

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
April 11, 2018

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 – March 28, 2018

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. CORRESPONDENCE

E. POINTS OF INFORMATION

F. STUDENT REPRESENTATIVES' REPORT - Alexandra Simon and Mallory Goldsmith.

G. SUPERINTENDENT'S REPORT

- G.1 Monthly Financial Report
- G.2 2018-2019 Health Food Certification
- G.3 Superintendent Evaluation
- G.4 Board of Education Goals (Part I/Part II - no enclosure)

H. COMMITTEE & LIAISON REPORTS

I. CHAIRPERSON'S REPORT

J. BOARD ACTION

K. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.

L. POINTS OF INFORMATION

Town Council Special Meeting- March 27, 2018

Town Council Meeting – March 27, 2018

M. FUTURE

N. NEW BUSINESS

O. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

Tolland High School Library
One Eagle Hill
Tolland, CT 06084

REGULAR MEETING – March 28, 2018

Members Present: Ms. Colleen Yudichak , Chair; Ms. Karen Moran, Vice Chair; Ms. Michelle Harrold, Secretary; Mr. Jeff Schroeder, Ms. Susan Seaver, Ms. Jane Pasini, Mr. Bob Pagoni, Ms. Christina Plourd, Mr. Sam Adlerstein

Members Absent: none

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Yudichak called the meeting to order at 7:30PM. The Pledge of Allegiance was recited.

Addition to the agenda:

Ms. Moran motioned to add item G6, Reduction of the 2017/2018 school year by one calendar school day from 181 days to 180 days and restore April 20th as an April vacation day. Ms. Harrold seconded them motion. All were in favor. Motion carried.

B. APPROVAL OF MINUTES

- Regular Meeting – March 14, 2018
- Special Meeting – March 15, 2018

Mr. Pagoni motioned to approve the minutes of the March 14, 2018 regular meeting and the March 15, 2018 special meeting. Ms. Harrold seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION - none

D. CORRESPONDENCE

- E-mail regarding snow days
- E-mail regarding the inability to print documents posted online. Dr. Willett responded that he believes anything recent is printable; e-mail him if needed
- E-mail regarding what items were reduced in the district from 2003/2004 to 2010/2011

E. POINTS OF INFORMATION

Mr. Pagoni clarified that the correspondence item regarding the reductions was also sent to the Town Council.

Ms. Yudichak inquired about the lunch program at TMS and THS in regard to what occurs if a student's balance falls to zero or a student forgets his/her lunch. Dr. Willett explained he spoke with the Abby Kassman-Harned, Director of Food Services and it is the same as it was when he was Principal of TMS. A student is allowed to charge at least one lunch if they do not have funds in the account (with the exception of students who have a lunch benefit such as "Free and Reduced Lunch" who have special arrangements). The family can go online and add funds to the

account. The district tries to strike the balance at the high school level between expecting responsibility from older students and ensuring there is a safety net available.

Ms. Moran requested that this information be reviewed by Ms. Kassman-Harned with the cafeteria staff. She added that parents can set an alert on the account to send a notification when the balance reaches a particular amount. Dr. Willett added that no child should go hungry, and he is open to suggestions. Mr. Adlerstein noted that free and reduced-price lunch applications are available year-round. Such applications are need-based.

F. STUDENT REPRESENTATIVES' REPORT – Alexandra Simon

- Band Concert this evening at THS
- Student Council is setting up a Fun Run to be held on the cross country trails at THS the Saturday before the prom. Proceeds will go to Camp Can Do.
- Many students would like more non-meat options in regard to lunch
- The representatives will continue to have ongoing discussions regarding the use of cell phones in classrooms. A brief review of the issue including the benefits and challenges took place.

G. SUPERINTENDENT'S REPORT

G.1. CRE Presentation – no enclosure

Dr. Willett reviewed the Culturally Responsive Education presentation, an introduction to the topic and involved audience participation.

- Think, Pair, Share
 - Participants paired up and wrote what they believed to be true of their partner:
 - What kind of vehicle do you think they drive?
 - What are their hobbies?
 - What are their favorite foods?
 - Participants shared their answers with each other
 - Purpose – to discuss stereotypes, schemas (Piaget), and mental models (Senge).
 - Understanding CRE – starts with a discussion of implicit bias
 - Culturally Responsive Education (the elements)
 - Cultural skills development
 - Responsiveness to issues of inequity
 - An Education system that discourages systemic inequity
 - It is not about “diversity” per se
 - The Human Challenge was presented (video) and discussed
 - Recognition of systems that provide advantage to dominant groups (religion, socioeconomics, sex, race)
 - Bias can be about the assumptions people make
 - Recognizing difference, and our own perceptions of difference, not wanting everyone to be the same
 - Beating bias: schemas, mental models, availability heuristic, retraining the brain
 - 3 Levels of Responsiveness/ Levels of Development
 - Tolerance
 - Respect/Affirmation
 - Solidarity

- Moving from tolerance to respect and understanding (video by NEA)
- The Construct of Me (activity)
- Review

G.2. Central CT Conference Sportsmanship Award for the Winter

Dr. Willett reviewed attachment G.2.

The Tolland High School Athletics program was awarded the Central CT Conference Sportsmanship Award for the Winter season at the CCC Winter Awards banquet. THS was ranked #1 out of 31 CCC schools in sportsmanship voted on by coaches and Athletic Directors.

G.3. 2018-2019 School Calendar

Dr. Willett reviewed attachment G.3.

Ms. Harrold suggested having February 19th as a day off and extending the school year to June 10th given the long expanse that there is not a break for the students. Further, she would like to move the early release on February 22nd to February 15th.

Mr. Schroeder noted that April 19th is identified as a contractual day and in turn the asterisk should be removed. Dr. Willett agreed and pointed out in the event that the BOE wanted to hold school on a contractual day it would have an additional cost of approximately \$12K.

Ms. Pasini recommended having no school on February 15th or February 18th and extending the school year until June 10th.

A brief discussion took place regarding the benefits and challenges of the suggestions as well as snow days and other possible options.

A nonbinding straw poll was taken.

- No change, 2 in favor
- No school on Monday, February 18th and 19th and extend the calendar so the last day is on June 10th, 5 were in favor
- No school on Friday February 15th and February 18th and extend the calendar so the last day is on June 10th. 6 in favor

Ms. Harrold motioned to move item G.3 to item J.1 for action. Ms. Pasini seconded the motion. All were in favor. Motion carried.

G.4. Human Resources Workload

Dr. Willett reviewed attachment G.4 and presented his recommendation.

Mr. Pagoni and Ms. Moran both spoke in support of the proposal.

Mr. Adlerstein clarified that it would not be an addition to staff for 2018/19. Dr. Willett confirmed this and noted that the situation would be evaluated at the end of the year. Dr. Willett explained that he would want to retain the person in the position and later expand their role.

A brief discussion took place which included exploring options such as using a temp agency as well as determining if this is something that may be able to be addressed via shared services or other resources within the Town. In regard to the future, Dr. Willett believes he will be able to find efficiencies and allocate resources that will not necessitate additional FTEs.

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

A straw poll was taken in regard to the Board's endorsement of the Superintendent's recommendation. 9 members were in favor (unanimous)

- G.5. Board of Education Goals (Part I/Part II – no enclosure)
Tabled until the next meeting

- G.6. Reduction of the 2017/2018 school year
- Reduction of the 2017/2018 school year by one calendar school day from 181 days to 180 days and restore April 20th as an April vacation day.

Dr. Willett explained if the district goes to 180 days, then one student instruction day will be lost. Further, there could still be changes to the schedule due to inclement weather. A brief discussion took place.

Ms. Moran motioned to move item G.6 to J.2 for action. Ms. Plourd seconded the motion. All were in favor. Motion carried.

- H. COMMITTEE AND LIAISON REPORTS - none

- I. CHAIRPERSON'S REPORT - none

- J. BOARD ACTION

- J.1. 2018-2019 School Calendar

Ms. Pasini motioned to accept the 2018/2019 school calendar with the following modification: add February 15, 2018 as a vacation day. Ms. Plourd seconded the motion. Ms. Yudichak, Ms. Moran, Ms. Harrold, Ms. Pasini, Ms. Plourd, Ms. Pasini, Mr. Adlerstein, Mr. Pagoni and Mr. Schroeder were in favor. Ms. Seaver abstained. Motion carried.

- J.2. Reduction of the 2017/2018 school year

Mr. Pagoni motioned to reduce the 2017/2018 student school year by one calendar school day going from 181 days to 180 days and restore the April 20, 2018 day as an April Vacation day. Ms. Pasini seconded the motion. All were in favor. Motion carried.

- K. PUBLIC PARTICIPATION

Tammy Nuccio commented that some students do not have cell phones, and this is an example of what was discussed in tonight's meeting, if students are told to look something up on their phones during class.

L. POINTS OF INFORMATION

(Town Council Special Meeting – March 14, 2018)

(Town Council & Board of Education Special Meeting – March 15, 2018)

(Town Council Special Meeting – March 20, 2018)

(Town Council Special Meeting – March 22, 2018)

Mr. Schroeder, in regard to the cell phone comment, added that many businesses have a “no cell phone” policy on manufacturing floors in part due to safety concerns caused by distractions. Likewise, he expressed concern that students will be distracted by their phones during the day.

A brief discussion regarding technology took place including the need for funding.

Ms. Seaver added that in her daughter’s class the students place their phones in a basket when they go to class as a way to address the issue. Ms. Moran added that some teachers have students “park” their phones as well. It is the prerogative of the teacher.

Ms. Plourd recommended adding the following to Future Agenda Items: no-cost school safety initiatives, proactive/reactive budget discussion, and efficiencies in special education. A brief discussion took place.

M. FUTURE

- Board of Education Goals
- Strategic prevention partnership (April)
- Analysis and review of shared services

N. NEW BUSINESS - none

O. ADJOURNMENT

Ms. Moran motioned to adjourn the meeting at 10:25P.M. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi
Clerk



TOLLAND PUBLIC SCHOOLS

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OFFICE OF THE
SUPERINTENDENT OF SCHOOLS

Walter Willett, Ph.D.
Superintendent

TO: Board of Education

G.1

FROM: Mark S. McLaughlin, Business Director

RE: Monthly Financial Report for February 2018

Date: April 6, 2018

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

Please find attached the financial report for the month of March 2018, the 9th month of the 2017-2018 fiscal year. This report is a snapshot of the financial situation for FY17-18. This year's budget did not get approved until November 14, 2017 due to the financial crisis at the state level. The financial attachment is provided in an object format to clearly show the adopted budget and the expenditures against the budget YTD. The object line items follow the reporting format required by the State Dept. of Education. The line items show all expenses and encumbrances such as salaries, health insurance, utilities, tuition, transportation, textbooks, etc.

The attached March 2018 financial report shows an available balance of \$2,686,986 or 6.83% of the BOE's current budget. This includes encumbrances committed to vendors, collective bargaining agreements, contracts tuitions, etc. At this snapshot in time some line items are over budget, while some are under budget depending on encumbrances and timing of expenditures. Some line items cannot be encumbered such as substitutes, course reimbursement, unemployment compensation and severance. As part of the UISF agreement the BOE has transferred the designated energy budget to the town. The town pays the invoices based on the BOE funding and any residual balance that remains in the form of cost savings will remain in the UISF reserve account.

In a typical year the budget is built 18-20 months from implementation based on the best know assumptions from the town, state of CT, interest rates, market conditions, contacts, negotiations, Department of Ed. Mandates, etc.

This year's Budget, FY17-18 was approved for \$39,333,948. As a result of strong oversight and management, the BOE is closely monitoring spending. The BOE is anticipating to spend the allocated budget by year end in accordance with CGS 10-222. Any balances as in the past may be returned to the town or the BOE can request it be transferred to the 1% fund upon final approval by the auditors. In February the district received \$702,561 in the first excess cost payment from the state. The second payment is due in May.

Tolland Public Schools

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

From Date: 3/1/2018

To Date: 3/31/2018

Fiscal Year: 2017-2018

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.0000.110.00.000.1	Salaries	\$20,442,873.11	\$2,431,135.32	\$13,853,519.93	\$6,589,353.18	\$6,069,436.07	\$519,917.11	2.54%
0100.0000.120.00.000.1	Substitutes	\$471,941.00	\$42,848.39	\$214,432.47	\$257,508.53	\$0.00	\$257,508.53	54.56%
0100.0000.130.00.000.1	Overtime	\$164,166.00	\$15,613.36	\$127,750.85	\$36,415.15	\$230.88	\$36,184.27	22.04%
0100.0000.150.00.000.1	Stipends	\$337,840.00	\$51,015.74	\$176,712.38	\$161,127.62	\$241,036.53	(\$79,908.91)	-23.65%
0100.0000.190.00.000.1	Pension/Severance	\$156,390.00	\$2,212.80	\$29,706.03	\$126,683.97	\$3,476.00	\$123,207.97	78.78%
0100.0000.200.00.000.1	Employee Benefits	\$608,124.00	\$1,875.01	\$592,636.09	\$15,487.91	\$3,000.00	\$12,487.91	2.05%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$5,411,140.89	\$696,199.05	\$4,193,147.13	\$1,217,993.76	\$1,146,099.98	\$71,893.78	1.33%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$649,669.00	\$68,134.53	\$388,930.39	\$260,738.61	\$144,668.96	\$116,069.65	17.87%
0100.0000.240.00.000.1	Retirement (ICMA)	\$238,950.00	\$27,780.71	\$162,983.11	\$75,966.89	\$54,651.94	\$21,314.95	8.92%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$50,000.00	\$6,324.52	\$6,324.52	\$43,675.48	\$0.00	\$43,675.48	87.35%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,681.00	\$10,804.85	\$41,880.69	\$14,800.31	\$8,119.31	\$6,681.00	11.79%
0100.0000.270.00.000.1	Workers' Compensation	\$283,612.00	\$69,613.00	\$278,452.00	\$5,160.00	\$0.00	\$5,160.00	1.82%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$66,232.00	\$0.00	\$13,236.99	\$52,995.01	\$500.00	\$52,495.01	79.26%
0100.0000.310.00.000.1	Benefits Consultant Services	\$50,750.00	\$12,739.99	\$34,124.95	\$16,625.05	\$11,375.09	\$5,249.96	10.34%
0100.0000.320.00.000.1	Prof Educ Svcs	\$392,505.00	\$17,478.00	\$125,577.16	\$266,927.84	\$106,573.48	\$160,354.36	40.85%
0100.0000.330.00.000.1	Professional Tech Svcs	\$29,482.00	\$544.59	\$17,486.00	\$11,996.00	\$10,365.61	\$1,630.39	5.53%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$219,087.00	\$4,057.30	\$98,586.73	\$120,500.27	\$37,571.02	\$82,929.25	37.85%
0100.0000.350.00.000.1	Tech Services	\$445,757.00	\$37,101.73	\$256,134.28	\$189,622.72	\$54,618.63	\$135,004.09	30.29%
0100.0000.410.00.000.1	Sewer/Water	\$29,501.00	\$0.00	\$29,501.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$126,420.00	\$6,328.62	\$57,782.33	\$68,637.67	\$11,107.11	\$57,530.56	45.51%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$261,962.00	\$8,943.25	\$87,830.09	\$174,131.91	\$104,145.25	\$69,986.66	26.72%
0100.0000.440.00.000.1	Rentals	\$148,552.00	\$13,060.47	\$97,438.40	\$51,113.60	\$63,931.94	(\$12,818.34)	-8.63%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,551,582.00	\$269,789.24	\$1,413,276.32	\$1,138,305.68	\$987,034.64	\$151,271.04	5.93%
0100.0000.520.00.000.1	Property/Liability Insurance	\$190,160.00	\$44,507.00	\$197,758.71	(\$7,598.71)	\$0.00	(\$7,598.71)	-4.00%
0100.0000.530.00.000.1	Telephone/ Postage	\$52,542.00	(\$13,000.73)	\$16,603.76	\$35,938.24	\$9,844.55	\$26,093.69	49.66%
0100.0000.540.00.000.1	Advertising	\$4,565.00	\$0.00	\$1,223.85	\$3,341.15	\$2,841.15	\$500.00	10.95%
0100.0000.550.00.000.1	Printing and Binding	\$28,052.00	\$5,406.00	\$8,347.08	\$19,704.92	\$9,372.67	\$10,332.25	36.83%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,947,347.00	\$96,548.66	\$1,656,818.89	\$1,290,528.11	\$824,112.22	\$466,415.89	15.82%
0100.0000.580.00.000.1	Travel and Conference	\$37,731.00	\$1,520.39	\$10,185.69	\$27,545.31	\$7,031.88	\$20,513.43	54.37%
0100.0000.590.00.000.1	Public Officers & State Troope	\$86,322.00	\$7,718.54	\$50,416.91	\$35,905.09	\$21,110.47	\$14,794.62	17.14%
0100.0000.600.00.000.1	General Supplies	\$211,080.00	\$8,073.07	\$59,974.32	\$151,105.68	\$40,665.55	\$110,440.13	52.32%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$392,106.00	\$37,624.36	\$101,926.57	\$290,179.43	\$135,977.59	\$154,201.84	39.33%
0100.0000.620.00.000.1	Energy	\$1,641,399.00	\$14,471.96	\$1,538,197.63	\$103,201.37	\$98,948.87	\$4,252.50	0.26%
0100.0000.640.00.000.1	Textbooks	\$220,628.00	\$4,758.94	\$16,868.09	\$203,759.91	\$176,397.98	\$27,361.93	12.40%
0100.0000.650.00.000.1	Films and Videos Supl	\$650.00	\$549.94	\$549.94	\$100.06	\$690.80	(\$590.74)	-90.88%
0100.0000.660.00.000.1	Computer Software	\$42,621.00	\$0.00	\$43,286.98	(\$665.98)	\$84,066.60	(\$84,732.58)	-198.80%
0100.0000.690.00.000.1	Misc Supplies	\$59,906.00	\$4,600.67	\$21,351.05	\$38,554.95	\$22,301.52	\$16,253.43	27.13%
0100.0000.730.00.000.1	Equip Instruct - New	\$170,586.00	\$4,514.43	\$17,957.25	\$152,628.75	\$61,133.60	\$91,495.15	53.64%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
0100.0000.810.00.000.1	Dues and Fees	\$53,036.00	\$2,250.00	\$51,406.93	\$1,629.07	\$4,200.09	(\$2,571.02)	-4.85%
Grand Total:		\$39,333,948.00	\$4,013,143.70	\$26,090,323.49	\$13,243,624.51	\$10,556,637.98	\$2,686,986.53	6.83%

End of Report

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Healthy Food Certification Statement 2018 - 2019

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

FOR BOE MEETING: April 11, 2018

ITEM SUMMARY:

Section 10-215f of the Connecticut General Statutes allows public school districts (including the vocational-technical school system, charter schools, inter-district magnet schools and endowed academies) that participate in the National School Lunch Program to receive additional funding if food items sold to students meet the Connecticut Nutrition Standards. Eligible districts that opt for the healthy food certification are currently receiving 10 cents per lunch, based on the total number of reimbursable lunches (paid, free and reduced) served in the district in the prior school year. Last year the School Lunch program received \$18,101 for meals served in the prior 2015-2016 school year.

The three considerations for the vote by the board of education/governing authority are whether to implement the healthy food option and whether to allow food and beverage exemptions.

- **Consideration 1 – Healthy Food Option:** Pursuant to Section 10-215f of the C.G.S., the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2017, through June 30, 2018. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

- **Consideration 2 – Exemption for Food Items:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

Note: C.G.S. Section 10-221q addresses requirements for the sale of beverages to students in public schools, and allows exemptions if beverage sales meet specific conditions. Beverage exemptions are **not** part of the annual HFC Statement, which applies only to food sales. If the district chooses to allow beverage exemptions, the CSDE recommends that the board of education or school governing authority conducts the vote on beverage exemptions at the same time as the vote on HFC participation and food exemptions.

- **Consideration 3 – Exemption for Beverage items:** The board of education will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the food sales.

FINANCIAL SUMMARY:

.10 cents per lunch

Reimbursed \$17,000 to district for meals served in the 2016-2017.*

**We have not yet received the total amount earned for 16-17.*

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

First reading, or if the board feels so inclined, move to action.

Recommended Motion: Move G2 to action, second, discussion, and vote.

Recommended Motion: *Motion to allow the Superintendent to support and authorize the 2018-2019 Healthy Foods Certification AND to allow for the exemption of Food and Beverage Items as well as other provisions as indicated in considerations 1,2 and 3.*

SUPPORTING MATERIALS ATTACHED:

None

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Superintendent Evaluation

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

For BOE meeting: 4-11-2018

ITEM SUMMARY:

As this is the first Board of Education meeting in the month of April, I respectfully provide this reminder of the Superintendent of Schools annual evaluation process. The evaluation must occur no later than May 31st of each year with a written copy provided to the Superintendent no later than June 30th of each year of the agreement. The Superintendent may then provide a written reaction or response to the evaluation which shall become a permanent attachment to the Superintendent's personal file. No later than July 31st of each year of the agreement, the Board in executive session shall meet with the Superintendent to discuss the evaluation.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Review and being evaluation process with chair/co-chair.

Evaluation process with the BOE.

SUPPORTING MATERIALS ATTACHED:

Section 7 & 8 of contract

7. Evaluation Format

The Board shall evaluate and assess in writing the performance of the Superintendent at least annually during the term of this agreement in accordance with guidelines and criteria as may be mutually agreed between the Board and the Superintendent. Said evaluation and assessment shall be reasonably related to the goals and objectives of the District for the year in question. The Superintendent shall submit to the Board a recommended format for said written evaluation and assessment of his performance. The evaluation format shall be reasonably objective. The Board shall meet and discuss the evaluation format with the Superintendent and attempt in good faith to agree on the development and adoption of a mutually agreeable evaluation format. The Board shall adopt an evaluation format within ninety (90) days of the commencement of each year of this agreement

8. Evaluation

The Board in executive session shall evaluate the Superintendent no later than May 31 of each year of this agreement. The evaluation shall include recommendations as to areas of improvement in areas where the Board deems such to be necessary or appropriate. A copy of the written evaluation shall be delivered to the Superintendent no later than June 30 of each year of this Agreement. The Superintendent shall have the right to make a written reaction or response to the evaluation, which shall become a permanent attachment to the Superintendent's personnel file. No later than July 31st of each year of this Agreement, the Board in executive session shall meet with the Superintendent to discuss the evaluation. The Superintendent shall provide the Board with a copy of this contract clause, no later than April 1 of each year of this Agreement.

9. Professional Meetings & Memberships

The Board encourages the Superintendent to continue his professional development and expects him to participate in relevant learning experiences. Subject to budgeted appropriations and advance approval of the Board, the Superintendent may attend professional meetings, seminars and conferences related to the performance of his duties as Superintendent, with the expenses to be paid by the Board. The Superintendent will have professional memberships paid by the board to the following: AASA, CAPSS, and NEASS.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: BOE Goal Process

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

For BOE meeting: March 28, 2018

ITEM SUMMARY:

Sequence for Board of Education Goal Setting:

Step 1 [During scope of 4/11 meeting]

1) Brainstorming Activity

a. BOE members will discuss and brainstorm goal possibilities

Step 2 [Between meetings]

2) Ranking activity

a. BOE members will (online) rank the goal possibilities

Step 3 [4/25 meeting]

3) Refining goals and establishment of indicators of success for each goal

Step 4

4) Superintendent's office sets up meeting with TC goal committee for mutual sharing / mutual goal establishment

Reminder of "SMART" Goal characteristic:

SMART goals are S=Strategic and Specific, M=Measurable, A=Attainable, R=Results based, and T=Time bound

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Engage in goal setting brainstorming activity

SUPPORTING MATERIALS ATTACHED:

2017-2018 Coherence and Vision Update

Tolland Public Schools Coherence Document

Moral Imperative: LOVE and HUMANITY: Deep Learning for All Students

Goal: A shared depth of understanding of the nature of the work

Goal: DO TOGETHER WHAT WORKS

Do – Working from practice to theory, getting better by doing more with added knowledge

TOGETHER – Work as a whole system, in consistency and coherence

WHAT – Pedagogy that works in promoting engaging learning for students and teachers

WORKS – Conditions (the *culture*) that supports deep learning and an impact on learners.

Goal: Avoid constant overload and fragmentation

- What is the moral imperative? What actions do we need to reach it? How can we help others clarify and understand it?

FOSTER success by:

- Building relationships with everyone
- Listen and understand the perspective of others
- Demonstrate respect for all
- Create conditions to connect to others around that purpose
- Examine with staff evidence of progress

AVOID problems by:

- Resist the “blame game” – “overload is because of xyz’s focus while my initiative is essential” (Fullan and Quinn – Coherence)
- Initiative Fatigue
- Ad hoc projects
- Compliance oriented bureaucratization
- Silos and fiefdoms Everywhere
- Confusion
- Distrust and Demoralization

Goal: Identify Time Wasters and Inefficiencies

The state is failing us: we need professional leadership that is informed by deep thinking and helps districts (us) build capacity. (I.E. Funds to train teachers in READING instruction)

Goal: Cycles of sharing and revision

Develop practices and procedures that allow for an ongoing process of sharing, and revision.

VISION STATEMENTS

PRIORITY AREAS

PHILOSOPHY , PRACTICES, and Accountability

2017-2018

1. Vision Statements

- **VISION:** Create and implement student focused rigorous curriculum and instruction that is standards based, vertically and horizontally aligned, contains the appropriate responses and interventions to student needs (RtI/SRBI Tiers), and is consistently implemented K-12.
- **VISION:** To emphasize the responsible use of technology to enable and encourage collaboration; student ownership; self-direction; project-based, personalized, and student-centered learning. Teachers will use technology to promote higher order thinking, and encourage students to demonstrate mastery in multiple and cognitively engaging ways.
- **VISION:** A focus on student academic growth in mathematics by supporting a well-articulated and aligned curriculum that promotes problem solving, reasoning, and critical thinking through high quality well-vetted resources, professional development, sufficient resources, personnel and budgetary support.
- **VISION:** A focus on student academic growth through delivering a balanced literacy program (i.e. fiction, non-fiction ,grouping ,multi-faceted), by supporting a well-articulated and aligned curriculum through high quality, well-vetted consistent programs and/or researched based teaching strategies with corresponding professional development, sufficient resources, personnel and budgetary support that encourages students to use literacy as a tool for effective communication.
- **VISION** To reinforce a common set of values and expectations for students and staff that promotes a social and cultural awareness and sensitivity. To encourage personal emotional awareness, reflection, and responsibility for oneself. To foster a commitment to civic duty and a safe environment, emotionally, physically, and intellectually. To develop within each student a feeling of connectedness and belonging.
- **VISION** To develop a system of Mastery Based Learning and Assessment within each school where 1) all learning expectations are clearly and consistently communicated to students and families, 2) student achievement is evaluated against common learning standards and performance expectations that are consistently applied to all students, 3) All forms of assessments are based in standards and are criterion referenced (i.e. designed to determine whether each student has achieved a specific skill or understands specific content), 4) Utilize formative measures frequently to ascertain learning progress and to inform instructional adjustments, and determine academic supports 5) Summative assessments are utilized to record a student's level of mastery at a specific moment in time, 6) Academic progress and achievement are monitored and reported separately from work habits, character traits, and behaviors such as attendance and class participation (reported separately), 7) Academic grades communicate learning progress and achievement to students and families and grades are used to facilitate and improve the learning process 8) Students are given multiple opportunities to improve their work when they fail to meet expected standards, 9) students can demonstrate learning progress and achievement in multiple ways through differentiated assessments, personalized-learning options, and alternative learning pathways, and 10) Students are given opportunities to become active participants and decision-makers regarding their own learning.

Curriculum and Instruction

a. Guiding Literature

- i. *Coherence* – Fullen, Quinn
- ii. *Mindset* – Carol Dweck
- iii. *Instructional Rounds in Education* – City, Elmore, Fiarman, Tetiel

b. Programs & Practices

- i. Writers Workshop
- ii. Math In Focus
- iii. Reading Program (H&M – and *Reading Workshops*)
- iv. Deep learning (www.NPDL.global)
- v. RtI – General education population Tier I, II, and III services (special education services separately provided)
- vi. Learning Walks
- vii. Word Study
- viii. Tuning Protocols
- ix. Student Intervention Teams
- x. Co-Curricular programs
- xi. Word Work
- xii. Code Based Instruction
- xiii. LLI (Level Literacy Intervention)
- xiv. Bookshare

c. Accountability Measures (Quantitative and Qualitative):

- i. EQUIP Rubric – Curriculum Reviews
- ii. Instructional rounds
- iii. Learning Walks
- iv. Tuning Protocols
- v. Informal Visitations / “Look fors” / Checklists
- vi. School-wide Analytic Rubric

Comprehensive Assessment

d. Guiding Literature

- i. *Challenging the Conventions of Grading and Reporting – On Your Mark* – T.Gusky
- ii. *Embedding Formative Assessment* – D. William, S. Leahy

e. Programs & Practices

- i. Mastery Based Learning and Assessment
- ii. Consistent Grading System across all grades
- iii. NWEA, NOCTI, BAS, QRI, DSA, CORE, SBAC, PSAT, SAT, AP, Summative, Assessment, Common Assessment, Formative Assessment

f. Accountability Measures (Quantitative and Qualitative):

- i. Quick, Transparent, and Frequent: surveys (teachers, students, parents), focus groups, interview regarding assessment – a sort of “learning walk” (or Instructional Round)

Culture

g. Guiding Literature and Programs

- i. Culturally Responsive Education – Between the World and Me – Ta-Nehisi Coates
- ii. Positive Behavioral Interventions and Supports – G. Sugai
- iii. Open Choice program
- iv. Culturally Responsive Education program

h. Practices

- i. Open Choice Program School
- ii. Positive Behavioral Intervention and Support Program
- iii. Culturally Responsive Education workshops
- iv. Common Values and Expectations (behavioral) – defining responsible behavior, a ubiquitous and common understanding of what it is, school/district expectations
- v. Social and Cultural Awareness – Race, Gender, Religion, Mental Challenge (illness), Cultural Diversity training, Sensitivity Training
- vi. Personal Emotional Awareness, Reflection and Responsibility – Bias, Emotional Responsibility, Relational Aggression (Bullying), each person's responsibility to overcome adversity, knowing themselves: habits of introspection, habits of success,
- vii. Civic Duty – Social Activism, community service, understanding of the symbiotic nature of the world & relationships, working for the greater good, pay it forward,
- viii. Environments of Emotional Safety – working against a culture of fear, trust in the adults of the building to provide safety, a culture of collective responsibility to each other for a peaceful, loving, and supportive environment. A feeling of connectedness and belonging.
- ix. Second Step Social and Emotional Program (BGP) / Responsive Classroom
- x. Peer Mentoring
- xi. Advisory Program
- xii. Best Buddies
- xiii. Kind Campaign
- xiv. Unified Basketball

i. Accountability Measures (Quantitative and Qualitative):

- i. SERC PBIS Program Annual Audit for Schools
 - ii. Internal Audits / Survey reviews
 - iii. BEARS Screening
 - iv. Check-in / Check-outs (Tier III)
 - v. Social and Civic School Wide Rubric (THS)
-

SIP Goal Categories for the 2016-2017 Year

1. Academic Goals
 - a. Curriculum and Instruction
 - i. Numeracy
 - ii. Literacy
 - b. Comprehensive and Assessment
2. Culture and Climate Goals
 - a. Positive Behavioral Interventions and Supports
 - b. Culturally Responsive Education
3. Response To Intervention Goals
 - a. Tier I, II, and III programs

SPECIAL MEETING MINUTES

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

MARCH 27, 2018 – 6:30 P.M.

MEMBERS PRESENT: William Eccles, Chair; David Skoczulek, Vice-Chair; Brenda Falusi; Tammy Nuccio; John Reagan; Paul Reynolds and Christine Vincent

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records; Christopher Jordan, Assistant Finance Director; Scott Lappen, Public Works; Walter Willett, Superintendent

1. **Call to Order:** William Eccles called the meeting to order at 6:30 p.m.
2. **Pledge of Allegiance:** Recited.
3. **Moment of Silence:** Observed.
4. **Public Participation (2 minute limit):** None.

John Crickmore of 31 Cook Road: He questioned if the money they are putting back in for the troopers is actually money they save, and if we will be \$200,000+ in the hole for the next budget.

Ms. Skoczulek said they are still looking at a long term option for police services.

Crickmore asked when they are going to have these conversations about cuts, because he is not seeing them. He is not seeing any major cuts. No one wants to cut, but what are they going to do?

Mr. Eccles said they are still in discussions about the future of the troopers. Tolland will be looking at a \$9m hole that they will need to work on piece by piece.

5. **Consideration of the Town Council's Proposed FY 2018-2019 Budget**
6. **Approval of Budget Resolution**

David Skoczulek 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 2018-19 Town Operating and Capital Budget in the amount of \$56,170,697 to be appropriated as follows:

CATEGORY	AMOUNT
Town Government	\$11,916,184
Board of Education	\$39,642,607
Debt Service	\$ 4,550,000
Capital	\$ 61,906
TOTAL	\$56,170,697

Said appropriations shall require an increase of .86 mills for a mill rate of 35.34.

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 April 23, 2018, Annual Budget Presentation Meeting at the Tolland High School Auditorium at 7:00 p.m.

Seconded by Tammy Nuccio.

Ms. Nuccio asked if they feel this is the best they can do. Mr. Eccles said the vast majority of this increase is due to a guesstimate. He thinks this is the best they can do. He believes the BOE and the Town Manager have put forth responsible budgets, which reflect the will of the people for the most part. In both cases, compromise is required. They are not asking for the sky. Mr. Skoczulek agrees. He is comfortable with it, believes it is a smart budget. Mr. Reynolds said he believes the budget is a good budget. He thinks they need to look at the revenue side. They are making assumptions as to what the State is going to give them, and they are dipping into the Fund Balance for a second year in a row to hold the increase at .86 mills. This will get harder and harder as the years go on. Mr. Reagan said he doesn't like raising taxes, but thinks this budget is responsible. The State is in a bad situation. He thinks the budget put forth by the BOE and Town is good. Ms. Falusi agreed. She said everyone is aware of what is going on, and they put forth a budget to keep services within the community. Ms. Vincent is reluctant to raise taxes, but understands the balance that the town has to make between the lack of revenue coming in from the State and lack of revenue in general, as well as maintaining the services. She is not sold about adding the two resident troopers. She is concerned about dipping into the Fund Balance, and she thinks the BOE could have done a better job.

{Mr. Crickmore spoke at this point. See the Public Comment section above.}

Ms. Nuccio is concerned about what Mr. Crickmore is saying. They are going to keep using the Fund Balance if there continues to be holes. With regard to the State Troopers, Mr. Werbner said they are in the midst of a contract. There is an opt-out provision, if they need to reduce the number. The problem is if they want to go back and increase them, the process will become longer. With regard to the level of service, the question is what the tolerance is for service reductions. It's not only about the dollars.

Ms. Nuccio spoke about how she could get the budget to zero. She listed out various reductions, which were out-of-the-box and on the back of a napkin. Mr. Eccles said these discussions should have occurred prior. He agrees that there is some out-of-the-box thinking that could happen, but Ms. Nuccio is asking for major realignment. Based on the calendar cycle, it is too late. Ms. Nuccio said they should pass this budget. David Skoczulek said if the Referendum doesn't pass, they could then look at her suggestions. Ms. Falusi said she has attended many BOE meetings. They have started their out-of-the-box thinking. She doesn't think there is a lot of appreciation for where the BOE has gotten. Mr. Reagan said the Council members do appreciate what the BOE has done. Mr. Eccles agreed, and recognized their work.

All in favor. None opposed.

- 7. Approval of a resolution authorizing the form of the ballot for the May 1, 2018 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.

David Skoczulek motioned to accept the following resolution:

WHEREAS, the Tolland Town Council has adopted a proposed FY 2018-2019 Town Operating and Capital Budget to be considered by the Tolland electorate at a May 1, 2018 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 May 1st referendum shall be worded as follows:

“Shall the Town of Tolland’s proposed 2018-2019 budget of \$56,170,697, reflecting a spending increase of \$450,450 or .81% which requires a tax rate of 35.34 mills for an increase of .86 mills or 2.49%, 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 May 1, 2018 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 May 1, 2018 Referendum and the April 23, 2018 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 Tammy Nuccio.

Mr. Eccles said he believes the mailer needs some work. He suggested they save some money by making it just one color at print time. He also thinks the wording lacks clarity. He would like to work with the Town Manager's office on revising it. Also, he mentioned they have been asked what they would do if they received excess funds. He suggested adding #5 to the resolution. After discussion amongst the Council members and Mr. Werbner, the proposed language would read:

5. Funds in excess of what was assumed for state revenue will be moved to the General Fund Fund Balance to offset potential holdbacks or future year reductions in State aid.

Ms. Falusi is not comfortable agreeing with this. This is the first she is hearing of it. She asked if this could go on a future agenda so that they can think about it. Mr. Reynolds agrees with Mr. Eccles. They are taking money from the Fund Balance, so they should be replacing it. Mr. Skoczulek and the remaining Council members, except for Ms. Falusi, agreed that the money should go back into the Fund Balance.

Mr. Skoczulek motioned to withdraw his previous motion; Seconded by Christine Vincent. All in favor. None opposed.

David Skoczulek motioned to accept the following *amended* resolution:

WHEREAS, the Tolland Town Council has adopted a proposed FY 2018-2019 Town Operating and Capital Budget to be considered by the Tolland electorate at a May 1, 2018 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 May 1st referendum shall be worded as follows:

“Shall the Town of Tolland’s proposed 2018-2019 budget of \$56,170,697, reflecting a spending increase of \$450,450 or .81% which requires a tax rate of 35.34 mills for an increase of .86 mills or 2.49%, 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 May 1, 2018 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 May 1, 2018 Referendum and the April 23, 2018 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.
5. **Funds in excess of what was assumed for state revenue will be moved to the General Fund Fund Balance to offset potential holdbacks or future year reductions in State aid.**

Seconded by Christine Vincent. William Eccles; David Skoczulek; Tammy Nuccio; John Reagan; Paul Reynolds and Christine Vincent were in favor. Brenda Falusi was opposed.

**Mr. Werbner reminded that the Referendum will be on May 1, 2018.
Voting will take place at the Tolland Public Library in the Program Room - 6 a.m. to 8 p.m.**

8. **Adjournment:** David Skoczulek moved to adjourn the meeting; Seconded by Tammy Nuccio at 7:11 p.m. All were in favor.

William N. Eccles, Chairman

Michelle A. Finnegan
Town Council Clerk

MEETING MINUTES

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

MARCH 27, 2018

(IMMEDIATELY FOLLOWING THE 6:30 P.M. BUDGET MEETING)

MEMBERS PRESENT: William Eccles, Chair; David Skoczulek, Vice-Chair; Brenda Falusi; Tammy Nuccio; John Reagan; Paul Reynolds and Christine Vincent

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records; Christopher Jordan, Assistant Finance Director; Scott Lappen, Public Works

1. **CALL TO ORDER:** William Eccles called the meeting to order at 7:16 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS/PRESENTATIONS:**

- 4.1 Recognizing the month of April as Fair Housing Month.

Mr. Eccles read the following Proclamation:

Proclamation

WHEREAS, April 2018 marks the 50th anniversary of the passage of Title VIII of the Civil Rights Act of 1968, commonly known as the Federal Fair Housing Act; and

WHEREAS, Fair Housing is the legal right of every American, and is important in ensuring all Americans a free choice of housing location limited only by one's means and/or desires; and

WHEREAS, this law guarantees that housing throughout the United States should be made available to all citizens without regard to race, color, national origin, sex, religion, familial status or the presence of children, or disability; and

WHEREAS, this law guarantees that housing throughout the State of Connecticut should be made available to all citizens without regard to race, color, national origin, ancestry, sex, religion, familial status or the presence of children, disability, marital status, sexual orientation, age (except minors), lawful source of income or gender identity or expression; and

WHEREAS, the laws of this nation and our state seek to ensure such equality of choice for all transactions involving housing.

NOW, THEREFORE, the Tolland Town Council, on behalf of the citizens of Tolland, proclaims April 2018 as

Fair Housing Month

and request that all citizens and businesses of our community reaffirm their commitment to Fair Housing for all, and wholeheartedly recognize these rights and responsibilities throughout the year.

5. PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION (*on any subject within the jurisdiction of the Town Council*) (2 minute limit):

Kathy Bach and Mary-Pat Soucy: They wanted to let the Council know that they will be getting a proposal in their packet for the next Council meeting. It will detail the addition of another museum to the town, which will occupy a blighted building in town, and will be a revenue source. It will be in conjunction with the Historical Society, but it will be a stand-alone museum.

6. PUBLIC HEARING ITEMS: None.

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

7b. REPORTS OF TOWN COUNCIL LIAISONS: Tammy Nuccio, Rec Committee: HVAC system is complete, and their enrollment is up. **Brenda Falusi, PZC:** They did select a Consultant for the POCD, there was a subdivision application that was approved, a site plan application for 131 Tolland Stage Road (a financial building) was reviewed, and the River of Life Church is looking to move to another location in Tolland.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

- 8.1 Consideration of a resolution to approve Tolland Non-Profit Housing Corporation's request for assignment of lease for sale of house on Rolling Meadow.

Mr. Werbner said this is leased land, and the Council needs to approve it.

David Skoczulek motioned to accept the following resolution:

BE IT RESOLVED that the Town Council of the Town of Tolland, acting in its capacity as the sole member of the Tolland Non-Profit Housing Corporation, hereby approves the assignment of the lease of the property known as 71 Rolling Meadow to Qualified People (as that term is defined by the State of Connecticut, Department of Housing) pursuant to the terms of the Assignment.

Seconded by Tammy Nuccio. All in favor. None opposed.

- 8.2 Approval to postpone Town Manager Selection Process.

Mr. Eccles said Mr. Werbner is able to do this job remotely. There are four major reasons why the Council is delaying the selection process, and they are:

1. Charter Revision Commission is considering changes to certain provisions of the Charter as they apply to the Town Manager. If implemented, they may impact the applicant pool.
2. There are indications that the State may defer any significant action on the Budget until after the next Governor is elected. If that occurs, there may be financial adjustments necessary in the last quarter of the fiscal year. Having a new Manager deal with this potential may be problematic.
3. The Captive Insurance entity being formed by the State to address remediating efforts related to crumbling foundations is in its early state. It is imperative to Tolland that this program be up and running as soon as possible. The current Town Manager, through CRCOG, has been heavily involved with overseeing statewide efforts to address this concern.
4. Time will be provided to review any alternate methods for providing the Town Manager function such as a regional or shared approach.

The plan is to have Steven Werbner, be appointed Interim Town Manager as of June 1, 2018 for a period of time up to one year. Mr. Werbner shall be available 24 hours per week primarily Tuesday-Thursday to address needs of

Departments and to attend Town related meetings. In addition, Mr. Werbner shall be available off site to respond to emails, phone calls and text messages. The Director of Administrative Services and Finance shall have an expanded role in addressing citizen concerns and all Town projects shall be overseen by work teams reporting to the Town Manager.

The selection process started to date can be restarted at any time with no additional cost.

Mr. Eccles says it speaks volumes of the town staff that they are able to do this. There is a cost savings of roughly \$70,000.

David Skoczulek motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves to delay the Town Manager selection process and to appoint Steven Werbner as Interim Town Manager effective June 1, 2018.

Seconded by Tammy Nuccio.

Mr. Reynolds asked if this resolution was to postpone the town manager selection process, and to have Mr. Werbner as the interim manager. He was under the impression it was to stop the selection process. Mr. Skoczulek agreed that it is two separate things they are dealing with here. Mr. Eccles agreed too. He suggested that they make this resolution to postpone the Town Manager process, and then have an executive session to discuss the details of the interim manager. Mr. Werbner said they may want to postpone it all, because he thought the details were already finalized. If they don't have an agreement, then they may not want to postpone the selection process. They may want to reinstate it.

Discussion occurred, and it was determined that this agenda item would be tabled. The Council will have an executive session to discuss the details further. It was agreed that Mr. Eccles and Mr. Skoczulek will work with Mr. Werbner on the terms, and they will bring the details back to the remaining Council members for discussion.

David Skoczulek moved to withdraw his motion; Seconded by Tammy Nuccio. All in favor. None opposed.

David Skoczulek motioned to tabled agenda item 8.2; Seconded by Tammy Nuccio. All in favor. None opposed.

- 8.3 Consideration of a resolution for the Tolland Town Council to approve the immediate order of two dump trucks and the commitment to fund the cost of these trucks no later than July 31, 2018 as part of the FY 18-19 Capital Improvement Plan by use of non-referendum notes/bonds or CNRE Fund or General Fund balance or a combination of revenue sources.

Mr. Werbner read the item summary:

The FY 18-19 Capital Improvement Plan includes the purchase of a 6 wheel dump truck in year one and another in year two. These two trucks will replace a 1993 Mack truck that has failed the CT DOT inspection and is not fit for road use and a 1990 Mack truck that was not going to be recertified by CT DOT after this year. During this last snowstorm the rear-end broke on this truck and the cost to repair it is substantially more than what the truck is worth. In addition, is not recommended that it be repaired since it will not pass inspection.

The fleet is now down two trucks and it is relying on one ton dump trucks to be used in place of these full size vehicles. This is not a recommended practice because the excessive wear and tear to the smaller vehicles will ultimately shorten the life of those vehicles. It also reduces the Parks and Facilities fleet for availability in plowing Public Buildings, Schools and Fire Station lots.

These trucks take up to 9 months for replacement. If they are ordered in July that would mean that we would not have the trucks in time for the FY 18-19 winter season. We would like to place the order in April so that we could obtain delivery by the November/December timeframe. No funds would be expended until we take delivery of the

vehicle. However, we will not be able to cancel the order once we place it because they are custom built for each customer who orders them. We also have a concern with the new tariff on steel and aluminum that goes into effect on March 23, 2018. We could avoid that tariff because we would be able to use the current State bid which locks in the price. This bid will be subject to change as of July, 2018 and the cost of the trucks could increase another 25%. The amount that we have proposed for these trucks is a total of \$344,122.

We would like approval to proceed with the order and have a commitment that the funding will be in place as of July, 2018. These trucks will be funded by bond financing which will be presented to the Town Council at the last meeting in June, 2018 for a public hearing and approval in July, 2018. However, should that method of financing not be approved it is necessary that the Council affirm, at this time, that funding will come from either the CNRE Fund or Fund Balance or a combination of both.

David Skoczulek motioned to accept the following resolution:

BE IT RESOLVED, by the Tolland Town Council that it hereby approves the immediate order of two dump trucks and the commitment to fund the cost of these trucks no later than July 31, 2018 as part of the FY 18-19 Capital Improvement Plan by use of non-referendum notes/bonds or CNRE Fund or General Fund balance or a combination of revenue sources.

Seconded by Tammy Nuccio. All in favor. None opposed.

8.4 Discussion of revisions to the Reserve/Fund Balance Policy.

Mr. Werbner said they have had a Fund Balance policy since 2007. The policy has not been updated since 2007, and it needs to be revised in order to adequately protect balances and provide for clarification on how the funds will be replenished if they fall below our minimum threshold. The Council members were provided with a revised policy for review.

The primary changes for consideration are in red:

The level of **overall** fund balance the Town strives to maintain is an amount ranging from 10 to 17% of the General Fund operating budget **for expenditures and outgoing transfers**. This includes nonspendable, restricted, committed, assigned and unassigned funds. **It is most preferred to reach a level as recommended by the Government Finance Officers Association Best Practice to maintain a balance of at least 2 months of operating revenues or expenditures which may be greater than 17%.**

Minimum unassigned fund balance – The Town will maintain a minimum unassigned fund balance in its General Fund ranging from **10 percent to 15 percent** of the General Fund operating budget for expenditures and outgoing transfers. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment.

Replenishing deficiencies

If the fund balance is not at its target level, the annual operating budget **or any mid-year revenue adjustments** shall not be supported by any use of unassigned fund balance, except in the event of a public emergency as declared by the Town Council in accordance with Section C9-11 of the Town Charter. The Town will take appropriate action to restore its fund balance to its target balance **within three years as provided below.**

- The Town will reduce recurring expenditures to eliminate any structural deficit or,
- The Town will increase revenues or pursue other funding sources, or
- Some combination of the two options above.

Minimum fund balance deficiencies shall be replenished within the following time periods:

- Deficiency resulting in a minimum fund balance between 9 percent and 10 percent shall be replenished over a period not to exceed one year.
- Deficiency resulting in a minimum fund balance between 7 percent and 9 percent shall be replenished over a period not to exceed three years.

- Deficiency resulting in a minimum fund balance of less than 7 percent shall be replenished over a period not to exceed five years.

David Skoczulek motioned to accept the following resolution:

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby approves the Town Reserve/Fund Balance Policy revisions as presented.

Seconded by Tammy Nuccio.

David Skoczulek wants to make sure they are not locked in, in case a situation comes up. Mr. Werbner said it does lock them in to something that is new. Mr. Eccles feels this is a good policy. He doesn't see anything that shows it's not. It will give future Councils good guidance. Ms. Nuccio talked numbers. Her concern is that this changes some of the conversations of using Fund Balance for anything big, because they'll have the forced replenishment. It scares her, because they are dangerously close to the 10% now. They need to do what the State of Connecticut won't do. They need to ensure that this fund is here in the future. Ms. Falusi asked some questions regarding the changes. She is afraid to lock in as well. She would like to have some wiggle room in the future. She agrees that they need to replenish the Fund Balance; she is just concerned it doesn't allow them to think outside-of-the-box. Mr. Reynolds thinks the 'boxing in' is a good thing, even though it is not air tight and they could face some issues down the road. Ms. Nuccio is in favor of defined rules, and firm ground to stand on. Mr. Reagan said he likes it, because they have a certain level they can go to. It locks them into being more responsible.

All in favor. None opposed.

- 8.5 Consideration of a resolution making an additional appropriation of \$28,302.27 from Materials Innovation and Recycling Authority (MIRA), the initial distribution of the nearly concluded Mid-Connecticut Project, to the Capital Refuse Reserve Account 20000072-755398 to be used by the Town for future replacement of refuse/recycling containers.

Mr. Werbner said The Materials Innovation and Recycling Authority (MIRA) declared an initial distribution to be shared among eligible members. This is part of the Mid-Connecticut Project ceasing operation as of November 15, 2012. The total MIRA distribution was for \$28,302.27. Approval of this item would appropriate the funds that we received which is based on proportional Town deliveries. The Town will appropriate its portion to account number 20000072-755398 in the amount of \$28,302.27 to cover costs of future refuse/recycling container replacements.

David Skoczulek motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby appropriates \$28,302.27 from the MIRA distribution to the Capital Refuse Reserve Account, account number 20000072-755398.

Seconded by Christine Vincent. All in favor. None opposed.

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

They are in receipt of a Resignation Letter from Jane Sutcliffe (Tolland Library Advisory Board)

David Skoczulek motioned to appoint Robert Green of 32 Old Farm Road to the Tolland Water Commission, term 01/31/18 – 01/31/22; Seconded by Brenda Falusi. All in favor. None opposed.

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY) – To be presented from March 13, 2018 Cancelled Meeting**

11. ADOPTION OF MINUTES

- 11.1 February 22, 2018 Special Meeting Minutes: David Skoczulek moved to adopt the minutes; Seconded by Tammy Nuccio. All in favor. None opposed. Christine Vincent abstained.
- 11.2 February 27, 2018 Regular Meeting Minutes: David Skoczulek moved to adopt the minutes; Seconded by John Reagan. All in favor. None opposed.
- 11.3 March 6, 2018 Special Joint Budget Meeting Minutes with Town Council/Board of Education: David Skoczulek moved to adopt the minutes; Seconded by Brenda Falusi. All in favor. None opposed.
- 11.4 March 14, 2018 Special Budget Meeting Minutes: David Skoczulek moved to adopt the minutes; Seconded by Brenda Falusi. All in favor. None opposed.
- 11.5 March 15, 2018 Special Joint Budget Meeting Minutes with Town Council/Board of Education: David Skoczulek moved to adopt the minutes; Seconded by Brenda Falusi. All in favor. None opposed. Christine Vincent abstained.
- 11.6 March 20, 2018 Special Budget Meeting Minutes: David Skoczulek moved to adopt the minutes; Seconded by Brenda Falusi. All in favor. None opposed. John Reagan and Christine Vincent abstained.

12. CORRESPONDENCE TO COUNCIL

- 12.1 Public Information Meeting Flyer – Reconstruction of Old Cathole Road, April 3, 2018, 7:00 pm, THS Auditorium
- 12.2 Connecticut Siting Council – 3 letters re: 497 Old Post Road
- 12.3 Connecticut Siting Council re: 1 Eagle Hill
- 12.4 Pamphlet from Colliers International regarding Value of an Owner's Project Manager
- 12.5 Invite from Johnson Memorial Health of New England for a legislative breakfast

13. CHAIRMAN'S REPORT: Mr. Eccles had nothing to report.

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Mr. Werbner said they looked into streaming Council meetings over Facebook, and actually tried it at the Public Hearing last week. There were concerns raised regarding the technology behind it all, particularly the ability to take images off of the videos for unintended use / altering. When he heard that, he got concerned, and looked for alternative methods. It was decided that the entity used to air the meetings on cable t.v., will also stream the meetings over the internet. A link has been sent out to their streaming mechanism for people who want to see the meetings on the internet.

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

Katie Murray of 8 Lisa Lane: She was wondering where the public input was concerning the Town Manager's position. She realizes they had executive sessions, but wants to know when the public could provide input. She has a lot of questions. She asked the Council to look for public input when a change to the town government occurs.

Mr. Skoczulek said they have not really gotten into the long-term process. There will be future discussions.

Mr. Eccles said it will be on a future agenda. He encouraged Ms. Murray to start asking questions, and to do so via e-mail.

16. **ADJOURNMENT:** David Skoczulek moved to adjourn the meeting; Seconded by Tammy Nuccio at 8:32 p.m. All were in favor.

William N. Eccles, Chairman

Michelle A. Finnegan
Town Council Clerk