

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
June 14, 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 – May 24, 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 - Charles Perosino and Andrew Harger

F. SUPERINTENDENT'S FINAL REPORT

F.1 Monthly Financial Report

F.2. Vote on the Appointment of a New Vice-Chair for the Board of Education

F.3 THS Late Arrival and Early Release Pilot

F.4 2017-2018 Budget Presentation

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- May 23, 2017

M. FUTURE AGENDA ITEMS

N. EXECUTIVE SESSION-For the Purpose of Superintendent Evaluation

O. NEW BUSINESS

P. ADJOURNMENT

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

REGULAR MEETING – May 24, 2017

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

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 – May 10, 2017

Ms. Gorsky motioned to accept the minutes of the May 10, 2017 regular meeting. Mr. Vachon seconded the motion. Changes: none. All were in favor. Motion carried.

C. **PUBLIC PARTICIPATION**

Correspondence – Ms. Gorsky noted that the Board received 3 letters regarding athletics. All of the letters included suggestions to consider when reviewing the policy.

D. **POINTS OF INFORMATION**

Mr. Adlerstein reviewed discussion guidelines.

Ms. Seaver noted that the 8th grade dance is coming together. They asked Willington Name Plate for assistance with a banner and received a quick response. Not only did Willington Name Plate make recommendations, they set it up and donated the banner to the school. Additionally, Heather, the owner of Wildflowers in Tolland, and Banner Water will be making donations as well. Ms. Gorsky added that Banner Water provided chilled water to the students assembled on the Green for prom photos. This was greatly appreciated particularly given the warm temperatures that day.

Ms. Harrold noted that the Spring Fling was well attended and a great success.

Ms. Seaver noted that she visited the School Store at THS to purchase raffle gifts. It is well stocked and the students are doing a fantastic job.

E. **STUDENT REPRESENTATIVES' REPORT**

Mr. Harger noted that the prom was held on Friday. It was a great success and a lot of fun. The prom is run by the junior class which did a great job.

This week is Spirit Week 2.0 which will lead up to Relay for Life on Friday sponsored by DECA. DECA's goal is to raise \$10K.

F. **SUPERINTENDENT'S REPORT**

- F.1. Discussion regarding the appointment of a new co-chair for the Board of Education
Mr. Adlerstein noted that both parties have caucused on this item and proposed that the decision be made at the next meeting. This evening is a time for discussion.

Ms. Harrold read a letter from the Republican board members in regard to the open position. In the letter, it was noted that it is time to be like other boards and commissions in Tolland and not have the opportunity lost. The members of this Board have worked together as a bipartisan team for the benefit of the district and the residents of Tolland. The vice chair position is currently vacant and there is the opportunity to solidify the bipartisan relationship of the Board moving forward. Since the budget is yet to be finalized, there are difficult months ahead and having leadership representing both parties can only serve as a benefit to the district. The Town Council and PZC have bipartisan leadership. In not reaching across the aisle to fill this vacancy, the Republican members of the Board would be nothing less than disappointed. If the budget was not still on the table, feelings may have been different and having the current issues before the Board and its desire to be bipartisan in both word and deed, this is an ideal time to make the Board the bipartisan group it says it is.

Mr. Adlerstein noted that many of the Democratic members of the Board caucused as well, would like to see a good discussion, and does not want to see a divided Board. They do have someone in mind for the position.

Ms. Harrold commented that their intention is not to have a divided Board but to have the leadership represented by both parties. This would be beneficial and there is an opportunity to make this happen. Given the budget situation, it can only help. Everyone works well together and whatever the result, she believes this will continue but bipartisan leadership would only make the Board stronger.

Mr. Pagoni explained that when he got on the Board it was divided and provided a history. This is an opportunity to have bipartisan leadership. It does make a statement that the Board is about serving everyone and that a single party is not "ruling the roost".

Mr. Adlerstein noted that Mr. Doyle was the Chair of the Finance and Facilities Committee. This position will also need to be filled and Mr. Schroeder has volunteered to do so and has been nominated. In turn, an additional Committee member will be needed. Mr. Vachon volunteered to join the Committee.

Mr. Schroeder commented that the agenda item for this item speaks of a "co-chair" rather than a vice chair and cited Policy 90-70 which notes that a successor must be elected at the next regular meeting or that the vote be tabled to the following meeting.

Ms. Seaver commented that she had not thought of the positions of Chair and Vice Chair in terms of party. She believes it makes sense if it is important to people and to the perception of residents to have balance.

Ms. Moran commented that all can agree that the Board functions in a non-partisan manner. She agrees that this could be an opportunity to set the stage for the future given the upcoming municipal elections. She does not believe that having a

Democratic/Republican Chair/Vice Chair will change the fact that the Board works in a bipartisan manner. The Board has hearty and respectful discussions and it should continue to function the way it has in the past. In regard to setting the stage, she clarified that the Board could extend the olive branch. She believes it was protocol when the current Chair and former Vice Chair were elected. She added that this would set the stage for municipal elections in the fall when there could be different members sitting on the Board.

Ms. Gorsky commented that when choosing a chair and vice chair, the Board has been very thoughtful about who would provide the best leadership, had the experience, was willing, and could bring something unique to the table. Her understanding was that the two highest vote getters were the chair and vice chair. She believes it's best to follow the road of who would like the position and who has the qualities needed to be a leader and run the Board in a thoughtful manner regardless of party.

Ms. Moran requested clarification of what the vice chair position entails.

Mr. Adlerstein explained that he and Mr. Doyle met in person with Dr. Willett on a weekly basis and when this was not possible, it changed to weekly phone calls. It was very productive and focused on the agenda as well as other issues and how to take Dr. Willett's ideas and fold them into the work of the Board. While decisions were not made, planning was done. Additionally, he and Mr. Doyle met monthly with the Chair and Vice Chair of the Town Council where they had productive discussions that were brought back to the Board. Lastly, the vice chair position chairs the meetings when the chair is not in attendance. In summary, it is a leadership position that helps to form the direction of the Board and works closely with the Superintendent.

Mr. Schroeder commented that in terms of the policy, the only official task of the vice chair position is to run the meeting when the chair is not in attendance. Mr. Adlerstein agreed and noted that it did not have to be the only role of the position.

Mr. Adlerstein noted that the Democrats have Ms. Moran in mind for the position of Vice Chair. She has great leadership on the Board and in town. Unanimously, they believe she is a great candidate and were very pleased she stepped forward. Ms. Moran's has depth of knowledge of the school district and is an exciting candidate.

Mr. Pagoni addressed Ms. Moran. He commented that he sat next to her one night at a Board meeting when she spoke of a problem she had with the Town Manager. Ms. Moran commented that she did not specifically say, "town manager". Mr. Pagoni continued and said that it was clear that it did not go well. He explained that his concern is that the person who is the vice chair has to get along with the town manager regardless as to who it is and he expressed concern regarding whether she could do so. Publically it did come up and he is unsure if this type of relationship can be had with the town manager when one is in that position.

Mr. Adlerstein noted that for the record he did not believe there had ever been a public incident between Ms. Moran and the Town Manager. He added that Ms. Moran has expressed her opinion.

Mr. Pagoni commented that the Town Manager is very precise and expects things to be done a certain way. It is critical that the person in the position of vice chair has a good working relationship with him. In the next two weeks, if Ms. Moran is going to be the representative, this is something that people need to think about. There needs to be a good relationship where one agrees to disagree in a polite fashion. Both need to respect each other.

Mr. Adlerstein commented that he respects how Ms. Moran expresses herself. He sees this as a leadership characteristic – being able to say the hard things. He thanked Ms. Moran for being assertive and saying what is on her mind.

Ms. Harrold noted that the Republican members recommend Ms. Yudichak for the Board position of Vice Chair. She has a great deal of experience with PTOs, has been on several committees, and volunteered for the position.

Ms. Yudichak commented that everyone on the Board would be a great candidate but believes the leadership of the Board should be bipartisan. Additionally, she noted that Mr. Adlerstein and Mr. Doyle have had many conversations with the Superintendent and the content of these discussions has never been shared. Both parties should be having these conversations and know what is going on behind closed doors. Mr. Pagoni agreed - with Ms. Yudichak as Vice Chair, when they caucus, both parties would know what is going on behind the closed doors. Ms. Yudichak added that she has known Ms. Moran for many years and she would be a great candidate but this is an opportunity to have bipartisan leadership.

Ms. Moran commented that she has the utmost respect for the Town Manager and Mr. Pagoni. They should be able to have constructive criticism and if she has come off in particular way, it was not her intent but she will speak her mind and they need to be diligent especially when it comes to spending money. Everyone has done a great job on the Board in a nonpartisan manner and she believes it can continue to do so.

Mr. Pagoni addressed Ms. Moran and explained that regardless of the outcome, there will be 8 people supporting her in November. If she is in the position of Vice Chair, the Republican members will support and stand with her.

Mr. Adlerstein commented that he felt grateful and blessed to have two people step forward.

Mr. Adlerstein appointed Mr. Schroeder to the position of Chair of the Finance and Facilities Committee.

Mr. Adlerstein appointed Ms. Harrold to the position of Chair of the Negotiations Committee.

G. COMMITTEE AND LIAISON REPORTS

Policy – Ms. Gorsky noted that the Committee met today. It reviewed 3 policies that will come before the Board (Use and Disclosure of Criminal Justice Information, Mastery Learning, and Social Networking). Additionally, a discussion of student athletes took place and a number of topics were discussed including issues with coaches, vacation time, and if a student who missed

school due to illness should be able to play. In general, the Committee believed these were personnel issues, not policy issues. It is up to the administration to address these concerns in an appropriate manner. The Committee did discuss having the Student Handbook revised for clarity and to make it more user-friendly. The parent athletic committee, the athletic director, and others would be ones who would do the review. Lastly, the Committee discussed how they could better communicate to parents the importance of having their student athletes complete the surveys and reinforce that all responses are anonymous. The survey provides a way to express concerns.

The Athletic Director has scheduled a meeting for June 6th at 4pm. Dr. Willett noted that this is a good venue for discussion of the handbook and to make recommendations for change.

The Board had a discussion in regard to student athletics. It was noted that the most important thing a coach can do is be a mentor. As a mentor, a coach will always get the best out of the students because it instills that that coach cares. It is expected from the teachers and should be the same for coaches. If one cannot be a mentor, he/she should not be a coach in Tolland. Additionally, comments were made that too often sports is put before family and academics and the bigger picture needs to be examined. Further, any schedule changes should be communicated as soon as possible, junior varsity and varsity students should not play on the same day, and it should be mandatory that students respond to the surveys. If there is an issue, a parent should address it with the coach, athletic director, principal, superintendent, and then the board in that order as necessary.

Dr. Willett noted that all of the results/data have been and will continue to be shared with the Board. He encouraged the members to review the documents. He added that the CIAC calendars also influence decisions. In turn there are many components that are not only our district's challenge.

Athletics will be added as a future agenda item so the district can work on continual improvement of the athletics program.

Town Council – Ms. Moran noted that the Town Council approved the appointment of Mr. Vachon to the Board. In regard to the Charter Revision Commission, sixteen people submitted their names for consideration and the goal is to have 7-9 members. Letters have been sent to all who expressed interest regarding the next step.

Town Council Liaison Paul Krasusky (in attendance at this evening's Board meeting) commented and made two observations. He thanked Mr. Harger and Mr. Perosino for their service to the Board. They have been amazing in regard to their candor. They are well-spoken, outgoing, and articulate. They leave great shoes to fill and he wished them both the best in the future. In regard to the bipartisan aspect of the Vice Chair position, he agreed with Mr. Pagoni that partisanship has not been an issue on the Board for the past 10 years. He sees the Board as a group of people working together and appreciated the conversations and dialog. He added that the previous Council was not bipartisan in leadership and he did not feel there were any issues. He still felt the goodness of working as a group. Further, he respected the observation of the importance of having a good working relationship with the town manager and likened it to the importance of the vice chair having a good working relationship with the superintendent.

CABE – Ms. Yudichak noted that CABE is offering a Collective Bargaining Workshop as well as a “So You Might Want to Be a School Board Member” Workshop.

Negotiations – Ms. Harrold noted that they are still negotiating.

H. CHAIRPERSON’S REPORT

Mr. Adlerstein noted that the legislative session ends on June 7th but it is likely that a special session will be deemed necessary. He reviewed slides put together by Mr. Lenihan and encouraged residents to continue to communicate their concerns to their representatives.

I. BOARD ACTION - none

J. PUBLIC PARTICIPATION - none

K. POINTS OF INFORMATION

Ms. Seaver inquired about the Parker School Project. It was noted that all is still moving forward as scheduled.

L. CORRESPONDENCE

- Town Council Minutes - May 9, 2017

M. FUTURE AGENDA ITEMS

- Athletics

N. EXECUTIVE SESSION – For the purpose of Superintendent Evaluation

Mr. Schroeder motioned to go into Executive Session at 9:00PM for the purpose of discussing the Superintendent Evaluation and invited Dr. Willett to attend. Ms. Yudichak seconded the motion. All were in favor. Motion carried.

The Board came out of Executive Session at 9:58PM.

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

The Board returned to Executive Session at 9:59PM.

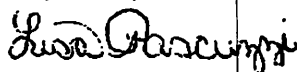
The Board came out of Executive Session at 10:20PM.

O. NEW BUSINESS - none

P. ADJOURNMENT

Mr. Schroeder motioned to adjourn the meeting at 10:20PM. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk -



TOLLAND PUBLIC SCHOOLS

51 TOLLAND GREEN • TOLLAND, CONNECTICUT 06084
860-870-6850 • FAX: 860-870-7737

OFFICE OF THE
SUPERINTENDENT OF SCHOOLS

Walter Willett, Ph.D.
Superintendent

TO: Board of Education

F1

FROM: Mark S. McLaughlin, Business Director

RE: Monthly Financial Report-May 2017

Date: June 2, 2017

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

Please find attached the financial report for the month of May 2017, 11th month of the 2016-2017 fiscal year. This report represents a snapshot of the financial condition for FY16-17. The financial attachment is provided in an object format to clearly show the adopted budget and the expenditures against the budget. The object line items show all expenses and encumbrances such as salaries, health insurance, utilities, textbooks, etc.

The attached May 2017 financial report shows an available balance of \$1,713,407 or 4.36% of the BOE's current budget balance which includes final excess cost payment. The majority of the budget has been encumbered to provide better fiscal management and greater control. Encumbrances provide a better picture of the district's performance vs the approved budget. The overall budget shows PO's that are generated and expenses paid. Some line items are over and under budget, depending on encumbrances and timing of expenditures. Some line items cannot be encumbered such as substitutes, course reimbursement and severance.

Out of District Tuitions were adjusted because we have applied the final Excess Cost Reimbursement. The last line item, Misc. Expenses, is over budget because the town required the BOE to reimburse the town for the state budget funding shortfall from the beginning of the year of \$38,500. Now the town advised the BOE to increase the short fall to \$51,373. The following lines items are expected to be resolved as we finish out the fiscal year, lines such as Substitutes, Severance, Professional Development Services, Technology Services, Legal and Audit, Repair and Maintenance, Instructional, General, Equipment supplies along with Textbooks. This will significantly draw down the remaining current balance. Pre-purchasing will also occur to offset some of next year's budget where possible.

The General Assembly has been wrestling with the Governor's budget. Most of the professional organizations such as CASBO, CABA and CAPSS are opposed to the massive reductions to the school budgets. There has been a number of proposals to the state budget from both the house and the senate but no concessions of a vote prior to the June 7th finalization date. It is expected that special sessions will be required before June 30, 2017. It has been stated that a budget might not be finalized prior to September. The General Assembly subcommittees continue to meet on propose changes to the state budget.

An updated chart for the monthly financial spending is attached. This pie chart provides visual view of expenditures grouped by major functioning areas.

The current budget balance will be further diminished by additional severances paid, additional substitutes, legal invoicing, the potential of SPED out of district determinations, additional text book spending, curriculum spending, final bus billings, and additional technology upgrades.

The district has seen or benefited as replacements have been hired for staff members who have retired or left the district. At the beginning of the year we had 18 staff members leave the district that could not have been planned for during the budget cycle. This year a couple of positions have not been permanently filled therefore these positions have been covered by day to day and long term subs.

Current planning may include the ability to approve the transferring of 1% (or as much as possible) of the budget, \$393,339 to the 1% reserve account. It should be known that these funds need to be used to offset the anticipated negative impacts on next year's budget.

Respectfully Submitted

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Vote on Appointment of a New Vice-Chair for the Board of Education

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

For BOE meeting: June 14, 2017

ITEM SUMMARY:

Continue the conversation or move to action on the selection of a BOE Vice Chairperson.

Board Policy 9085: Vice Chair Duties: To preside at the meeting of the Board of Education in the absence of the Board Chairperson.

Board Policy 9070: Board Officers: Officer Vacancy: If at any time, there is a vacancy of any officer position, the Board shall, at their next regular meeting, elect a successor. If the Board is unable to elect any officer, the matter shall be tabled until the next regular meeting.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Suggested Motion: *Motion to approve _____ as Vice Chair of the Board of Education.*

SUPPORTING MATERIALS ATTACHED:

Policy 9085

Policy 9070

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Official Duties – Vice-Chairperson

Number: 9085
Bylaws

Approved: 10/10/12

1. To preside at the meeting of the Board of Education in the absence of the Board Chairperson.

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Board Officers

Number: 9070
Bylaws

Approved: 12/12/01
Revised: 11/14/12

Officers – The Officers of the Board of Education shall be the Chairperson, the Vice-Chairperson and the Secretary.

Election of Board Officers – An organizational meeting shall be held at the first regular Board of Education meeting scheduled in November, following the Town Municipal election. The meeting shall be called to order by the Superintendent of Schools. The Board shall proceed to elect a Chairperson, who shall then preside over the meeting and continue the election of the Vice-Chairperson and Secretary. Election shall be by majority vote of all members present.

Term of Office – Officers shall serve for a two (2) year period, until the next biennial election, until resignation, or removal by a majority of the Board.

Officer Vacancy – If at any time, there is a vacancy of any officer position, the Board shall, at their next regular meeting, elect a successor. If the Board is unable to elect any officer, the matter shall be tabled until the next regular meeting.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: THS Late Arrival and Early Release Pilot

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

For BOE meeting: June 14, 2017

ITEM SUMMARY:

For your information:

THS is Piloting a Late Arrival and Early Release option for seniors. This is different from senior options in which students must have a work/project related activity. This option would be for seniors in good academic, credit, and behavioral standing. If that standing changes during semester the senior would lose this privilege. Students may request this option by June prior to the applicable school year.

Benefits: provides an incentive for seniors that allows for a greater variety of options with fewer "restrictions" on how they spend the time. Seniors may choose to be employed, save funds for college or other endeavors, visit campuses or programs, or use the time to study off-site or pursue other interests. This will also lower class sizes and provide more instructional opportunity for students who need assistance, the credits, or both. It is a way of mitigating class size without increasing the cost, and providing students in good standing opportunities.

Con: It could be considered a watering-down of the program(s). Some may feel students would rather use the time this way, than involve themselves in some additional coursework be it in the Arts, Music, or otherwise.

Other districts that have similar considerations: Newington, Canton, Wethersfield.

FINANCIAL SUMMARY:

May help reduce the need to lay off some staff depending on the budget year and situation.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Review – no action needed.

SUPPORTING MATERIALS ATTACHED:

Late Arrival/Early Release Option

TOLLAND HIGH SCHOOL

Late Arrival/Early Release Option

Tolland High School will be piloting a new practice, Late Arrival/Early Release Option for seniors only during the 2017-2018 school year. To qualify for the Late Arrival/Early Release Option, seniors must meet the following requirements:

- For the fall semester, seniors must have earned at least 24 credits by the end of their junior year.
- For the spring semester, seniors must have earned 27 credits by the end of the first semester of their senior year.
- Students may not have been suspended in- or out-of-school two or more times for major disciplinary offenses in their junior year.

The following guidelines will apply for those students who have the Late Arrival/Early Release Option in their schedule:

- Seniors may be released up to one period per semester which will either be Block 1 or Block 4.
- Students who participate in the Late Arrival Option must arrive by the beginning of Block 2, regardless of what time Block 2 begins.
- Students who participate in the Early Release Option must leave by the beginning of Block 4, regardless of what time Block 4 begins. They are not to remain in the building or on the school property, nor be on any other school property throughout the district while school is in session.
- No loitering is permitted in the parking lots.
- If a student has a transportation issue, an after school activity, or needs to complete research in the library on a given day, they may sign into the Library Media Center by the beginning of the block.
- If a student has an in-school suspension (ISS) on a given day, they will lose the privilege to arrive late or leave school early on the school day(s) the ISS is assigned.
- If a student has a grade less than 70 in any subject area on their report card at progress report time, they will be scheduled for a mandatory study hall in the Library Media Center. Eligibility will be checked at the end of each grading period, and any student who fails to maintain eligibility will have his Late Arrival/Early Release Option suspended until such time as they become eligible to have it reinstated. They may regain the privilege at the end of each quarter.
- Students who have the Late Arrival/Early Release in their schedule will only be taking three credit earning courses. Student-athletes must be aware that failure of any of these three courses will result in athletic ineligibility.

Requesting the Late Arrival/Early Release Option does not automatically ensure that the student will receive either one. The scheduling of the Late Arrival/Early Release Option does not take precedent over the scheduling of any classes and the need to balance classes. The Late

Arrival/Early Release Option may be revoked due to disciplinary action taken by a school administrator. Also, the parent/legal guardian may revoke this for their student at any time. When this privilege is revoked, students shall be placed in the Library Media Center for the remainder of the semester.

Tolland Public Schools is not responsible for the safety or well-being of a student when they are not on school grounds during the Late Arrival/Early Release Option. Students who fail to qualify for Late Arrival/Early Release Option may apply at the end of each semester. The final decision on any student's receipt of an Early Release Option rests with the administration.

To qualify for Early Release Option, students must complete and submit an Early Release Option Application to the Main Office. In order for a specific course request to be dropped, this form must be returned to the main office by the last day of school, June 16, 2017. For forms received after this date up until August 1, the determination of which course shall be dropped will be made by a school counselor based upon consideration of the master schedule. This form will not be accepted to accommodate a Late Arrival/Early Release Option after the August 1 deadline.

This form must be signed by the student's parent or guardian as well as the student. It must include a viable contact phone number for both parties.

Student _____ Phone _____ Date _____

Parent/Guardian _____ Phone _____ Date _____

Late Arrival (Circle One) Fall Semester Spring Semester

Early Dismissal (Circle One) Fall Semester Spring Semester

Please list in order of preference the two elective courses which you desire to drop for the Late Arrival/Early Dismissal Option.

#1 _____

#2 _____

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: 2017-2018 Budget Presentation

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

For BOE meeting: June 14, 2017

ITEM SUMMARY:

Reduction to the FY2017-2018 budget could be in the millions. I will provide a presentation/information about potential impacts and mitigation plans.

FINANCIAL SUMMARY:

See presentation

BOARD ATTORNEY REVIEW:

BOE ACTION DESIRED:

Review

SUPPORTING MATERIALS ATTACHED:

No attachment – Oral Presentation – Handouts may be provided during presentation

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM MAY 23, 2017 – 7:30 P.M.

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

MEMBERS ABSENT: William Eccles, Vice-Chair

OTHERS PRESENT: Steven Werbner, Town Manager; Mike Wilkinson, Director of Administrative Services; John Littell, Fire Chief/Director of Public Safety; Christopher Jordan, Assistant Finance Director

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. Mr. Field commented that our thoughts go out to Manchester, England.
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit): None.
6. **PUBLIC HEARING ITEMS:**
 - 6.1 Consideration of a resolution to appropriate \$214,000 from the Ambulance Reserve Fund to pay for an ambulance chassis and remount for Ambulance 540 and to approve a bid waiver for the purchase of a New Ford Chassis as well as for labor and materials for the refurbishment of Ambulance 540.

Mr. Werbner said Ambulance 540 is included within the Capital Improvements Plan for FY 17-18 for its refurbishment for this July in the amount of \$214,000. The funding source for this is in the Ambulance Reserve Fund and the funds are currently available for this purpose. There is currently \$459,136 in that particular fund that they get from revenue from ambulance calls. The Director of Public Safety is concerned that there will be insufficient time to order the chassis if they wait until a budget is adopted for the next fiscal year. In order to save time and get this project done, he has requested the use of the funding now rather than waiting for the budget to be approved. Further, they request that the requirements for bidding labor and materials be waived in accordance with Town Policy A-126 11D(7). The Town of Tolland originally purchased Ambulance 540, a 2011 Ford E-series cab, through Eastford Fire and Rescue Sales, Inc., which is the local sales vendor for Life Line Emergency Vehicles. Town staff recommends that the refurbishment be done verses buying a new vehicle, whereas the department would have Eastford Fire and Rescue buy a new Ford chassis and remount the current box on this chassis, which the department had done to the previous ambulance in 2014 by the manufacturer's dealer. By doing the refurbishment, opposed to replacement, they can save \$50,000 to \$80,000.

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

No public comment.

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

Paul Krasusky motioned to accept the following resolution:

WHEREAS, the Town of Tolland originally purchased Ambulance 540, a 2011 Ford E-series cab, through Eastford Fire and Rescue Sales, Inc., which is the local sales vendor for Life Line Emergency Vehicles; and

WHEREAS, Eastford Fire and Rescue Sales Inc. being the manufacturers authorized dealer has intimate historic knowledge of our specific vehicle; and

WHEREAS, Eastford Fire and Rescue Sales Inc. has a direct relationship with the manufacturer and their engineering staff that originally designed and manufactured this vehicle; and

WHEREAS, Eastford Fire and Rescue Sales, Inc. has successfully been building ambulances for the department for over 10 years and have always stood behind their product.

WHEREAS, Town staff recommends that the refurbishment be done verses buying a new vehicle, whereas the department would have Eastford Fire and Rescue buy a new Ford chassis and remount the current box on this chassis, which the department had done to the previous ambulance in 2014 by the manufacturers dealer; and

WHEREAS, awarding a sole source contract constitutes a bid waiver under Town Policy A-126 11D(7);

NOW THEREFORE BE IT RESOLVED, by the Tolland Town Council that it hereby appropriates from the Ambulance Reserve Fund the amount of \$214,000 for an Ambulance chassis and remount for Ambulance 540 within an account to be established in the Capital Projects fund. Further, that the requirements for bidding the refurbishment of Ambulance 540 is hereby waived in accordance with Town Policy A-126 11D(7) and the Tolland Town Council hereby authorizes Steven R. Werbner to execute an agreement with Eastford Fire and Rescue Inc., for the purchase of a new Ford Chassis and labor and materials not to exceed \$214,000 to refurbish Ambulance 540. This agreement shall be executed upon approval of this item by the Town Council.

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

6.2 Consideration of a Proposed Tolland Fire Fees Ordinance for Fire and Rescue.

Mr. Werbner said this was discussed at the last meeting. The department has billed for major incidences over a number of years using the same company that they use for ambulance billing. That company is not really geared up for major incident type billing. The Department has found a company that specializes in rescue billings that other communities are using. Before signing a contract with the town, the Company requires that the town have an ordinance related to the fees that they are charging. It is estimated that \$15,000 in additional revenue will be allocated to the Fire Apparatus Capital Account.

Mr. Skoczulek commented that he did not see in the Ordinance that the Chief or town staff will have the ability to waive fees if needed. Mr. Littell said if someone is going through a hardship, they will look at it and make a decision. If there is a controversy, he would run it by Mr. Werbner and/or the town attorney.

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

No public comment.

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

Paul Krasusky motioned to accept the following ordinance:

ORDINANCE NO: _____

AN ORDINANCE ESTABLISHING AND IMPLEMENTING A PROGRAM TO CHARGE MITIGATION RATES FOR THE DEPLOYMENT OF EMERGENCY AND NON-EMERGENCY SERVICES BY THE FIRE DEPARTMENT FOR SERVICES PROVIDED/RENDERED FOR THE TOWN OF TOLLAND AND/OR TOLLAND FIRE DEPARTMENT INC.

WHEREAS, the emergency and non-emergency services response activity to incidents continues to increase each year; as well as Environmental Protection requirements involving equipment and training, and Homeland Security regulations involving equipment and training, creating additional demands on all operational aspects of the fire department services; and

WHEREAS, the fire department has investigated different methods to maintain a high level of quality of emergency and non-emergency service capability throughout times of constantly increasing service demands. Where maintaining an effective response by the fire department decreases the costs of incidents to insurance carriers, businesses, and individuals through timely and effective management of emergency situations, saving lives and reducing property and environmental damage; and

WHEREAS, raising real property tax to meet the increase in service demands would not be fair when the responsible party(s) should be held accountable for their actions; and

WHEREAS, the Town Council of the Town of Tolland and/or Tolland Fire Department Inc. desires to implement a fair and equitable procedure by which to collect said mitigation rates and shall establish a billing system in accordance with applicable laws, regulations and guidelines; Now, Therefore

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF TOLLAND:

SECTION 1: The Town of Tolland and/or Tolland Fire Department Inc. shall initiate mitigation rates for the delivery of emergency and non-emergency services by the fire department for personnel, supplies and equipment to the scene of emergency and non-emergency incidents as listed in "EXHIBIT A". The mitigation rates shall be based on actual costs of the services and that which is usual, customary and reasonable (UCR) as shown in "EXHIBIT A", which may include any services, personnel, supplies, and equipment and with baselines established by addendum to this document.

SECTION 2: A claim shall be filed to the responsible party(s) through their insurance carrier. In some circumstances, the responsible party(s) will be billed directly, if the responsible party(s) choice not to go through their insurance carrier.

SECTION 3: The Fire Department working with the Town Council may make rules or regulations and from time to time may amend, revoke fees, or add rules and regulations as rates based on staff change, as not inconsistent with this Section, as they may deem necessary or expedient in respect to billing for these mitigation rates or the collection thereof.

SECTION 4: It is found and determined that all formal actions of this Town Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this Town Council, and that all deliberations of this Town Council and any of its committees that resulted in such formal actions were in accordance with all legal requirements, and the Codified Ordinances of the Town Council.

SECTION 5: This Ordinance shall take effect on July 1, 2017.

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

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

7b. REPORTS OF TOWN COUNCIL LIAISONS: **Robert Green:** He thanked the Chief for the CERT class graduation invite. He praised the Chief for his organization and leadership. **TWC:** Financials are good, and things are moving in the right direction. **Kristen Morgan, BOE:** The two students who are currently the representatives for the high school are graduating, so there are two new representatives in place. Dr. Willett gave a monthly financial report and an update on the schools' resource officers. He commented that the program has been very successful. He wanted to thank everyone that made it happen, especially Mr. Werbner. **Karen Moran, BOE:** They are on hold with the budget, and end of the year events are occurring. **Paul Krasusky, Epilepsy Walk:** He attended this walk. He thanked everyone for attending. Between the three walks that were scheduled, they raised over \$70,000.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Approval of the continuation of present hours of operation at the Town Hall.

Mr. Werbner said this is the annual approval of the four day work week. This started in 2009 as an energy savings, and the Council has approved it every year since that time. Along with the Energy Guidelines the Town Council passed, these measures were in response to the dramatic increase in the cost of the utilities. This program which was endorsed by the Energy Task Force and in addition to saving the Town money also saves the employees money in less gas used commuting to and from work on a fifth day. Most residents have been in favor of the longer hours, especially on Thursday evenings. The Geothermal heating system negates their use of fuel oils for the Town Hall and continued closing on Fridays will save electrical costs for that day as well as other utility costs such as water and sewer.

Paul Krasusky motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the continuation, subject to Town Hall (CSEA) bargaining unit agreement, the following hours of operation for the Hicks Memorial Municipal Center Town offices:

Monday: 8:00 a.m. to 4:30 p.m.
Tuesday: 8:00 a.m. to 4:30 p.m.
Wednesday: 8:00 a.m. to 4:30 p.m.
Thursday: 8:00 a.m. to 7:30 p.m.
Friday: Closed

Hours of work for 40 hour per week employees shall be adjusted accordingly.

BE IT FURTHER RESOLVED that the hours of operation for the Tolland Public Library, the Public Works Department, the Fire Department and the Tolland Senior Center are not altered and remain in effect as currently defined.

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

8.2 Budget Update: Mr. Werbner said the Governor's revised budget has more of an impact on Tolland than his original budget did. It would be a loss of over \$8m worth of revenue to the town. It could be a 22% increase; 7 – 8 mill increase to make up for the loss of revenue. This loss is primarily in the area of ECS, and 1/3 cost for the teacher pension. The Republicans had come out with a budget, which had

unrealistic numbers associated with it regarding employee savings from concession bargaining. The Democrats came out with a budget that relied primarily on marijuana, tolls and casino gambling. At this point in time, there is not a reasonable alternative. The earliest that a budget can come out will be by the end of June. Tolland continues to be adversely impacted greater than most of the surrounding communities. This is primarily because Tolland has been held harmless based up its ECS contribution for a number of years. The State feels that regardless of what happens with the budget process, there should be some redistribution of our ECS. Mr. Werbner said he thinks it was a good idea to suspend our budget. The unfortunate thing is that depending on when they come out with a budget, Tolland will need to start the process at that point in time. This could run into the Fall when municipal elections are occurring, or the start of the next fiscal year budget. It has been decided that if there is no budget by June 15th, tax bills (property and motor vehicle) will be sent out based on the current mill rate. Also, CCM doesn't believe the cap on the motor vehicle tax is not going to take place. Based upon how the budget does come out, supplemental bills will need to be sent out, which will be collected as part of the 2nd installment in January, 2018. As he continues to get information, he will pass it along.

Mr. Field read and commented on an article that was in the newspaper last Sunday from the State Speaker of the House. It states that local leaders should look to regionalism and stream lining services, and not to the Legislature. They are saying how unfair this is, and that they need the money. The article states that municipalities need to take a hard look in the mirror, and see what they are currently offering for services and what positions they are paying for. Municipalities need to do some evaluating if the money is not there. Mr. Field has no confidence that Hartford can solve this problem. He feels this article was disrespectful to the towns that have tried to work this out.

8.3 Appointments to vacancies on various municipal boards/commissions.

8.3.a. Appointment to Board of Education.

8.3.b. Reappointments to Technology Advisory Board.

David Skoczulek mentioned that Mr. Doyle has sent a resignation letter from the BOE. He wishes him well.

Mr. Skoczulek motioned to appoint Cliff Vachon to Board of Education, term 11/4/15 – 11/8/17. Seconded by Robert Green. All in favor. None opposed.

Mr. Skoczulek motioned to reappointment of George Ecabert, Andrew Powell, Kyle Daigle and John Livingston to Technology Advisory Board, term 5/28/17-5/28/19. Seconded by Robert Green. All in favor. None opposed.

Mr. Skoczulek said Donald Miller is not seeking another term on the Housing Authority.

Mr. Skoczulek motioned to appoint Reverend Jeffrey Gallagher to the Tolland Housing Authority for the term of 7/01/17 – 6/30/22. Seconded by Robert Green. All in favor. None opposed.

Mr. Skoczulek informed on the progress with the Charter Revision Board: Sixteen individuals stepped forward, and letters have been sent out. They are looking for 7 - 9 members. Currently, they are in the process of coming up with questions, and then they will work on an interview process.

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 are pushing to see if they can get the framework of some legislation relating to the crumbling foundation issue. It won't be perfect, but it will be a

start. Their fear is that there is only two weeks left in the session, and they are so wrapped up in the budget situation. So, a lot of other Bills are not getting the attention that they deserve.

11. ADOPTION OF MINUTES

- 11.1 May 9, 2017 Regular Meeting Minutes: Paul Krasusky moved to adopt the minutes; Seconded by Robert Green. All in favor. None opposed. Joseph Sce abstained.

12. CORRESPONDENCE TO COUNCIL

- 12.1 Letter from the Tolland Housing Authority re: Donald Miller not seeking another term, and the suggested proposal of the appointment of Reverend Jeffrey Gallagher
12.2 Card from Hartford Foundation for Public Giving
12.3 E-mail from Paul Morneau re: recycling pick up every 2 weeks
12.4 E-mail from Rachel Axler re: recycling
12.4 E-mail from Tim Gilleran re: budget concerns

13. **CHAIRMAN'S REPORT:** Mr. Field reported the following:
~The Memorial Day Parade is this Sunday.

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

15. **PUBLIC LISTED PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*)
(3 minute limit): Mr. Wilkinson introduced Christopher Jordan, Assistant Finance Director.

Carol Goldstein, a resident: She commented that she noticed a bunch of solar panels on South River Road. It is her understanding that they are on town property. What are they for?

Mr. Werbner said the Town Council agreed to rent out our property and allow a company to install a solar farm. The solar does not benefit the town, but the town will get a certain amount of money each year as revenue for the next 20 years. They are allowed to operate and sell their energy back to the grid.

16. **ADJOURNMENT:** Paul Krasusky 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