0	\$50,000	\$0	\$30,000	\$35,000	\$0	\$115,000

Town of Tolland
Departmental Capital Projects Summary

Page 4

Department: Board of Education

Division: Central Office

Prepared By: Walter Willett Superintendent

Date Prepared: October 2, 2017

Dept. Priority	Project Title	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
<u>THS SPECIAL LABS</u>									
HIGH	THS World Language Lab Upgrade					23,640	0		\$23,640
HIGH	THS Music & Art Lab Upgrade				0	52,964			\$52,964
HIGH	THS Graphic Lab Upgrade				29,200	0			\$29,200
HIGH	THS CADD Lab Upgrade							22,728	\$22,728
HIGH	THS Business Lab Upgrade							16,125	\$16,125
HIGH	THS New English Lab							11,540	\$11,540
TOTAL	THS Special Labs	\$0	\$0	\$0	\$29,200	\$76,604	\$0	\$50,393	\$156,197
<u>TMS SPECIAL LABS</u>									
HIGH	TMS Computer Ed Labs Upgrade						49,210	26,240	\$75,450
HIGH	TMS Art & Music Labs Upgrade						0	35,173	\$35,173
HIGH	TMS Technology Ed Labs Upgrade							26,240	\$26,240
TOTAL	TMS Special Labs	\$0	\$0	\$0	\$0	\$0	\$49,210	\$87,653	\$136,863
<u>BGP & TIS SPECIAL LABS</u>									
MEDIUM	BGP Lab Upgrade						20,415		\$20,415
MEDIUM	TIS Computer Ed Lab Upgrade						0	14,818	\$14,818
HIGH	TIS Keyboarding Lab Upgrade			38,853			0		\$38,853
HIGH	TIS Library Lab Upgrade						0	24,308	\$24,308
TOTAL	BGP & TIS Special Labs	\$0	\$0	\$38,853	\$0	\$0	\$20,415	\$39,126	\$98,394
TOTAL TECHNOLOGY		\$0	\$0	\$193,077	\$321,963	\$199,604	\$243,886	\$328,765	\$1,287,295
TOTAL TECHNOLOGY		\$0	\$0	\$193,077	\$321,963	\$199,604	\$243,886	\$328,765	\$1,287,295
MAINTENANCE BONDED PROJECTS		\$0	\$51,058	\$0	\$5,238,330	\$1,380,000	\$132,905	\$0	\$6,802,293
MAINTENANCE NON-BONDED PROJECTS		\$0	\$0	\$129,200	\$100,750	\$103,000	\$1,194,866	\$1,088,400	\$2,616,216
BOE Capital Projects		\$0	\$51,058	\$322,277	\$5,661,043	\$1,682,604	\$1,571,657	\$1,417,165	\$10,705,804

Note: Bond Issuance Costs of \$418,637 not included in the BOE Capital Project List

Town Bonded Projects FY18-20		BOE Capital Requests FY18-23							When Opportunity Arises	
Dept. Priority	Project Title	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL	WOA
HIGH	BOE Maintenance Equipment Trailer			13,200					13,200	
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	
HIGH	Dist Wide Snow & Lawn Equipment		51,058						51,058	
HIGH	THS Classroom Tech Upgrades									126,122
HIGH	TMS Science Lab Tech Upgrades									104,224
HIGH	TMS Press Box/Retaining Wall & Pavement				45,000				45,000	
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	TMS Fire Alarm Notification System				50,000				50,000	
HIGH	THS Business Lab Upgrade									16,125
HIGH	THS New English Lab Upgrade									11,540
HIGH	THS Music & Art Lab Upgrade									52,964
HIGH	BGP Science Lab Tech Upgrades									23,083
HIGH	TMS Classroom Tech Upgrades									93,000
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									105,190
HIGH	TIS Classroom Tech Upgrades									107,590
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									29,200
MEDIUM	TMS Computer Ed Labs Upgrade									75,450
MEDIUM	THS World Language Lab Upgrade									23,640
MEDIUM	TMS Art & Music Labs Upgrade									35,173
MEDIUM	TMS Replacement Science Lab Furniture									36,380
MEDIUM	TMS Renovation of 6 Science Labs									1,060,000
MEDIUM	TMS Technology Ed Labs Upgrade									26,240
MEDIUM	BGP Lab Upgrade									20,415
MEDIUM	TIS Computer Ed Lab Upgrade									14,818
MEDIUM	TIS Keyboarding Lab Upgrade									38,853
MEDIUM	TIS Library Lab Upgrade									24,308
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 Modul 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	\$0	\$51,058	\$129,200	\$5,339,080	\$1,483,000	\$132,905	\$1,219,200	\$8,452,929	\$2,252,875
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BOE CAPITAL PROJECTS	\$0	\$0	\$129,200	\$100,750	\$103,000	\$98,486	\$1,219,200	\$1,650,636	
BOE CAPITAL PROJECTS FROM BOND	\$0	\$51,058	\$0	\$5,238,330	\$1,380,000	\$132,905	\$0	\$6,802,293	
BOE CAPITAL PROJECTS "WOA"								\$2,252,875	

ALL CAPITAL PROJECTS	\$0	\$51,058	\$129,200	\$5,339,080	\$1,483,000	\$231,391	\$1,219,200	\$10,705,804	
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Note: Bond Issuance Costs of \$418,637 not included in the BOE Capital Project List
Prepared by M McLaughlin 10.02.2017

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Tuition Rates for Fiscal 2017-2018

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

FOR BOE MEETING: October 11, 2017

ITEM SUMMARY:

As per Board Policy 3070, approved on June 8, 2005, the district administration must set **tuition rates** (for students seeking to be educated in the Tolland Public Schools from outside of the district) for each fiscal year in accordance with the per pupil costs of the preceding year.

These tuition rates are not tuition rates for a specialized program that the Tolland Public Schools may create in the future as such program(s) may have their own tuition costs and rates. The tuition rates presented as per Policy 3070 are specifically for a student coming into Tolland for part of the typical program.

FINANCIAL SUMMARY:

Tuition Rates

Weekly/Annually

Grades K-2 \$512 / \$18,677

Grades 3-5 \$500 / \$18,232

Grades 6-8 \$499 / \$18,202

Grades 9-12 \$473 / \$17,272

TALC Program \$638 / \$23,280

Special Education \$1,084 \$39,582

The rates represent expenditures plus a percentage increase to mitigate costs and provide optimal educational opportunity.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Review.

RECOMMENDED BOE MOTION:

N/A

SUPPORTING MATERIALS ATTACHED:

None.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: 2017 – 2018 Budget Update

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

FOR BOE MEETING: October 11, 2017

ITEM SUMMARY:

Discuss state budget situation and Town Council action(s) of relevance.

A vote is likely in October. By law payments must be provided by October 31st. Some large policy disagreements are still part of the process. There was an opinion from the Attorney General on legality – constitutionally cannot deprive such a dramatic amount of ECS funding in one year, rather it should be bound by last year's formula. The legal question centers around whether a Governor can make up their own formula.

Lawsuit filed by CEA looking for an injunction.

FINANCIAL SUMMARY:

None.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Discussion, Q & A.

RECOMMENDED BOE MOTION:

None.

SUPPORTING MATERIALS ATTACHED:

No new documentation – see budget information posted online.

SPECIAL MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM

SEPTEMBER 26, 2017 – 7:00 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; Beverly Bellody, Director of Human Services; Walter Willett, Superintendent

- 1. Call to Order:** Rick Field called the meeting to order at 7:00 p.m.
- 2. Pledge of Allegiance:** Recited.
- 3. Moment of Silence:** Observed.
- 4. Public Participation (2 minute limit):** None.
- 5. Consideration of the Town Council's Proposed FY 2017-2018 Budget**

Mr. Werbner said at the joint meeting of the Town Council and Board of Education held on September 19, 2017, he had passed out several different budget options. The options were based upon the construct of the Governor's compromise budget. There was a different impact in FY 17/18 versus FY 18/19 based upon the way the Governor was phasing out some of the ECS payments and phasing in the normal costs of teacher pension obligations. The Town Council asked the staff to develop a budget for FY 17/18, and a hypothetical budget for the following fiscal year that would smooth out any mill rate increase over a two year period of time. They were to use adjustments with fund balance to accomplish this task. In addition, for FY 17/18, they were instructed to budget a reduction of \$343,291 to Town operating expenses; a reduction of \$993,340 to Board of Education operating expenses and to assess the first year cost of teacher pensions of \$435,915 against the mill rate. For construction of the hypothetical budget in year two, they have assumed no increase in Town operating expenses from 17/18 levels and a reduction to the FY 17/18 budget figure of the Board of Education in the amount of \$180,033, which is the first year cost of a five-year phase in of the normal cost for teacher pensions and is currently identified as \$900,165. The remainder of the teacher pension cost for FY 18/19 will be assessed against the mill rate.

Using the assumptions stated above in fiscal year 2017/18 and using \$230,000 of fund balance, the mill rate increase would be 0.86 or 2.51%. In fiscal year 2018/19, using \$1,075,000 of fund balance the mill rate increase would be 0.88 or 2.51%.

The resolution before the Council is only for FY 17/18, as that is the only action this Council can take.

Mr. Eccles said this is what they asked for, and it accomplishes what they asked for.

Mr. Skoczulek advised that after their joint meeting last week, he received a call from the BOE asking if they would consider anything further if it was kept to a single specific request. Although, he felt they had a consensus and they were happy with where they were at. The request was that they gauge the impact on the single year that they can actually vote on for the sum of \$400,000, which would be \$175,000 for a Curriculum Director, and \$225,000 for two reading and two math K-5 interventionists. The numbers were run, and the Council received an e-mail reflecting that it would be a 1.12 mill increase or a 3.45% increase. Mr. Skoczulek appreciated the call and request from the BOE, but still supports what was discussed at the last meeting, and is favor of the budget that is before them tonight.

Mr. Field said he is in favor of this budget. He feels that they vetted this pretty good at the last meeting.

Mr. Krasusky said that they have done a nice job of spreading the numbers out evenly over the two years. Mr. Field said the original two year proposal showed a much lower increase in year one, but there would have been a significant increase in year two. They tried to balance it out to make it easier on the town and the taxpayers. He said if something happens before October 30th, they will put the brakes on and start all over with new numbers.

Mr. Krasusky said the numbers are at 2.51% for each of the next two years. He asked Mr. Werbner what the historic average increase has been in the last ten years.

Mr. Werbner said it was less than 2%.

Mr. Krasusky said we are in the range that we've been at historically. Even with the state impact, we are slightly above.

6. Approval of Budget Resolution

Bill Eccles motioned to accept the following resolution:

WHEREAS, the Town Council has reviewed the Town Manager's proposed budget and has made certain modifications to estimated revenues and expenditures, the details of which will be properly incorporated into the total budgetary document by the Town Manager and Director of Finance and Records;

NOW, THEREFORE, BE IT RESOLVED, by the Tolland Town Council that it hereby adopts a FY 2017-18 Town Operating and Capital Budget in the amount of \$54,905,866 to be appropriated as follows:

CATEGORY	AMOUNT
Town Government	\$11,524,765
Board of Education	\$38,340,608
BOE Teachers' Retirement Contribution	\$ 435,915
Debt Service	\$ 4,550,000
Capital	\$ 54,578
TOTAL	\$54,905,866

Said appropriations shall require an increase of .86 mills for a mill rate of 35.05.

BE IT FURTHER RESOLVED, that the Town Manager, pursuant to the requirements of the Town Charter, is authorized to advertise this budgetary outlay as part of the

October 12, 2017, Annual Budget Presentation Meeting at the Tolland High School Auditorium at 7:30 p.m.

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

7. **Approval of a resolution authorizing the form of the ballot for the October 30, 2017 budget referendum and any subsequent budget referendum; the time and place for the budget referendum; authorizing the Town Manager or his designee to place the required legal notices in the local newspapers; and authorizing the preparation and printing of an explanatory text and the mailing of same to local residents and in addition sent out via the Town's Tolland Notification system and included with absentee ballots in accordance with the provisions of CT General Statutes 9-369b explaining the budget referendum question.**

Bill Eccles motioned to accept the following resolution:

WHEREAS, the Tolland Town Council has adopted a proposed FY 2017-2018 Town Operating and Capital Budget to be considered by the Tolland electorate at a October 30, 2017 budget referendum; and

WHEREAS, the Council must now establish the appropriate ballot language for this referendum and the date, time and place of said referendum;

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council the following:

1. The ballot question for the October 30th referendum shall be worded as follows:

"Shall the Town of Tolland's proposed 2017-2018 budget of \$54,905,866, reflecting a spending decrease of \$900,716 or (1.61)% which requires a tax rate of 35.05 mills for an increase of .86 mills or 2.52%, be adopted? Yes/No."
2. The time and place for the referendum shall be between the hours of 6:00 a.m. and 8:00 p.m. on October 30, 2017 at the Tolland Public Library Program Room.
3. The Town Manager or his designee is hereby authorized to place the required legal notices in the Journal Inquirer and other places as conditions permit, advertising the October 30, 2017 Referendum and the October 12, 2017 Annual Budget Presentation Meeting.
4. The Town Manager or his designee is authorized to prepare and print an explanatory text and the mailing of the same to local residents; to be included with absentee ballots and documented via the Town's Tolland Notification system in accordance with the provisions of CT General Statutes 9-369b explaining the budget referendum question.

Seconded by Robert Green.

Mr. Eccles asked that explanatory text be added to make it clear that the BOE is down \$1m, and the town is down X number of dollars. He wants people to understand that they are not getting everything they want because the budget is 2.5%.

The location for voting will be in the Library's Program Room.
THIS WILL BE THE ONLY LOCATION.

All in favor. None opposed.

8. Adjournment: Bill Eccles moved to adjourn the meeting; Seconded by Robert Green at 7:13 p.m. All were in favor.

Michelle A. Finnegan
Town Council Clerk

Richard J. Field, Council Chair

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM SEPTEMBER 26, 2017

(IMMEDIATELY FOLLOWING THE 7:00 P.M. BUDGET MEETING)

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven Werbner, Town Manager; Lisa Hancock, Director of Finance and Records; Beverly Bellody, Director, Human Services; Walter Willett, Superintendent

1. **CALL TO ORDER:** Rick Field called the meeting to order at 7:15 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)

Philip Aieta of 65 Mountain Laurel Drive - How do you plan on dealing with the town's budget if the Governor reduces items even more, or gives more money back.

Mr. Field said if our budget is passed and the State gives us more money, they have an outline on how the money will be distributed back in. If we get less money, the town and the BOE will need to reduce their budgets on a 20 / 80 % basis.

Mr. Aieta said people are leaving this state, and the people that want to stay are finding it more and more difficult to stay. He is not calling them out, as he understands this is difficult. This town and State can't continue to tax the people.

John Crickmore of 31 Cook Road – He asked what the projections for tax loss relative to the foundation problems.

Mr. Werbner said there about 66 who have applied for reduced assessments, and we've lost about \$130,000 in tax revenue. They have estimated that five years from now, if there is no systematic relief fund put in place to put some of these homes back into repair and back on the tax rolls, it could be as high at \$800,000.

Mr. Crickmore asked if the State budget provides us with extra money, is it set in stone what happens with it.

Mr. Werbner said that would be up to the next Council.

He asked if that money could be put aside to deal with this foundation issue and tax breaks.

Karen Moran of 50 Merlot Way - She hopes that the conversation about the \$400,000 is not one that closes doors in the future. As things change at the State level, she hopes they could still have that conversation. She hopes they are not causing divisiveness in town as they have these conversations. It shouldn't be about schools versus town. The crumbling foundations are a problem, but if they let the schools deteriorate, that would be a one/two punch for the town.

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

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

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** **Robert Green, TWC:** The year-end numbers are fantastic. The Commission has done a great job. **Bill Eccles, WPCA:** He was unable to attend the meeting, but knows they spoke about the new water treatment plant that Vernon has to build. Mr. Werbner said that is a significant issue for the future Council. They will need to discuss it, along with the Sewer Commission. It will have major financial and policy implications on the town. **Paul Krasusky, Recreation Advisory Committee:** They discussed the possibility of creating a splash pad and raising funds for it; Celebrate Tolland was a success. **David Skoczulek, PZC:** There was a favorable 8-24 for the reconstruction project on Old Cathole Road. There was an approval of the site plan revision for 39 Kingsbury Avenue.

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

- 8.1 Approval for the Town Attorney to take the necessary actions for Tolland to join with Waterbury and other communities in a suit against certain pharmaceutical companies related to the prescription of Opioids.

To clarify some information previously provided to the Council members, Mr. Werbner advised that this is not a class action; it is individual actions of each of the towns. Mr. Werbner read the following memo from the town attorney into the record:

OPIOID LITIGATION SUMMARY

On August 31, 2017, I attended a presentation at Waterbury Town Hall concerning Waterbury's recent lawsuit against several major drug companies for damages sustained by the municipality as a result of their having to deal with the financial repercussions of prescription opioid medications. There are two law firms involved in that litigation, Simmons Hanly Conroy LLC ("Simmons") with nationwide offices and Drubner Hartley & Hellman, LLC ("Drubner") with offices in Waterbury and New York City.

Simmons began litigating cases against the drug manufacturers in 2003 and successfully secured judgments against them. The theory of the cases is that the drug manufacturers made false representations to doctors, hospitals, etc., that they could prescribe opioid medications (e.g., OxyContin) for paid medication without causing addiction, while at the same time knowing that that assertion was untrue. Following their early success with the litigation, they worked with the Department of Justice which pursued criminal prosecutions against the manufacturers and some of their officers.

The Simmons and Drubner are now pursuing claims on behalf of governmental units, including municipalities, seeking to recover the costs which municipalities have had to incur as a result of the drug dependence which has ultimately resulted from the false representations. For a City like Waterbury, there are millions of dollars involved in potential damages. For a Town like Tolland, there is far less, but still there could be a substantial amount of money involved.

These firms are taking on these cases individually, and not as a class action. That means Tolland would have its own case against these drug companies. The firms take these cases on a contingent fee basis, which means there are no fees paid on a monthly basis or up front, but rather as a percentage of damages recovered. The firms also advance out-of-pocket costs (e.g., entry fees, deposition costs, expert witness fees) and don't recover those until the litigation is over. This is similar to the way most lawyers who handle personal injury cases in Connecticut have arrangements with their clients.

Having attended the presentation and reviewed the firms involved and the complaint which was filed on behalf of the City of Waterbury, I am recommending that Tolland engage these firms to represent the Town. Your up-front costs would be your staff time and my fees to provide the data which the firms require to get this started. Following that, there should be a minimal investment for the Town with little down-side risk.

Mr. Werbner said there are currently 13 towns that have joined in on these actions, with Coventry being the last community to express their willingness to be involved. Mr. Werbner does recommend joining in. It is a problem, and this is one way to see if we can get some funds to provide some relief for this community.

Mr. Eccles asked how much in damages could be awarded.

Mr. Werbner could only comment from what the Town Attorney has outlined, and he is guessing six figures.

Bill Eccles motioned to accept the following resolution:

RESOLVED: Approval for the Town Attorney to take the necessary actions for Tolland to join with Waterbury and other communities in a suit against certain pharmaceutical companies related to the prescription of Opioids.

Seconded by Robert Green.

Mr. Sce feels it may be too early to jump into this. He thinks it is good that towns are holding drug companies accountable, but he would like to see how the other towns make out first.

Mr. Field disagreed, and said we should do anything we can to help stop this.

All in favor. None opposed.

8.2 Consideration of a resolution which amends the Program Income Plan that was adopted for the original activity, the Tolland Housing Rehabilitation Loan Program.

Mr. Werbner said items 8.2 and 8.3 related to the crumbling foundations. For over a year, they have been trying to put programs together to assist our residents. This relates to testing, and there have not been funds for testing. As of now, there are monies through the Department of Housing. We are going to file jointly with other towns, and Coventry will be taking the lead.

Ms. Bellody said the two resolutions are a requirement of HUD. The tests can be up to \$5,000. The programs are not loans, they are grants. So, the residents would not need to repay anything back. There are a lot of steps to this, so they want to get it right. If anyone is interested in any of the programs, they can call the Human Services Department to get their name on a list.

Bill Eccles motioned to accept the following resolution:

WHEREAS, the Town of Tolland has received funds under the Connecticut Small Cities Community Development Block Grant (CDBG) Program, administered by the State of Connecticut, Department of Housing, pursuant to Title I of the Housing and Community Development Act of 1974 as amended; and

WHEREAS, the Town of Tolland has expended those funds pursuant to Title I of the Housing and Community Development Act of 1974, the Code of Federal Regulations, and the Assistance Agreement, and,

WHEREAS, those funds received by the Town of Tolland have generated Program Income.

NOW THEREFORE, BE IT RESOLVED BY THE Tolland Town Council:

1. That it is cognizant of the conditions for the use of Program Income as prescribed by Title 24, Part 570, Section 489(e) of the Code of Federal Regulations.
2. That it realizes Program Income is governed by Title I of the Housing and Community Development Act of 1974.
3. That it may use Program Income only for the following activities:
 - a) The activity that generated the program income if the activity continues to meet the requirements of Title I of the Housing and Community Development Act of 1974.
 - b) Any additional activity that meets the requirements of Title 1 of the Housing and Community Development Act if the Town receives DOH's written approval to fund it with Program Income.
4. That it may use Program Income to fund Administrative and Program soft costs within the following limits:

Administrative Costs	8%
Total Administrative and Program Soft Costs (Housing Rehabilitation Activities <u>Only</u>)	20%
Total Administrative and Program Soft Costs (All Activities <u>Except</u> for Housing Rehabilitation)	20%
5. That it is hereby amending the Program Income Plan(s) that was adopted for the original activity that generated the Program Income to permit the funding of additional activities from that Program Income.

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

- 8.3 Consideration of a resolution to authorize the distribution for Reuse of Program Income of up to \$50,000 during a program year (July 1st through June 30th) that will be allocated for Testing of Crumbling Foundations within the Town of Tolland.

Bill Eccles motioned to accept the following resolution:

WHEREAS, Program Income is defined in federal regulation at 24 CFR 570.489 (e) which specify that program income is the gross income received by the jurisdiction that has been directly generated from the use of Community Development Block Grant Program;

WHEREAS, Examples of program income include: payments of principal and interest on housing rehabilitation loans made using Community Development Block Grant funds; interest earned on program income pending its disposition, and interest earned on funds that have been placed in a revolving loan account;

WHEREAS, One revolving loan account (RLA) or PI account has been established to utilize the Town of Tolland's program income;

WHEREAS, 100 percent (100%) of all program income derived from Housing Rehabilitation within the Town of Tolland will be deposited into the Town of Tolland's Revolving Loan Account;

WHEREAS, Up to \$50,000 of program income, during a program year (July 1st through June 30th), will be allocated for Testing of Crumbling Foundations within the Town of Tolland;

WHEREAS, All remaining program income, during a program year (July 1st through June 30th), will be used again for the same activity from which it was derived: Housing Rehabilitation within the Town of Tolland.

NOW, THEREFORE, BE IT RESOLVED by the Town Council that the following Program Income Plan is hereby approved and further authorizes, Town Manager, Steven R. Werbner, to sign such document.

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

- 8.4 Consideration of a resolution to amend Chapter 118 Property Maintenance, Section 118-5 Notice of Violation; Enforcement; Citations of the Code of the Town of Tolland and setting of a Public Hearing thereon for October 10, 2017.

Mr. Werbner said staff recommends amending Section 118-5 of Chapter 118 Property Maintenance of the Code (commonly referred to as the Blight Ordinance) to codify the civil penalty schedule and legal options which may be levied upon a blighted premises. We have had our first instance of levying civil penalties for a blighted property under this relatively new ordinance. Based on that experience, staff and the Blight Review Committee recognized the need to set a specific penalty schedule and clarify implications.

Mr. Skoczulek said this is so brand new, and there is a lot of learning going on. They have done a great job of going case by case and taking the intent of the Ordinance, which was to remediate those properties, but not be punitive and make money off of it. The Committee is a group of three, and they may seek more participants.

Bill Eccles motioned that the following resolution be introduced and set down for a Public Hearing on October 10, 2017 at 7:30 p.m. in the Tolland Town Council Chambers:

BE IT RESOLVED that the Town Council hereby amends Chapter 118, Section 118-5 Notice of Violation; Enforcement; Citations of the Code of the Town of Tolland.

The amended fees are effective December 01, 2017.

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

- 8.5 Appointments to vacancies on various municipal boards/commissions: No appointments tonight.

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 they did go out for RFP's for the Town Manager position, and have received six. He asked for a Council member to work with Mr. Wilkinson to review the applications for possible interviews. Mr. Skoczulek and Mr. Eccles volunteered. Copies of the proposals will be sent to them to review.

11. ADOPTION OF MINUTES

- 11.1 September 12, 2017 Regular Meeting Minutes: Bill Eccles moved to adopt the minutes; Seconded by Robert Green. All in favor. None opposed. Joseph Sce abstained.
- 11.2 September 14, 2017 Special Meeting Minutes: Bill Eccles moved to adopt the minutes; Seconded by Robert Green. All in favor. None opposed. Kristen Morgan and Joseph Sce abstained.
- 11.3 September 19, 2017 Special Joint Meeting Minutes: Bill Eccles moved to adopt the minutes; Seconded by Robert Green. All in favor. None opposed.

12. CORRESPONDENCE TO COUNCIL

- 12.1 E-mail from Deb Goetz thanking them for their work on the budget
- 12.2 Hartford Foundation for Public Giving
- 12.3 Letter from United Congregational Church re traffic design
- 12.4 Siting Council – Improving tower
- 12.5 Tolland Historical Society re: ‘save our stop sign.’

13. CHAIRMAN’S REPORT: Mr. Field reported the following:

- ~The voting will only occur at the Library in the Program Center
- ~Traffic flow on Route 195 seems to be better.

14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS: Mr. Eccles mentioned that the CT DOT has added guard rails on the highway.

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

16. EXECUTIVE SESSION

Bill Eccles motioned to go into Executive Session at 8:00 p.m., ending the Regular Meeting of the Town Council. Steven Werbner and Michael Wilkinson were invited to attend; Seconded by Robert Green. All in favor. None opposed. The Executive Session ended at 8:24 p.m.

- 16.1 Discuss personnel issues.

17. ADJOURNMENT: Bill Eccles moved to adjourn the meeting; Seconded by Robert Green at 8:24 p.m. All were in favor.

Richard J. Field, Council Chair

Michelle A. Finnegan
Town Council Clerk