



TOLLAND BOARD OF EDUCATION  
Tolland High School Library  
One Eagle Hill  
Tolland, CT 06084

REGULAR MEETING

7:30 PM

### 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.*

### 2018-2019 GOALS

- *Support and encourage specialized programs that can serve as alternatives to outplacement*
- *Support and encourage the development of tuition programs*
- *Support the implementation of Mastery Learning and Responsive Education initiatives*
- *Support and encourage Curriculum Development, and Teaching & Learning best practice*
- *Engage in the Strategic Prevention Framework*
- *Engage the Superintendent to explore and research shared service opportunities*
- *Engage Town, State, and Federal officials to discuss and advocate for education*
- *Foster the continued development of instructional technology*

### AGENDA

March 11, 2020

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. APPROVAL OF THE AGENDA
- C. APPROVAL OF MINUTES

- February 26, 2020

- D. 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.*

E. CORRESPONDENCE

F. POINTS OF INFORMATION

G. STUDENT REPRESENTATIVES’ REPORT – Fisher Thompson and Alexandra Costa

H. SUPERINTENDENT’S REPORT

- H.1 Brandon Elliott – Recognition, Coach of the Year (no enclosure)
- H.2 Recognitions
- H.3 Monthly Financial Report
- H.4 Education Reserve Fund - Technology
- H.5 Policy 5040 – Transportation (First Reading)
- H.6 Policy 6011 – Graduation Requirements (First Reading)
- H.7 2020- 2021 School Calendar

I. COMMITTEE & LIAISON REPORTS

J. CHAIRPERSON’S REPORT

- J.1 Curriculum Committee Appointments

K. BOARD ACTION

L. PUBLIC PARTICIPATION (2-minute limit)

*Comments must be limited to items on this agenda.*

M. POINTS OF INFORMATION

Town Council /Board of Education Joint Meeting Minutes – February 24, 2020  
Town Council Meeting Minutes – February 25, 2020

N. FUTURE

Dr. Willett will set up:

- School rounds / tours / starting with TIS (briefings/tours/debriefings)
- Mental Health Services Initiatives (presentation and discussion)
- School Bus Stop Safety (presentation)
- Portrait of a Graduation / Visioning (presentation and discussion of initiatives)
- Pathways and Lighthouse Programs
- Understanding By Design (presentation and discussion)
- Regionalization (presentation and discussion)
- Board of Education Goal Setting (working session and establishment of goals)

O. NEW BUSINESS

P. ADJOURNMENT

# **TOLLAND BOARD OF EDUCATION**

Hicks Municipal Center  
Council Chambers  
Tolland, CT 06084

REGULAR MEETING – February 26, 2020

Members Present: Ashley Lundgren, Chair; Christina Plourd, Vice Chair; Anthony Holt, Secretary; Christine Griffin, Kate Howard-Bender, Karen Moran, Dana Philbin

Members Absent: Renie Besaw, Jacob Marie

Administrators Present: Dr. Walter Willett, Superintendent of Schools

Others Present: none

## **A. CALL TO ORDER, PLEDGE OF ALLEGIANCE**

Ms. Lundgren called the meeting to order at 7:31 p.m. The Pledge of Allegiance was recited.

## **B. APPROVAL OF AGENDA**

The Chair tabled item H2.

Ms. Moran motioned to add item H.5, Discussion of Protocol for Board Members to Give Directives to the Superintendent. Ms. Howard-Bender seconded the motion. Ms. Lundgren, Ms. Howard-Bender, Mr. Holt, Ms. Moran, Ms. Philbin, and Ms. Griffin were in favor. Ms. Plourd abstained. Motion carried.

## **C. APPROVAL OF MINUTES**

- February 10, 2020 – Special Meeting
- February 12, 2020

Ms. Plourd motioned to approve the minutes of the February 10<sup>th</sup> Special Meeting. Mr. Holt seconded the motion. Changes: none. All were in favor. Motion carried.

Ms. Plourd motioned to approve the minutes of the February 12<sup>th</sup> meeting. Mr. Holt seconded the motion. Changes: none. All were in favor. Motion carried.

## **D. PUBLIC PARTICIPATION**

Liz Costa, 54 Josiah Lane, advocated for Ms. Howard-Bender to be the Chair of the Curriculum Committee. She has the most experience of anyone in the room and the Board should consider utilizing the expert on the team.

## **E. CORRESPONDENCE**

Mr. Holt reviewed the correspondence:

- e-mail regarding concerns over drills on the anniversary of a school tragedy
- e-mail regarding the value and activities of paraprofessionals
- e-mail supporting the Board's adopted budget
- e-mail with questions regarding the Joint BOE/Town Council meeting
- e-mail providing information on Mental Health Week

- e-mail inquiring about the status of budget questions that were submitted via the website
- e-mail articulating the value of art in the life of the writer's daughter
- e-mail regarding the value of paraprofessionals with a request that it be read aloud

F. POINTS OF INFORMATION

- A discussion took place regarding the requests to have correspondence read into the minutes.
  - Mr. Holt has discussed this with Dr. Willett and researched other sources to learn how it is addressed. The policy in place is vague and only says that correspondence needs to be addressed. Another policy states that the minutes only require attendance, votes, and the results of those votes. While the minutes contain greater detail, it is not necessary. When an inquiry was made, CABE indicated that there is not a standard in place.
  - The reason Mr. Holt did not read the correspondence as requested this evening is because he believes the Board needs additional information in regard to this.
  - A discussion followed which included some facets to consider. Some people may not want their names and e-mail addresses in the minutes – some Board members agreed while others did not. Dr. Willett provided his experience with this subject stating people may need to be notified in advance if e-mail will be included in the minutes because many may not be thinking an e-mail sent to the board would be published in the minutes for posterity.
  - Dr. Willett suggested that the Board review some recommendations. They would all have some perils that the Board would need to consider. Mr. Holt agreed and would like to ensure there is a standard in place to set expectations.
  - Dr. Willett added that in the past he has seen situations where e-mails were submitted and some did not realize that the actual correspondence would be a permanent part of the record.
  - Ms. Philbin commented that some people have concern about speaking in front of a group and is aware of where the Board may use its best judgement in regard to reading something into the minutes. Dr. Willett explained that this is another thing to consider, the Board may need to be prepared to read all or none so as to not be perceived as demonstrating partiality.
  - Dr. Willett noted that the Board does not have an obligation to read correspondence into the minutes. He added that the time involved in reading correspondence into the minutes needs to be considered as well. There could be twenty e-mails with a request to be read into the minutes. In any case the Board needs to decide on the protocol and be consistent.
  - Dr. Willett noted that if someone comes to the meeting to read an item into the minutes and provides the Board Clerk with the document, what is in the document should match what is stated. Something that diverges from what was stated should not be published after the fact.
  - Mr. Holt commented that while one of the e-mails received requested that it be read into the minutes, the others may too have included a note on this if they realized it was an option.
  - Ms. Philbin commented that when she responds to e-mails she invites the writers to future meetings to express their thoughts and lists the upcoming

meeting dates. Perhaps this is something others could do as well. Dr. Willett responded that one could never go wrong doing this.

- Ms. Howard-Bender explained that there are two types of correspondence – those only communicating to the Board and others requesting that they be read into the minutes. She recommended a protocol be established for each type.
- Mr. Holt noted that regardless as to if correspondence is read into the minutes, the Board still receives the writers' messages and opinions. That value still exists.
- Dr. Willett noted the he would urge consistency with any protocol.
- Ms. Moran commented that from past experience the Board is only flooded with e-mails on important topics like the budget and all-day kindergarten but it is good to have a protocol.
- Ms. Howard-Bender commented that the Board needs to remember that at times e-mails contain private information about kids and sharing would be a disservice to those kids. Dr. Willett added that sometimes people write things in a moment of passion that may have an impact on them later. He cited the instance where a person may write a heated e-mail that could be seen ten years later as the information could come up again in places like a job interview.
- Ms. Plourd noted that all e-mails are available under FOIA but if people know the e-mails may be read aloud they may have fear which would hold them back from communicating.
- Dr. Willett explained that if as a practice all were read into the minutes another consideration is if the Board would scan the e-mails for profanity and other such considerations. Paradigms would need to be determined. Something vociferously communicated in a colorful way is still an opinion for consideration and a consistent process can help.
- Ms. Philbin liked how it was done during the budget process where "x" number of people were in support of an item, and "y" number was in support of another item. This provided a pulse of the correspondence.
- Ms. Howard-Bender commented that she is interested in being the Chair of the Curriculum Committee. She shared her resume with Ms. Lundgren and Ms. Plourd and is looking forward to the work that would be involved.
- Ms. Plourd commented that Ms. Howard-Bender did submit her resume. Ms. Howard-Bender is an expert and Ms. Plourd asked Ms. Lundgren to consider appointing Ms. Howard-Bender as Chair of the Curriculum Committee.
- Ms. Philbin noted that she also sent correspondence to the Board in regard to Ms. Howard-Bender and her educational and Board background for consideration in regard to appointing her Chair of the Curriculum Committee. It is a new committee and having someone knowledgeable with experience would help to spearhead it and set the Board up for success.
- Ms. Philbin noted that she also submitted some ideas for team building opportunities and ways the Board could move forward as partners and as a team.
- Mr. Holt commented that he believes Ms. Howard-Bender would be an excellent Chair for the Curriculum Committee. From a Policy Committee perspective she has often brought information to the conversation that he would not have thought of. She would be a great benefit and point the Board in the right direction.

G. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson and Alexandra Costa

- Mental Health Week: March 16<sup>th</sup> – 20<sup>th</sup>
  - Monday – pajama day; Tuesday – guest speaker; Wednesday – Zen day; Thursday – therapy dogs; Friday – colored clothing day
- NHS Blood Drive in cooperation with the American Red Cross
- DECA State Competitions are upcoming; March 4<sup>th</sup>
- Mr. Thompson believes it is responsible to discuss reading correspondence into the minutes.
- Mr. Thompson commented that his conversations with Ms. Howard-Bender show that she is very familiar with the subject of curriculum and its effect on students.

H. SUPERINTENDENT'S REPORT

H.1 Healthy Food Certification Approval

Dr. Willett reviewed attachment H1.

Dr. Willett recommended passing both motions.

Mr. Holt motioned to move item H1 to item K2 for action. Ms. Philbin seconded the motion. All were in favor. Motion carried.

H.2 Curriculum Committee Appointments (no enclosure) – tabled (see item B)

H.3 Goal Setting Initial Discussion (no enclosure)

Dr. Willett explained that this is a first conversation. If the Board would like to do so, he could have an independent facilitator or similar organization come in to work with the members.

A brief discussion took place. Dr. Willett will compile a list of resources for the Board to review.

H.4 Recognition of TPS Students and Staff (no enclosure)

Dr. Willett recognized the TIS teachers for providing the Instructional Rounds. Dr. Willett thanked the staff, and the teachers who provided materials and their time in the visit and the debrief: Cheryl Kolasinski, Stoddard Slayton, Lorrie Storozuk, Ted McCarthy, Karen Libby, and Principal Jim Dineen for helping them organize the session. They all did an amazing job. Ms. Griffin also thanked the paraprofessionals who participated.

H.5. Discussion of Protocol for Board Members to Give Directives to the Superintendent

Ms. Moran requested that there be a protocol for the Board and that the members be cognizant of the Superintendent's work week and his first priority is to lead the district. She recommended that requests go through the Chair who would prioritize the items and limit the requests.

Dr. Willett explained that his goal is to be responsive to all of the Board members, and thinks there would be board agreement that he is responsive. Since he does not have an assistant superintendent or similar staff, he explained that he will have to prioritize requests to make sure he fulfills operational needs. He is working and doing what is needed in the district and he needs to triage items coming from Board members and non-Board members alike.

Ms. Howard-Bender proposed that any general questions, concerns, or requests for general information be sent to Ms. Lundgren and Ms. Plourd for discussion when they

meet with Dr. Willett. In regard to committee questions and requests, this should go from the committee chair to the Superintendent with a copy to the leadership. A brief discussion took place. Dr. Willett thanked them for considering his time, and stated he will think about it and provide his thoughts.

I. COMMITTEE & LIAISON REPORTS

- Policy – met on February 26<sup>th</sup>; items discussed: topics for agendas, Policy 6011, Policy 5040
- Complete Count Committee for the 2020 Census - a report was provided regarding communication
- Birch Grove Building Committee – a review was provided; next meeting is March 3<sup>rd</sup>
- Finance and Facilities - met February 19<sup>th</sup> to discuss the presentation for the joint BOE/Town Council meeting; January numbers were reviewed
- Town Council – highlights of the meeting were presented

J. CHAIRPERSON'S REPORT

Ms. Lundgren noted that she is looking forward to the goal setting process. It will provide an opportunity for them to dig in as a team. The higher level vision discussions will be exciting and it will be great to have everyone come together as a team and have a positive outlook for the future.

Point of Order: Dr. Willett added related to H5 that in regard to daily operational process and structure, the Committees and the Board exist for the public service. Staff work through the structure of the administration and the Superintendent. Individual Board members or Committee Chairs should refer staff through those structures as a function of roles, responsibilities, and protocol.

K. BOARD ACTION

K.1 9060 Second Read and BOE action

Mr. Holt reviewed the edits.

Mr. Holt motioned to approve the amendments to Policy 9060 as written. Ms. Howard-Bender seconded the motion. All were in favor. Motion carried.

K.2 Healthy Food Certification Approval

Mr. Holt motioned to accept the motion language for option #1 for healthy food option as written in K.2. Ms. Howard-Bender seconded the motion. All were in favor. Motion carried.

Mr. Holt motioned to approve the motion language for option #2 for combined food and beverage exemptions as written in K.2. Ms. Howard-Bender seconded the motion. All were in favor. Motion carried.

L. PUBLIC PARTICIPATION

George Ulrich, Fish and Game Road, inquired if the school tours and rounds are open to the public. Dr. Willett responded that he can create a version that is open to members of the public like an open house, and thinks based on past comments Mr. Ulrich is interested in more facilities utilization than instruction. He invited Mr. Ulrich to further discuss it with him.

**M. POINTS OF INFORMATION**

February 11, 2020 – Town Council Special Meeting

February 11, 2020 – Town Council Meeting

February 13, 2020 – Capital Budget Public Hearing Minutes

**N. FUTURE**

Dr. Willett will set up:

- School rounds/tours/starting with TIS (briefings/tours/debriefings)
- Mental Health Services Initiatives (presentation and discussion)
- School Bus Stop Safety (presentation)
- Portrait of a Graduation / Visioning (presentation and discussion of initiatives)
- Pathways and Lighthouse Programs
- Understanding by Design (presentation and discussion)
- Regionalization (presentation and discussion)
- Board of Education Goal Setting (working session and establishment of goals)

**O. NEW BUSINESS - none**

**P. ADJOURNMENT**

Ms. Plourd motioned to adjourn the meeting 8:57 p.m. Ms. Howard-Bender 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

H.3

**FROM:** Mark S. McLaughlin, Tolland Public Schools Business Director

**RE:** Monthly Financial Report for February 2020

**Date:** March 5, 2020

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

Please find attached the financial report for the FY 2019-2020 fiscal year. The month of February 2020 is the 8th month of the 2019-2020 fiscal year. The attached report is only a temporary financial snapshot identifying eight months of the FY 19-20 year. As with any financial report generated, not all purchase orders have been created, not all materials purchased and not all staff hired. This year's financial attachment is provided in an object format to clearly show the adopted budget and the YTD expenditures. This summary report provides the essential groups of accounts so the BOE can better understand the functional areas of the budget. The object line items follow the reporting format required by the State Dept. of Education. The line items show the approved budget, 8 months of expenses, encumbrances and available balances as generated through the financial software.

This report identifies, many line items such as salaries, health insurance, FICA/Medicaid & Social Security, retirements, legal and audit services, utilities, tuition, transportation, Instructional supplies, unemployment compensation, equipment/computers, textbooks, professional services etc. have not all been encumbered or spent. This is normal for this time of year. The budget balance of \$1,175,690 will continued to be converted into encumbrances or expenditures over the next several of months.

The attached February 2020 financial report shows an available balance of \$1,175,690 or 2.94% of the BOE's current budget. As previously stated, this amount will reduce over the next several months. It is extremely important to understand that this available balance is a normal occurrence. Currently, the timing of budget spending for student needs and expense patterns are cyclical in nature. Health Insurances are booked after teachers return to school, substitute expenses start in September, special education student tuitions will continue to increase, utility transfer to the town is complete, transportation routes have been fully booked and instructional supplies will be spent as needed for the balance of the year. Some line items cannot be encumbered and will always have available balances. Accounts like substitutes, overtime, course reimbursement, consultants, unemployment compensation, workers compensation, and severance.

As part of the UISF agreement, the BOE transferred the 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 BOE UISF reserve account.

In a typical year, the budget is built 18-20 months from implementation, based on the best know data and assumptions from the town, state of Ct, grants, interest rates, market conditions, contacts, negotiations, Department of Ed. mandates, and professional services etc.

The Budget for FY 19-20 was approved for \$39,975,605 only .84% higher than the previous year. The BOE is anticipating spending the allocated budget by year-end in accordance with CGS 10-222. Any balances that remain, as in the past, may be returned to the town or the BOE will request the balance be transferred to the Educational Reserve Fund after final approval by the auditors. Starting this year, the educational reserve threshold has increased to 2%. The district receive the first excess cost payment in February 2020 from the state. The school district received \$723,223. These funds are used to offset Special Education tuition and transportation costs. The second payment is due in May 2020.

On February 12, 2020 the BOE voted and approved a school budget of \$40,590,408. The Budget was then forwarded to the town.

# Tolland Public Schools

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

From Date: 2/1/2020

To Date: 2/29/2020

Fiscal Year: 2019-2020

☐ 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	\$22,383,307.09	\$1,765,938.64	\$13,590,225.28	\$8,793,081.81	\$8,537,797.55	\$255,284.26	1.14%
0100.0000.120.00.000.1	Substitutes	\$437,670.00	\$37,800.68	\$211,668.47	\$226,001.53	\$7,800.00	\$218,201.53	49.86%
0100.0000.130.00.000.1	Overtime	\$176,358.00	\$13,303.41	\$164,231.67	\$12,126.33	\$0.00	\$12,126.33	6.88%
0100.0000.150.00.000.1	Stipends	\$346,129.94	\$7,286.14	\$159,432.01	\$186,697.93	\$283,507.09	(\$86,809.16)	-27.97%
0100.0000.190.00.000.1	Pension/Severance	\$195,561.00	\$0.00	\$41,253.97	\$154,307.03	\$98,471.00	\$55,836.03	28.55%
0100.0000.200.00.000.1	Employee Benefits	\$567,750.00	\$1,666.66	\$532,344.11	\$35,405.89	\$0.00	\$35,405.89	6.24%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$4,851,629.94	\$396,226.42	\$3,341,479.08	\$1,510,150.88	\$1,432,715.93	\$77,434.95	1.60%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$693,223.97	\$49,115.33	\$385,980.84	\$307,243.13	\$208,278.22	\$98,964.91	14.28%
0100.0000.240.00.000.1	Retirement (ICMA)	\$251,884.43	\$20,073.38	\$157,181.26	\$94,703.17	\$75,855.86	\$18,847.31	7.48%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,881.00	\$2,557.55	\$17,210.55	\$39,470.45	\$15,439.45	\$24,031.00	42.40%
0100.0000.270.00.000.1	Workers' Compensation	\$265,612.00	\$0.00	\$202,847.25	\$62,764.75	\$87,615.75	(\$4,851.00)	-1.83%
0100.0000.300.00.000.1	Purch Prof & Tech Servcs	\$48,675.50	\$120.00	\$24,464.81	\$24,210.89	\$780.00	\$23,430.89	48.14%
0100.0000.310.00.000.1	Benefits Consultant Services	\$57,000.00	\$0.00	\$33,973.34	\$23,026.66	\$27,526.70	(\$4,500.04)	-7.89%
0100.0000.320.00.000.1	Prof Educ Servcs	\$239,271.00	\$10,715.64	\$99,714.05	\$139,556.95	\$141,494.10	(\$1,937.15)	-0.81%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$679.40	\$11,132.11	\$23,349.89	\$3,160.95	\$20,188.94	58.55%
0100.0000.340.00.000.1	Legal/Audit/Consult Servcs	\$153,343.00	\$5,862.17	\$155,021.49	(\$1,678.49)	\$35,920.58	(\$37,599.07)	-24.52%
0100.0000.350.00.000.1	Tech Services	\$502,876.00	\$36,343.78	\$380,773.07	\$112,102.93	\$61,080.43	\$51,042.50	10.15%
0100.0000.410.00.000.1	Sewer/Water	\$34,782.00	\$0.00	\$34,782.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$135,080.00	\$5,621.12	\$43,998.46	\$91,083.54	\$33,737.98	\$57,345.56	42.45%
0100.0000.430.00.000.1	Repair and Maint Servs (Facili	\$259,450.00	\$3,958.68	\$68,236.97	\$191,213.03	\$26,575.93	\$164,637.10	63.48%
0100.0000.440.00.000.1	Rentals	\$165,256.00	\$1,105.10	\$103,632.09	\$61,623.91	\$70,865.98	(\$9,242.07)	-5.59%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,862,041.00	\$165,043.69	\$1,377,728.86	\$1,484,312.04	\$1,431,830.14	\$52,481.90	1.83%
0100.0000.520.00.000.1	Property/Liability Insurance	\$202,427.10	\$2,304.00	\$161,863.01	\$40,564.09	\$45,750.50	(\$5,186.41)	-2.56%
0100.0000.530.00.000.1	Telephone/ Postage	\$57,905.00	\$3,655.42	\$41,000.63	\$16,904.37	\$18,987.45	(\$2,083.08)	-3.60%
0100.0000.540.00.000.1	Advertising	\$18,000.00	\$3,298.00	\$10,434.47	\$7,565.53	\$0.00	\$7,565.53	42.03%
0100.0000.550.00.000.1	Printing and Binding	\$18,405.00	\$54.00	\$5,647.72	\$12,757.28	\$1,804.00	\$10,953.28	59.51%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,163,282.00	(\$546,056.81)	\$1,054,643.86	\$1,108,638.14	\$1,349,033.94	(\$240,395.80)	-11.11%
0100.0000.580.00.000.1	Travel and Conference	\$33,942.00	\$1,776.75	\$43,745.89	(\$9,803.89)	\$11,013.44	(\$20,817.33)	-61.33%
0100.0000.590.00.000.1	Public Officers & State Troope	\$92,994.00	\$4,084.38	\$35,321.33	\$57,672.67	\$38,844.71	\$18,827.96	20.25%
0100.0000.600.00.000.1	General Supplies	\$191,452.00	\$8,097.70	\$50,881.78	\$140,570.22	\$51,854.80	\$88,715.42	46.34%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$367,242.00	\$24,222.83	\$208,761.38	\$160,480.62	\$53,773.84	\$106,706.78	29.08%
0100.0000.620.00.000.1	Energy	\$1,621,810.00	\$18,417.26	\$1,517,132.36	\$104,677.64	\$101,943.64	\$2,734.00	0.17%
0100.0000.640.00.000.1	Textbooks	\$127,881.70	\$2,818.32	\$48,292.98	\$79,588.74	\$16,527.52	\$63,041.22	49.30%
0100.0000.650.00.000.1	Films and Videos Supl	\$550.00	\$0.00	\$0.00	\$550.00	\$500.00	\$50.00	9.09%
0100.0000.680.00.000.1	Computer Software	\$81,677.72	\$8,750.00	\$52,438.80	\$29,238.92	\$683.80	\$28,555.12	34.96%
0100.0000.690.00.000.1	Misc Supplies	\$55,286.00	\$2,296.41	\$17,265.27	\$38,020.73	\$13,684.11	\$24,336.62	44.02%
0100.0000.730.00.000.1	Equip Instruct - New	\$150,208.00	(\$5,239.90)	\$81,048.78	\$69,159.22	\$11,516.26	\$57,642.96	38.38%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$1,590.00	\$0.00	\$0.00	\$1,590.00	\$0.00	\$1,590.00	100.00%
0100.0000.810.00.000.1	Dues and Fees	\$52,929.00	\$1,202.20	\$47,221.10	\$5,707.90	\$2,574.00	\$3,133.90	5.92%
<b>Grand Total:</b>		<b>\$39,975,605.39</b>	<b>\$2,053,104.35</b>	<b>\$24,520,988.96</b>	<b>\$15,454,616.43</b>	<b>\$14,278,925.65</b>	<b>\$1,175,690.78</b>	<b>2.94%</b>

End of Report

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** Education Reserve Fund - Technology

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

**FOR BOE MEETING:** March 11, 2020

**ITEM SUMMARY:**

In the development of the Board of Education Budget for 2020-2021, adopted by the board on 2/12/2020, certain technology items were taken out with the intention of acquiring these items through utilization of the Educational Reserve Fund established under Chapter 8 of Ordinance 86.

Under section 8.4 funds are requested as follows:

*Once the Board of Education approves the requested use of the funds the designated Board of Education employee(s) will provide a copy of the resolution authorizing the purchase to the Town's Finance staff and request the issuance of a purchase order. The Board of Education employee shall place the orders for the items once the purchase order has been processed. The purchasing process shall be pursuant to the Board of Education's purchasing policies.*

**FINANCIAL SUMMARY:**

*Qualifying items under **technology** provision of the Educational Reserve Fund*

\$440.00	09 TMS Computer Science Projector
\$600.00	12 THS Social Studies Document Cameras
\$400.00	13 TMS Social Studies Document Cameras
\$1,465.00	14 LEAP Teacher Laptop
\$1,465.00	15 THS Special Education Teacher Laptop
\$1,465.00	16 BGP Special Education Teacher Laptop
\$1,465.00	17 BGP Speech/Language Teacher Laptop
\$536.00	18 TIS Leap Chromebooks
\$1,608.00	19 THS Leap Chromebooks

**TOTAL:** \$9,444

**BOARD ATTORNEY REVIEW:** N / A

**BOE ACTION DESIRED:**

Motion: Motion to approve the requested use of funds out of the Board of Education Educational Reserve Fund for the items identified in item G.3 that total \$9,444 to be transferred on or within a week of July 1, 2020 in fulfillment of section 8.4 of Article 8 in Ordinance 86.

**SUPPORTING MATERIALS ATTACHED:**

None.

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** Policy 5040 - Transportation

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

**FOR BOE MEETING:** March 11, 2020

**ITEM SUMMARY:**

Additions in **bold font and yellow** highlight, ~~strikeouts in blue or strikeout font~~. The changes reflect the recommended updates of legal advisors and state/federal requirements.

**FINANCIAL SUMMARY:**

Adherence to policy and state transportation requirements requires the allocation of funds to a transportation agreement and to cover any state and/or federal requirements

**BOARD ATTORNEY REVIEW:**

**Legal Considerations:**

10-186

Duties of local and regional boards of education re: school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers.

10-187

Appeal from finding of hearing board.

10-220

Duties of boards of education.

10-220c

Transportation of children over private roads. Immunity from Liability.

10-221c

Development of policy for reporting complaints regarding school transportation safety.

10-273a

Reimbursement for transportation to and from elementary and secondary schools.

10-280a

Transportation for students in non-profit private schools outside school district.

10-281 Transportation for pupils in nonprofit private schools within school district.

14-275

Equipment and color of school buses.

14-275b

Transportation of mobility impaired students.

14-275c

Regulations re: school buses and motor vehicles used to transport special education students.

**BOE ACTION DESIRED:**

First reading requested.

Upon second reading or at the discretion of the board, movement to an action item.

Motion to approve the changes to Policy 5040 as documented in the Board of Education meeting dated \_\_\_\_\_.

Second.  
Discussion.  
Vote.

**SUPPORTING MATERIALS ATTACHED:**

Policy 5040 Students – Transportation Draft



TOLLAND PUBLIC SCHOOLS  
Tolland, Connecticut

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BOARD POLICY

REGARDING: Transportation

Number: 5040  
Students

Approved: 2/28/01

Revised: 5/13/09

Revised: 3/23/11

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I. Statement of Policy

The Board of Education will provide transportation for students under provisions of state law and regulations. The superintendent of schools shall administer the operation so as to:

1. ~~provide for the safety of students.~~

2. ~~supplement and reinforce desirable student behavior patterns.~~

3. ~~assist disabled students appropriately.~~

1. provide for the safety of students, including consideration of hazardous conditions whether or not described in this policy;

2. provide for appropriate supervision for students while on school transportation, consistent with the Board's student discipline policy; and

3. assist disabled students by providing appropriate specialized transportation when required by law.

4. enrich the instructional program through carefully planned field trips as recommended by the staff.

II. Definitions

1. "School transportation" means the procedure, program, or fully effective and implemented plan by which a pupil is conveyed to and/or from school from his/her residence or the assigned bus stop at public expense, whether by use of

publicly owned equipment or by contract. Such transportation shall be over public roads approved **and maintained** by the municipality **or the State of Connecticut** or private roads approved pursuant to C.G.S. Section 10-220c.

2. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and his/her school from a point at the curb or edge of a public or private road nearest the pupil's residence to a point at the entrance of the school, or a safe entrance to the school grounds located within one hundred feet of the school building entrance or the bus pick-up area, or the route from the point on the public thoroughfare nearest the residence to the school bus or vehicle embarkation point established by the Tolland Board of Education.
3. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet, but not more than 5,380 feet.
4. "Grade K" means kindergarten, or a school program appropriate to a beginning pupil.
5. "Hazard" means a thing or condition, as prescribed in this policy under "Hazardous Conditions--Guidelines" that affects the safety of pupils walking to **and or** from school and/or **to or from** a designated bus pick-up area.
6. "Sidewalk" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any white line safety markings along the street pavement.
7. "Raised walk area" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any painted safety markings along the street pavement.
8. **"Walking route" means the route that the student is expected to travel between his/her residence to and from school and/or an assigned bus stop.**
9. **"Bus stop" shall be defined as a geographical location designated by the Board of Education, school administration, or their designee where students can safely wait for purposes of embarking or disembarking a school bus.**



**8-10.** "Pupil" means any individual of school age enrolled in a public or nonprofit private school located within the school district or contiguous school district as the case may be.

### III. Provision of Transportation

Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned/leased facilities. If parents volunteer, and the administration permits, parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient **for the school district**.

~~Resident public and eligible private school students living outside of the following limits, based on the most direct route from the students' home beginning at a point at the curb or edge of a public road or highway nearest the home to the edge of the school property or bus pickup areas, will be furnished transportation by the Board of Education.~~

<u>Age/Grade</u>	<u>Limit</u>
K	1 mile
1-3	1 mile
4-6	1 1/4 miles
7-12	1 1/2 miles

In determining the provision of transportation for resident public and eligible private school students, the following guidelines regarding walking distances will be considered. Distance measurements will be based on the most direct route from the student's home beginning at a point at the curb or edge of a public road or highway nearest the home to the edge of the school property or bus pickup areas.

<u>Grade</u>	<u>Limit</u>
K	1 mile
1-3	1 mile
4-8	1 1/2 miles
9-12	2 miles

Students living within the stated limits will receive transportation when, in the opinion of the **Board Superintendent of Schools**, it is in the best interests of the district to provide transportation.

#### IV. Access to bus stops/transportation

Parents and/or guardians assume responsibility for ensuring the safety of their children up until the point when students board the school bus or other school provided transportation, and after students get off the bus after school. This responsibility includes the selection of walking routes to/from any bus stop and the provision of supervision that is appropriate to the student's age, maturity and conditions **along the walking route and/or** at the bus stop at all times. Given that bus pick up times may vary, the board expects that parents and/or guardians will ensure that their children arrive at the bus stop in advance of any scheduled pick up time.

#### V. Hazardous Conditions

1. Any walking route to either the bus stop or the school which is in excess of the guidelines stated above.
- ~~2. A street or road having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exist:~~
2. **Except as provided in Paragraph 8 of this Section, a street or road, along a designated walking route to or from school and/or to or from a designated bus pick-up area, having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exist:**
  - a) For pupils under age ten, or enrolled in grades K through 3:
    - (i) The absence of pedestrian crossing light or crossing guard where three or more streets intersect, and at street crossings where there are no stop signs or crossing guards and the traffic count during the time that pupils are walking to or from school exceeds sixty vehicles per hour at the intersection **and a pupil is expected to cross the street.**
  - b) For pupils over age ten, or enrolled in grades 4 through 12:
    - (i) the absence of a traffic light or stop signs or crossing guard at an intersection where three or more streets intersect which has a traffic count which exceeds ninety vehicles per hour during the time that pupils are walking to or from school **and such pupils are expected to cross the street;**
  - c) For all pupils:
    - (i) any street, road, or highway with speed limits in excess of forty miles per hour which does not have pedestrian crossing lights or



crossing guards or other safety provisions at points where pupils must cross when going to or from school or the bus stop;

- (ii) For all pupils, the usual or frequent presence of any nuisance such as open man-holes, construction, snow plowed or piled on the walk area making walkways unusable, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five miles per hour, and the like, including such nuisance which hazardous or attractive to children.

3. Any street, road, or highway, along a designated walking route to or from school and/or to or from a designated bus pick-up area, which has no sidewalks or raised walk areas shall be deemed hazardous if any one of the following conditions exist:

- a) For pupils under age ten, or enrolled in grade K through 3:
  - (i) any street, road, or highway possessing a traffic count of sixty or more vehicles per hour at the time that pupils are walking to or from schools;
  - (ii) any street, road, or highway possessing a speed limit in excess of thirty miles per hour.
- b) For all pupils:
  - (i) the presence of man-made hazards including attractive nuisances, as stated in 2(c)(i) above; OR
  - (ii) any roadway available to vehicles that does not have a minimum width of approximately twenty-two feet; OR
  - (iii) any roadway available to vehicles that, when plowed free of snow accumulations, does not have a minimum width of approximately twenty feet; and OR
  - (iv) any street, road, or highway where the line-of-sight visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Drivers Manual or Department of Transportation, Division of Design Standard, or other reasonable standard.

4. Any walkway, path, or bridge, along a designated walking route to or from school and/or to or from a designated bus pick-up area, in an area adjacent or parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between pupils and the

track; and any crossing of railroad tracks that carry moving trains during hours that pupils are walking to or from school or to and from a designated bus pick-up area shall be deemed hazardous unless:

- a) a crossing guard is present; OR
- b) for pupil under age ten, an automatic control bar is present at crossings; OR,
- c) for pupils over age ten, a bar or red flashing signal light is operational.

5. For pupils in grades K through 4, the following conditions shall be deemed hazardous:

- a) a lake, pond, stream, culvert, water-way, or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the pupil and the water; ~~and OR~~
- b) any area adjacent to a roadway, sidewalk, or bridge, **along a designated walking route to or from school and/or to or from a designated bus pick-up area**, having a drop of three or more feet per four feet of travel length on either side of the established lanes, the absence of a fence or other suitable barrier.

6. ~~For pupils in grades K through 8, the following condition shall be deemed hazardous:~~

- ~~a) walking to or from school or the bus stop at any time prior to one-half hour before sunrise or any time one-half hour after sunset.~~

**For pupils in grades K through 8, walking to or from school or the bus stop at any time prior to one-half hour before sunrise or any time one-half hour after sunset shall be deemed hazardous.**

7. For all students, walking along any street, road, walkway, sidewalk, or path designated as a walking route for all school pupils which passes through an area which has a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when pupils ordinarily walk to or from school shall be deemed hazardous.

8. It shall not be a "hazard" or "hazardous condition" for a pupil whose residence abuts a public street, road or highway to (1) wait for the bus on the private property where the pupil resides for the school bus, until the school bus's flashing red lights are activated to stop traffic so that the student can enter onto or cross the public street, road or highway to get on a school bus; or (2) exit a school bus that is stopped on the public street, road or highway, when the bus's flashing red lights are activated to stop traffic so that the pupil can enter onto or



cross such street, road or highway to access the private property where the pupil resides.

## VI. Applicability and Exceptions

1. ~~These guidelines~~ **This policy is** applicable to **public road approved and maintained by the municipality or State of Connecticut, or** private roads approved for passage of school transportation vehicles in accordance with C.G.S. Section 10-220c.
2. Special Education pupils and pupils eligible for services under Section 504 of the Rehabilitation Act shall be judged on an individual basis, and appropriate transportation provided.
3. The ~~Board of Education~~ **Superintendent of Schools** may grant an exception to any provision of this guideline where a peculiar condition or combination or conditions renders such condition(s) a hazard based upon reasonable judgment; or where under the circumstances, other conditions exist under which the safety of students necessitate a variance with the above guidelines.

## VII. Complaint Procedure

All complaints concerning school transportation safety shall be made in writing to the Superintendent of Schools or designee. The Superintendent or designee shall maintain a written record of all such complaints, and shall conduct appropriate investigations of the allegations in a timely manner. The investigation shall include 1) the review of the complaint raised with the appropriate personnel responsible for transportation of students and 2) the opportunity for the parent or other person making the complaint to meet with the Superintendent to discuss the complaint and any possible resolution thereof. If a complaint covered by Section 10-186 of the Connecticut General Statutes, and is not resolved by the Superintendent, the Superintendent shall inform parent or guardian, or an emancipated minor or a pupil eighteen years of age or older, of his or her right to request a hearing regarding the complaint. Such hearing, if requested, shall be held in accordance with Section 10-186 of the Connecticut General Statutes, as it may be amended from time to time.

## Legal Reference:

~~Connecticut General Statutes~~

~~10-186 — Duties of local and regional boards of education.~~

~~10-220 — Duties of boards of education.~~

~~10-221c Development of policy for reporting complaints regarding school transportation safety~~

~~14-275b Transportation of mobility impaired students.~~

14-275c Regulations re school buses and motor vehicles used to transport Special Education students.

**Legal Reference: Connecticut General Statutes**

- 10-186 Duties of local and regional boards of education re: school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers.
- 10-187 Appeal from finding of hearing board.
- 10-220 Duties of boards of education.
- 10-220c Transportation of children over private roads. Immunity from Liability.
- 10-221c Development of policy for reporting complaints regarding school transportation safety.
- 10-273a Reimbursement for transportation to and from elementary and secondary schools.
- 10-280a Transportation for students in non-profit private schools outside school district.
- 10-281 Transportation for pupils in nonprofit private schools within school district.
- 14-275 Equipment and color of school buses.
- 14-275b Transportation of mobility impaired students.
- 14-275c Regulations re: school buses and motor vehicles used to transport special education students.

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** Policy 6011 – Graduation Requirements

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

**FOR BOE MEETING:** March 11, 2020

**ITEM SUMMARY:**

The legal foundation for graduation requirements goes back to *Horton v. Meskill* (1985). As of 2000 state requirements have been in place for Boards of Education to establish policies concerning promotion / graduation. The policies are required to include: 1) objective criteria for the promotion and graduation of students, 2) provide for the measuring of progress of students against such criteria and the reporting of such information to parents and students (grade reports, transcripts, etc), 3) include alternative to promotion such as transition programs, and 4) provide for supplemental services. Section 10-223a provides that Boards of Education must clarify the skills required for graduation.

The Connecticut General Assembly created a graduation diploma system. This diploma system, according to the state provides a “wide variety of learning pathways.” As part of this endeavor, the state graduation requirements include a number of mandatory credits, with a significant emphasis on flexibility and multiple pathways, less restrictive course requirements, required student supports and remediation, and a new mastery-based diploma requirement. Mastery based learning is a provision.

For classes graduating in 2023 and thereafter, school boards are obligated to provide “adequate student support and remedial services beginning at grade seven.” This wording invites definitional debate, but further reinforces “SRBI/RtI” (Scientific Research Based Interventions / Response to Intervention) requirements that currently exist. In other words, additional remedial support for students who are not considered “special education.” This includes a “Student Success Plan” for each student (some have stated would be like a “Individualized Education Program” or IEP that students of special education have now).

In addition, one of the bigger changes in this version of the state graduation requirements statute is the change from specific course requirements to broader, integrated, content area requirements with a corresponding increase in the number of credits required. Please note, the Tolland Public Schools *exceed* the number of required graduation requirements from the state.

**FINANCIAL SUMMARY:**

Budgets must maintain required services.

**BOARD ATTORNEY REVIEW:**

Legal considerations:

PA-17-42 (sSB 1026)

CGS 10-223a(a)

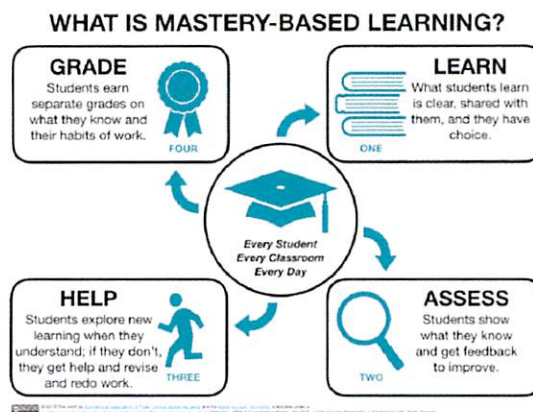


**New Graduation Requirements:** (c) "Commencing with classes graduating in 2023, and for each graduating class thereafter, no local or regional board of education shall permit any student to graduate from high school or grant a diploma to any student who has not satisfactorily completed a minimum of twenty-five credits, including not fewer than: (1) Nine credits in the humanities, including civics and the arts; (2) nine credits in science, technology, engineering, and mathematics; (3) one credit in physical education and wellness; (4) one credit in health and safety education, as described in section 10-16b; (5) one credit in world languages, subject of the provisions of subsection (g) of this section; and (6) a one credit mastery-based diploma assessment."

—Public Act No.17-42; Sec. 1 (c)

"(g) Only courses taken in grades nine to twelve, inclusive, and that are in accordance with the state-wide subject matter content standards, adopted by the State Board of Education pursuant to section 10-4, as amended by this act, shall satisfy the graduation requirements set forth in this section, except that a local or regional board of education may grant a student credit (1) toward meeting the high school graduation requirements upon the successful demonstration of mastery of the subject matter content described in this section achieved through educational experiences and opportunities that provide flexible and multiple pathways to learning, including cross-curricular graduation requirements, career and technical education, virtual learning, work-based learning, service learning, dual enrollment and early college, courses taken in middle school, internships and student-designed independent studies, provided such demonstration of mastery is in accordance with such state-wide subject matter content standards"

— Public Act No.17-42; Sec. 1(f)(g)



Please see the Tolland Public School [Mastery Based Learning Page](#) and the [Tolland Public School Mastery Learning Plan](#) for more information. The information is also available by going to [www.tolland.k12.ct.us](http://www.tolland.k12.ct.us) and clicking on Superintendent -> Superintendent Willett's Page -> and clicking the left menu bar option "Mastery Based Learning."

#### BOE ACTION DESIRED:

Review of the policy additions in **yellow or bold** with ~~strikeouts in blue or italics~~. As these requirements begin during certain years, preceding graduation requirements remain in effect for classes subsequent to the onset of the new requirements – therefore current and new requirements are listed in the policy.

First reading requested.

Upon second reading or at the discretion of the board, movement to an action item.



Motion to approve the changes to Policy 6011 as documented in the Board of Education meeting dated \_\_\_\_\_.

Second.

Discussion.

Vote.

**SUPPORTING MATERIALS ATTACHED:**

Policy 6011 Instruction/Graduation Requirement Draft

**TOLLAND PUBLIC SCHOOLS**  
**Tolland, Connecticut**

BOARD POLICY

REGARDING: Graduation Requirements

Number: 6011

Instruction

Revised and Approved ~~11/14/2018~~ Pending

The Tolland High School graduate must earn a minimum of 29 credits, meet the credit distribution requirements, and meet the district's performance requirements.

A. Credit Distribution Requirements

For **students in the classes of 2020, 2021, and 2022**, the credit distribution requirement is as follows:

Subject	Minimum Number of Credits
English	4
Mathematics	3
Social Studies	3
Must include: 1 credit in World History	
1 credit in Modern US History	
1 credit in Civics	
Science	3
Must include: 1 credit in Int. Science (gr. 9)	
1 credit in Biology (gr. 10)	
1 science elective	
Physical Education/Health	2
Must include PE 9 and PE 10	
Fine Arts	1
Includes any course in Art or Music	
Vocational Arts	1
Includes any course in Business, Family/Consumer Sciences, Computer Sciences or Technology Education	
Electives	12
Total Credits	29

For **students in the Class of 2023 and beyond**, the following credits must be earned:

Area	Minimum Number of Credits	Total Number of Credits
<b>Humanities</b>		Total of 9 credits
English Must include 1 credit each in English 1, 2, 3, and 4	4	
Social Studies Must include 1 credit each in World History, US History, and Civics	3	
Fine Arts Includes any course in Art or Music	1	
Humanities Elective Includes courses in English, Social Studies, Fine Arts, and World Language	1	
<b>STEM</b>		Total of 9 credits
Mathematics	3	
Science Must include 1 credit each in Integrated Science, Biology, and any science elective	3	
STEM Electives Includes courses in Math, Science, Engineering, Technology, Computer Science, and Business	3	
<b>World Language</b>		Total of 1 credit
<b>Physical Education, Health &amp; Wellness</b>		Total of 2 credits
Health & Physical Education 9	1	
Wellness & Physical Education 10	1	
<b>Mastery Based Diploma Assessment</b>		Total of 1 credit
<b>Electives</b>		Total of 7 or more credits
<b>Total Credits</b>		<b>29</b>

B. Performance requirements

The Tolland High School graduate will demonstrate:

- Effective communication through reading, writing, and speaking.
- Effective problem solving and critical thinking skills.
- Effective use and application of technology.
- Social responsibility through community service.
- Skills for personal growth as well as cultural and global awareness.

Legal Reference: Connecticut General Statutes 10-223a and 10-14n

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** 2020-2021 School Calendar

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

**FOR BOE MEETING:** March 11, 2020

**ITEM SUMMARY:**

Please see the Tolland Public School 2020-2021 proposed calendar. The calendar provides the following advantages:

- More instructional days: increasing days of direct instruction from 181 to 182
- The addition of evening Parent/Teacher conferences for grades 6 through 12
- A full day off November 25<sup>th</sup> to provide families needed travel time.
- Adheres to the EASTCONN calendar as is the practice for schools in our region
- Fulfills contractual obligations
- Provides enough days to mitigate the potential impact of cancellations
- Faculty in-service day in February aligned with non-school days in the week so as to provide families a larger block of time in February
- A reasonable number of Early Release and full professional in-service days
- Early Release days that are more likely to retain student populations and continuity of instruction

**FINANCIAL SUMMARY:**

None unless a contractual day is utilized. As an example, a contractual day (such as Good Friday) would be about \$12,000

**BOARD ATTORNEY REVIEW:**

N/A

**BOE ACTION DESIRED:**

First and second reading.

When ready:

1) Move to Action

2) Motion to accept the Tolland Public School 2020-2021 Calendar. Second. Discussion. Vote.

**SUPPORTING MATERIALS ATTACHED:**

2020-3-9 TPS SC Draft





# TOLLAND PUBLIC SCHOOLS

## District School Calendar

First Day: August 27, 2020  
182nd Day: June 11, 2021

2020 – 2021

August 2020 (3 school days)								February 2021 (17 school days)							
S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
	2	3	4	5	6	7	1/8		1	2	3	4	5	6	
	9	10	11	12	13	14	15	7	8	9	10	11	12	13	Presidents Day 15
In-Service 24,25,26	16	17	18	19	20	21	22	14	15	16	17	18	19	20	February Break 16
First Day of School 27	23	24	25	26	27	28	29	21	22	23	24	25	26	27	Prof. Development 17
	30	31						28							
September 2020 (21 school days)								March 2021 (23 school days)							
S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
		1	2	3	4	5			1	2	3	4*	5*	6	Parent Conferences 4-5
Labor Day 7	6	7	8	9	10	11	12	7	8	9	10*	11	12	13	Prof. Development 10
Prof. Development 16	13	14	15	16*	17	18	19	14	15	16	17	18	19	20	
	20	21	22	23	24	25	26	21	22	23	24	25	26	27	
	27	28	29	30				28	29	30	31				
October 2020 (21 school days)								April 2021 (16 school days)							
S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
				1	2	3						1	2	3	Good Friday 2
	4	5	6	7	8	9	10	4	5	6	7*	8	9	10	Prof. Development 7
Columbus Day 12	11	12	13	14	15	16	17	11	12	13	14	15	16	17	
Prof. Development 21	18	19	20	21*	22	23	24	18	19	20	21	22	23	24	Spring Break 19-23
	25	26	27	28	29	30	31	25	26	27	28	29	30		
November 2020 (17 school days)								May 2021 (20 school days)							
S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
Parent Conferences 5-6	1	2	3	4	5*	6	7	2	3	4	5	6	7	1/8	
	8	9	10	11	12	13	14	9	10	11	12	13	14	15	
Prof. Development 18	15	16	17	18*	19	20	21	16	17	18	19*	20	21	22	Prof. Development 19
Thanksgiving Break 25-27	22	23	24	25	26	27	28	23	24	25	26	27	28	29	
	29	30						30	31						Memorial Day 31
December 2020 (17 school days)								June 2021 (9 school days)							
S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
		1	2	3	4	5				1	2	3	4	5	
Prof. Development 9	6	7	8	9*	10	11	12	6	7	8	9	10	11*	12	Projected Last Day* 11
	13	14	15	16	17	18	19	13	14	15	16	17	18	19	
Winter Break 24-31	20	21	22	23*	24	25	26	20	21	22	23	24	25	26	
Christmas 25	27	28	29	30	31			27	28	29	30				
January 2021 (18 school days)								July 2021							
S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
New Year's Day 1					1	2						1	2	3	
	3	4	5	6	7	8	9	4	5	6	7	8	9	10	
MLK Day 18	10	11	12	13	14	15	16	11	12	13	14	15	16	17	
Mid-Semester Day 21	17	18	19	20	21	22	23	18	19	20	21	22	23	24	
In-Service(K-8) 21	24/31	25	26	27	28	29	30	25	26	27	28	29	30	31	

<ul style="list-style-type: none"> <li>Conferences</li> <li>District Closed</li> <li>PD Days</li> <li>Faculty In-Service (No School K-12)</li> </ul>	<p>* Early Dismissal Day - All District</p> <p>January 21, 2021 – 9-12 Mid-Semester Day K-8 Teacher In-service</p> <p>This day is subject to change based on weather</p>	<p>Parent Teacher Conferences</p> <p>November 5 - Early Release K-12 November 6 - No school for students</p> <p>March 4 &amp; 5 - Early Release K-12</p>
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The last day of school is scheduled for Friday, June 11, 2021. Please note, where possible, snow or emergency days will first be made up through June days. If, however, such snow or emergency days push the last day of school potentially into the last week of June, days may need to be taken from April or other vacations as needed. According to Connecticut General Statute 10-15 and 10-259 the school year must be at least 180 days and cannot extend past the last day of June. The school calendar is posted on the Tolland Public Schools website at <http://www.tolland.k12.ct.us>

\* **Early Dismissal Days**-September 16, October 21, November 5, November 18, December 9, December 23, March 4, March 5, March 10, April 7, May 19, June 11

**Parent Teacher Conferences:** November 5 – Early Release K-12

November 6 - No school for students

March 4 & 5 – Early release K-12

## SCHOOL HOURS

SCHOOL(S)	START	END
<b>Tolland High School</b>		
Regular School Day	7:15	1:43
2-Hour Delay	9:15	1:43
Early Dismissal/Exam Days	7:15	10:45
<b>Tolland Middle School</b>		
Regular School Day	8:00	2:30
2-Hour Delay	10:00	2:30
Early Dismissal	8:00	11:45
<b>Tolland Intermediate School</b>		
Regular School Day	8:50	3:20
2-Hour Delay	10:50	3:20
Early Dismissal	8:50	12:45
<b>Birch Grove Primary School</b>		
Regular School Day	8:50	3:20
2-Hour Delay	10:50	3:20
Early Dismissal	8:50	12:45

## 2020-2021 HOLIDAYS AND CULTURAL OBSERVANCES

*TPS encourages all students and staff members to appreciate and be respectful of each other's heritage and cultural diversity. The following is a list of dates for secular holidays as well as other festivals and holy days observed in our community. Additional information regarding these and other celebrations is available on our website.*

Labor Day .....	September 7, 2020
Rosh Hashanah .....	September 19, 2020
Yom Kippur .....	September 28, 2020
Columbus Day .....	October 12, 2020
Veterans Day.....	November 11, 2020
Diwali .....	November 14, 2020
Thanksgiving Day .....	November 26, 2020
Hanukkah begins.....	December 10, 2020
Christmas .....	December 25, 2020
Kwanzaa begins .....	December 26, 2020
New Year's Day .....	January 1, 2021
Three Kings Day .....	January 6, 2021
Martin Luther King Jr. Day .....	January 18, 2021
President's Day .....	February 15, 2021
Passover begins.....	March 27, 2021
Holi.....	March 29, 2021
Good Friday .....	April 2, 2021
Ramadan begins.....	April 2, 2021
Easter .....	April 4, 2021
Greek Orthodox Easter .....	May 2, 2021
Eid al Fitr .....	May 12, 2021
Memorial Day .....	May 31, 2021

■ indicates days on which schools are closed

## OUR SCHOOLS

### Tolland High School

Dominique Fox, Principal  
Thomas Poland, Assistant Principal  
One Eagle Hill  
Phone: 870-6818  
Fax: 870-6826  
<http://www.ths.tolland.k12.ct.us/>

### Tolland Intermediate School

Jim Dineen, Principal  
Jennifer Merritt, Assistant Principal  
96 Old Post Road  
Phone: 870-6885  
Fax: 872-7126  
<http://www.tis.tolland.k12.ct.us/>

### Tolland Public Schools

Walter Willett, Ph.D, Superintendent  
51 Tolland Green  
Phone: 870-6850  
Fax: 870-7737  
<http://www.tolland.k12.ct.us/>

### Tolland Middle School

Mary Grande, Principal  
Anthony Spangle, Assistant Principal  
One Falcon Way  
Phone: 870-6860  
Fax: 870-5737  
<http://www.tms.tolland.k12.ct.us/>

### Birch Grove Primary School

Tom Swanson, Principal  
Suzanne Guglietta, Assistant Principal  
247 Rhodes Road  
Phone: 870-6750  
Fax: 870-6754  
<http://www.bgp.tolland.k12.ct.us/>



**TOLLAND TOWN COUNCIL/BOARD OF EDUCATION  
JOINT MEETING  
LIBRARY PROGRAM ROOM  
February 24, 2020 – 7:00 P.M.**

**TOWN COUNCIL MEMBERS PRESENT:** Tammy Nuccio, Chair; Steven Jones, Vice Chair; Robert Abbate, Brenda Falusi, Lou Luba, John Reagan, Kurt Schenher

**TOWN COUNCIL MEMBERS ABSENT:** none

**BOARD OF EDUCATION MEMBERS PRESENT:** Ashley Lundgren, Chair; Christina Plourd, Vice Chair; Tony Holt, Secretary; Renie Besaw, Christine Griffin, Kate Howard- Bender, Karen Moran, Dana Philbin

**BOARD OF EDUCATION MEMBERS ABSENT:** Jacob Marie

**OTHERS PRESENT:** Michael Rosen, Town Manager; Dr. Walter Willett, Superintendent

1. **Call to Order:** Mr. Rosen called the meeting to order at 7:00 p.m.  
Mr. Rosen reviewed the Budget process and timeline.

2. **Board of Education Budget Presentation**

Dr. Willett reviewed an introductory presentation which included the following highlights:

- Budget FAQ – [http://www.tolland.k12.ct.us/board\\_of\\_education/budget](http://www.tolland.k12.ct.us/board_of_education/budget)
- Area of Consideration
  - Board of Education Budget for Fiscal Year 2021 (BOEB FY21)
    - \$40,590,408 representing a \$614,803 increase (1.54%) over the FY20 budget
    - two major cost drivers for the BOEB for FY21 included negotiated bargaining unit agreements, and insurance
  - Bargaining Unit Results
  - Enrollment adjustments – Teacher staffing
  - Per Pupil Expenditure
  - Class Size Research
  - Estimated Class Sizes FY21
  - Class Size Considerations
  - Grants (outside of the scope/impact of the operating budget)
- Overview of Information
  - Comparative Budget Data: 1.54% as a reasonable budget request
  - Lighthouse Initiatives – designed to reduce outplacements and attrition
    - Lighthouse Program Support
    - Excellent Alternatives to Outplacement

3. **Recommendations and suggestions to BOE regarding consolidation of non-education services and cost savings (per State Statutes (Public Act 13-60))**

Ms. Nuccio opened the floor to questions.

- From the consolidation perspective, Ms. Nuccio inquired if other districts have expressed interest in sending students to the Tolland for the Tolland Business Academy (TBA). *Dr. Willett explained that other districts have inquired about the TBA model but have not yet expressed interest in sending students. He explained that he does not believe the district is ready to receive students from outside of the district but this is something that is in the prospectus. He added that the objective for programs such STEAM and STEM is to not only address attrition but also to attract students.*



- In regard to students who tuition-in to LEAP, Ms. Nuccio inquired as to where the dollars are reflected in the budget. *Dr. Willett responded that the dollars would likely be under salaries and/or personnel as an offset. It would depend on the specific need.*

4. **Questions from the public (2 minute limit) specific to the Board of Education budget with questions being directed by the Town Council Chair to the appropriate body for response.**

Melanie Goodin, 406 Buff Cap Road, advocated for freshman sports. She believes in this day and age when they are trying to get kids to be more active and outside, having thirty more boys sit at home on their Xboxes and computers and not have the opportunity to play sports is a "shame" for the town. Parents are paying a high per sport price of \$200/student/sport and while there is a cap, it is essentially a tax on families with athletic kids. Freshman sports are an opportunity for students to make friends and learn teamwork. Taking this away causes a loss of opportunities and the chance for kids to grow and make lifelong friends. In regard to cost savings, she identified two items. First, the Board looked at postage. There are a lot of efficiencies available with text and e-mail. She has two THS students and she received letters regarding the SAT being a shortened day which was wasteful as the cost of stamps increases. Additionally, after students play sports students receive a survey about the sports program in which they participated. Ms. Goodin commented that students do not complete paper surveys and recommended sending an e-mail. While small, these are cost savings that add up. Second, in regard to the bus contract, it was extended for another year without going out to bid. She sees multiple buses go by and when in the parking lot she sees ½ empty buses. She requested that before the bid is out that Board members do an unbiased audit of the bus situation as there could be a cost savings. *Dr. Willett explained that the new athletic surveys are online and have been factored in. The postage line item is mostly for business office operations where there has been an increase in correspondence. In regard to the bus contract, they have scrutinized the process. He believes the contract is fair and competitive after having done research and consulted with professionals. The district is responsible for transporting students regardless as to if they have a ride. They have reduced the number of buses in the fleet to adjust but there needs to be leeway due to families' fluctuations.*

Mary Rose Dubarek, 37 Ryan Road, thanked Dr. Willett for addressing her question via e-mail but wanted the public to know the answer as well. She inquired as to how much savings is found from cutting freshman sports (baseball and basketball). Additionally, is Pay for Play taken into consideration? Lastly, she inquired about the rationale behind the THS athletic department in offering freshman sports as a savings. *Dr. Willett explained that part of the Superintendent's budget was to reduce three freshman sports and the Board brought back freshman girls volleyball. The two remaining sports provide a savings of approximately \$10,000. Ultimately what is collected from Pay to Play is part of the picture. The reduction was one of many area cuts that were made to create a responsible budget that would maintain programs and pass at referendum. In regard to the rationale, this was a cut that does not jeopardize a program in its entirety.*

Gary Lotrek, 12 Holly Road, explained that he is involved with his church's mental health groups. The Town Council discussed this topic including reaching out to where the kids are. They know where the kids are 7 hours a day. In his school of 357 students they have 2 guidance counselors, 2 full time social workers, a clinician, 2 behavior technicians, a dean of students, an assistant principal, and a principal. Tolland has 1 social worker for K-12 in a town with nearly double the suicide rate of similarly sized towns in the area. Kids are not going to go to a club or tell their soccer coach that they are depressed – it is about checking in with kids where they are. Having 1 social worker for K-12 is not ok. He asked why they only have 1 social worker and are not funding far more than that for counseling services in the schools. *Dr. Willett explained that part of the reason for looking closely at attrition and outplacements is because he knows they can build internal capacity by focusing on some of the programs and doing the right thing by kids who need special services and in turn leveraging those positions for students in other populations. Students who are not part of the LEAP program are benefitting from its services and staff. Social/emotional learning is an important part of the future for students in CT. The State has made this one of its priorities as have the legislators and*

*Dr. Willett would like to see support from the State. Locally, they have seen an increase in mental health needs for students and family populations. It would be good over time to build resources in the district for all populations. One way they are approaching this is by leveraging the positions in LEAP for other populations. Going forward they will look to build upon these resources but the current budget is what they can do at this time. Ms. Nuccio clarified that the district now has 2 social workers.*

Kate Vallo, 80 Tolland Green, expressed concern that the trend has not kept pace with maintaining level services. As an educator she understands the importance of not only maintaining level services but also seeking continuous improvement within the education setting and is impressed with the Superintendent's ability to seek improvement over the past several years despite not maintaining level services. She inquired of the Town Council how the town can continue to invest in all aspects of the schools, particularly in mental health and tracts such as art, STEAM, and STEM, both in the short and long term given the difficult position the town is in. *Mr. Luba responded they also need to look at the student population. Over the past decade the population has decreased by over 700 students. Based upon the projections of the CT Data Center (included in the Tolland Conditions and Trends) they are looking to lose another 1,000 students. Ms. Falusi commented that this data is for Tolland County. Mr. Luba explained that if so the town document needs to be corrected since it shows that over 700 students have been lost over the past decade and it is projected that the population will continue to decrease. Given this they need to look at right-setting the size of the schools. The town has already lost the equivalent of one school.*

*Ms. Vallo clarified that she is asking about the Town Council's commitment to the investment in quality education looking forward. Mr. Luba responded that he is committed to the town having a high quality education. Within this budget the Town Council needs to review the budget presented by the Board and determine what is appropriate. Ms. Nuccio explained that a better definition of "level services" is needed. One cannot just say this means keeping the budget the same and adding contractual increases. One has to make adjustments for lost enrollment and they are doing so.*

*Ms. Vallo asked what specifically the Council intends to do to appropriately fund and address the value of quality education in Tolland. Ms. Nuccio commented that she is committed to quality education. Tolland has a great education system. One does not have a 100% graduation rate, and looking back graduation rates in the mid to high nineties, without a great education system and they want to continue to provide this to students. An educated populace is the best populace and it takes investment. Mental health is another area of focus and they are looking at this. The Council is looking at creating a commission for substance use disorder and mental health to look at the services available in town and coordinate them to make the information easier for people to access. Ms. Nuccio discussed some of the resources in the schools.*

*Ms. Vallo commented that it is the schools' job to determine how to best supply the resources and the Town Council's job to fund the schools so they can do that. She is hearing from the Board and the Superintendent that they are unable to quite maintain level services and there are things they would like to do. What is the commitment from the Town Council? She is seeking a philosophical commitment. Mr. Jones commented that one of the Council's goals is a re-implementation of the shared services committee which will allow for more engagement and discussion about priorities and long term sustainability. Ms. Falusi added that the Council has a commitment to implement the findings in the POCD and ensuring services are available for the towns' households – this includes education. The Council's Visions and Goals are available at [www.tolland.org](http://www.tolland.org).*

Bob Rubino, 296 Weigold Road, commented that he and his wife have just entered the fastest growing demographic in Tolland – that of the retired. After thirty four years of doing this they are continuing to do what has always been done – talk about cuts and savings. The Superintendent hinted at the changing circumstances. Mr. Rubino explained that the world is changing. The population of the schools is going down. The fixed cost per student is increasing. One fixes this by filling the schools by having a robust educational system that causes people to say that Tolland is where they want to raise their families. People will move to Tolland and pay "whatever" for that real estate. Not only does this fill the schools, it fills the

general fund. He is not saying to build more houses but to fill the ones they have with families who are going to pay those prices. A better way to do it is the Tolland Business Academy (TBA). The Superintendent has already provided \$1M/year in cost savings/cost avoidance. The Council should ask the Superintendent to tell them more – that they have heard that there is a plan. Mr. Rubino would like someone to ask the Superintendent what needs to be done this year to make it a reality. This will allow Tolland to fill its schools with students from other towns – regionalization. *Ms. Nuccio commented she has asked Dr. Willett specifically about the TBA and about the narrative and reiterated that Dr. Willett does not believe the program is ready to take in students from other towns just yet. They are supportive of the TBA.* Mr. Rubino commented that he applauds this but does not believe the Board "got that memo". At the meetings he heard that the Board was more interested in cutting and a sense that they were going to present the lowest possible budget rather than discussing educational investment and presenting it to the Council. *Ms. Nuccio explained that if Dr. Willett is not ready to tuition-in then it is not fair to say that the Board did not do its job by not asking for more. It is up to Dr. Willett to drive that conversation. The purpose of the lighthouse is to create programs to keep students in district and have students tuition-in. Dr. Willett explained that having students tuition-in is the "gravy". The avoidance of attrition is key.*

Jan Rubino, 296 Weigold Road, asked Dr. Willett if the district would be further ahead in regard to the TBA if there were not year over year budget cuts. *Dr. Willett responded he works with what is provided. This year the Board has made compromises to achieve the 1.54% which is why he feels so strongly that the budget should be accepted as is. Creating level service budgets means you do not have to have reductions which is generally preferable. The teams of elected professionals work together to try to find the best way forward and he works for all of them. Mr. Holt commented that the Board's conversations were not about reductions but about finding efficiencies. If certain programs needed additional funding, before asking for more they looked to see if there could be redistribution. Mr. Luba commented that one needs to look at supply and demand as well. If the mill rate is increased to a point where people cannot afford to live in town then it does not matter how good the educational system is. He understands Mr. Rubino's position but they need to find the proper balance. Mr. Rubino commented that if they want to get off the merry-go-round they should think of the schools as a profit center. Dr. Willett cautioned that schools are not a business. The Tolland system is not better off than it was – it has lost programs. Part of this is due to unfunded mandates – the district needs to do things it did not need to do before. One needs to be careful when making a person by dollar by enrollment comparison. There will be significant damage below 1.54%. The budget was put together with purposeful intent to prevent the schools from going backward in a significant way. Dr. Willett cautioned against putting a business model on the budget.*

Sam Adlerstein, 164 Pine Hill Road, asked what the difference is in the maintenance budget. Dr. Willett's numbers show that over the past 3 years the contractual costs increased approximately \$3M compared to the budget. About \$1M of this was covered by what he has done with special education. What was sacrificed in the \$2M gap? Those who have done research and looked at other districts see that Tolland does not have intervention support, technology, social/emotional support, or low class sizes and people need to understand this. If people do not know this it is because the Board has not had the proper conversation. The past three Board chairs have all had the same message and that was to discuss what he noted. The Board's job is to review the budget, discuss the quality of education, and discuss what is changing. His question to the Board is what has changed? Mr. Adlerstein noted that he is not saying that a maintenance budget is the goal but to what degree is the same quality of education being offered that was available 3 years ago? Perhaps the answer is that it cannot be afforded and if so the Board should walk people through where things should be but do not start with "we cannot afford it". In regard to what is affordable, the information in the last budget shows the ECS grant since last year has increased but many Board members have said the reason things cannot be afforded is due to a reduction in the ECS grant which is not the case. Further, the budget mailers which have been sent over the past few years show the unassigned reserve fund going down. In fact, the unassigned reserve fund has actually increased over \$1M.

The Board's intent is relevant because this evening's meeting is in regard to Public Act 13-60; the challenge is that this is all that has been discussed during the budget process. *Ms. Nuccio explained that Mr. Adlerstein is asking her to police what the Board is doing and that is not her role. This is a joint meeting for the Town Council to ask about the budget. Ms. Philbin believes Mr. Adlerstein's question was directed to the Board. Mr. Holt noted that the Board has a meeting this week and invited Mr. Adlerstein to ask his questions at that time so they may be addressed and they can be discussed further. Ms. Nuccio addressed the questions on ECS and the unassigned reserve fund. The \$333K ECS reduction can be reviewed at the CT Department of Finance website. In regard to the general fund, \$1.2M is money the Board did not spend and went directly into the general fund. From there, the Board has looked at projects that will draw off that account. The biggest piece of the general fund's increase was dollars the Board did not spend. She added that she will be working with the finance department to simplify what happened over the past 10 years and the drivers. Mr. Adlerstein commented that everyone went to referendum and voted for a budget. What Ms. Nuccio is saying is that the budget that was voted for was changed. The residents know the information provided when making a decision to vote. Mr. Adlerstein has a problem with a budget that was changed after the vote. Further, in regard to the \$1.2M that was turned back from the Board, it is important that people understand why that happened. Ms. Falusi commented that there was a public hearing and 2/3rds of those who spoke wanted more money to go to the Board and the Council did not follow what the majority of people wanted. Ms. Nuccio clarified that that was the majority of those who attended the public hearing, not the Town and does not follow with what the Council was told by the State in regard to what was allowable with that money.*

Colleen Yudichak, 12 Blueberry Hill, believes the Board could have had a level budget but she is in support of the budget it has presented. She would like Dr. Willett to identify what would happen if the budget was reduced below 1.54%. *Dr. Willett explained that the 1.54% is as low as he would want to go for the educational system right now. If reductions had to be made they would compromise programs and staff structures. In regard to specifics, it would depend on the amount of the reduction.*

George Ulrich, Fish and Game Road, commented that they are nickel and diming items where there are millions that could be saved. All they have to do is use common sense. They are running the schools at 50-60% capacity. He recommended closing a school – specifically TIS should have been closed years ago. The money spent on overhead can be saved. Right now the schools have a capacity of 3,800 students. He added that they have lost teachers but not overhead. There is an extra principal and vice principal as well as others... all those people should be gone. Closing a school will reduce 25% of costs and save real money – not worry about \$10K for basketball. *Ms. Howard-Bender asked if he would like to tell her child in a class of 25 that there should be a class size of 30 because this is what it would look like. Dr. Willett commented that they have looked at closing a school and a DRA study was done. In respect to this, they are not in a position to close a school. The student population is not so low that there are unreasonable numbers in the schools. Based on the DRA study, consolidating schools would not be possible for a few years and would require building out. As the Superintendent what is being proposed would be disastrous. Administrators are working very hard and are overloaded. If they get the sense the Board or town wants to cut them the district will lose highly trained professionals. What is being suggested is very radical and would very much compromise the quality of education. Mr. Ulrich commented that there are 41 classrooms in the new school and 476 students. Dr. Willett invited Mr. Ulrich to tour the schools with him. Ms. Nuccio added that it is not simple math. A lot of state mandates direct that they need certain rooms for certain items that are not necessarily instructional classrooms. Dr. Willett noted that the current classrooms are 100% utilized to fulfill the requirements.*

Carleen Oehmsen, 20 Beech Road, explained she has 1<sup>st</sup> and 3<sup>rd</sup> graders. Tolland has a 100% graduation rate but not everything is what it seems. She works at a high school as a substance abuse counselor and has a private practice specializing in adolescents. She knows a lot of students who were pushed through the



system and a 100% graduation rate means nothing to her because she knows directives teachers have been given to move students along. She inquired in regard to the 100% graduation success rate and what was the budget like when they were in kindergarten? What was cut for them if anything? What tools did they have to have the 100% graduation rate? When she looks at her kids so much is lacking and she does not know what that rate will be when they graduate. *Ms. Plourd asked that Ms. Oehmsen e-mail the Board with what she feels is lacking for her students. Ms. Nuccio agreed that the numbers can be painted a number of ways and understands and respects the observation. Tolland does a great job of making college the desired path but this is not always the best as there are other options.*

Linda Scheidel, 81 Morgan Lane, commented that we are living in a global and highly technological society. Students graduating now had language, a technology class, and a computer lab in elementary school. Birch Grove does not have language or technology. She heard a rumor that the Town Council wanted a 0% increase across the board. When the Board hears this they are not going to put language or computers back into the elementary school because it will increase the budget and the Town Council will shut it down. She asked if the Town Council wanted 0% across the board which gave the Board an unfair vision going into its budget. *Ms. Nuccio commented that based on her experience she does not believe there has been foreign language at Birch Grove for many years. The Town Council gave a directive to all to show what a budget would look like with a 0% increase and what it would mean for the town as well as a level services budget. The Town Council does not yet have a budget, only pieces. (The discussions took place at the December 12<sup>th</sup> Town Council goal setting meeting.) Mr. Holt noted that the intent was to present a budget that met the needs of the students.*

Shay Belair, 185 Kozley Road, noted that she is a parent and teacher in Tolland. For the past 3 years the budget cuts have personally affected her children and it will affect her children and students next year as far as class sizes, services, and social/emotional learning. She believes Dr. Willett did what was best for the town and while she is not happy with the budget she will support it. It impacts everyone – sports, arts, education, and social/emotional learning. She understands the financial situation in town and will work as hard as she can for her students and support her children but she does not believe the school system can handle another dip next year without significantly impacting education and the social/emotional wellbeing of the students.

Mary Rose Dubarek, 37 Ryan Road, asked what it says "about us as a society" that we take great pride in being 130<sup>th</sup> in expenditures per pupil as opposed to number 1. What message does that send to the students and families? *Ms. Nuccio responded that she believes it is an efficient one. Tolland has always been in the lower quadrant and has had very successful students. She does not equate the money spent to quality education. If this was the case they would see towns which are spending significantly more producing highly successful students. Education is more than just a dollar amount. Ms. Plourd commented that they have been efficient. It shows Tolland has a great system and as she has said before she is grateful to live in Tolland. She does not feel entitled to more. Due diligence was done on the budget and some items were added back. She supports the 1.54% and asked that the Council support it as well.*

Liz Costa, 54 Josiah Lane, spoke on education and the town's high graduation rate. She explained that much of this is due to the high per capita income and highly educated townspeople as well as the SAT scores. Given the \$1.2M "stolen" two years ago, will the Council consider bringing back 2 teachers and freshman sports with the \$135-\$140K? *Ms. Nuccio responded that she does not believe this is a fair question given that the Council has not yet seen a budget. Ms. Costa commented that 1 art teacher was lost at THS which will cut 6 sections of art, one 5<sup>th</sup> grade teacher, and freshman sports. Given that, would the Council support giving part of the \$1.2M back to the Board for these items? Ms. Nuccio commented that the Town Council cannot tell the Board what to do. Mr. Luba added that the question was posed to Dr. Willett that if the money was found if the position would be replaced and he responded that there was not a need for the*

*position. Ms. Nuccio noted that funds from the \$1.2M have been going back to the Board and that Ms. Costa is asking that they give "one time" money to fund an ongoing expense. Ms. Costa commented that it would demonstrate a commitment from the Council to the town's education system which drives the cost of housing and people coming to Tolland. Ms. Falusi commented that it is something she would look at. Mr. Holt commented that they are taking advantage of a lot of that money for the students. The budget choices were made by the Board by a democratic vote with the advice of Dr. Willett. His expertise was utilized for the Board to come up with the most responsible budget. Ms. Besaw added that the Superintendent's 1.87% budget had fewer services than the 1.54% budget. Ms. Griffin added that if they took the 1.87% presented by Dr. Willett and added all the savings it would be much less than 1.54%. They added a lot back that they believed to be important educational programs for students' success. Ms. Philbin commented that the 1.54% did bring back many services such as RAZ and Literacy How but they were able to do this due to the reduction in the health insurance line. This was not available when Dr. Willett presented the 1.87% and if that money was available he may not have proposed all of the cuts.*

Jennifer McLarney, 237 Kozley Road, commented as a parent and employee of the BOE. Good education costs money. Tolland needs to stop accepting the "do it for less" mindset. The budget voted in is a reflection of what is valued. Do we value education with this budget? *Mr. Holt responded that he agreed and that education is not cheap, nor should it be – excellent education even less so. His intent was to be sure they money they had was being spent in the most efficient way before asking for more.*

Sam Adlerstein, 164 Pine Hill Road, asked that the Town Council and the Board own their positions. It is nothing to be ashamed of to be driven by prioritizing revenues and mill rate. The agenda has been to have a "low as you can go" budget process – this has been the position. He asked that they own it. *Ms. Nuccio responded that she does not have a problem saying this. They need to balance and think about the mill rate, loss in revenues, and the impact from the state. They need to think about the budget and still be able to have people age in place. Mr. Abbate added that just because he has not been vocal does not mean he does not own it. He owns all of his decisions. Mr. Jones commented that he agrees with the sentiment that they should own it. They need to be able to advocate for the budget. If the budget fails at referendum things will only get worse. Mr. Adlerstein commented that he was referring to those who have made public statements that they have a fiscally conservative mill rate and revenue-reduction agenda. Mr. Luba commented that he will never back down from any position he takes. If he is wrong he will admit it but he will stand by every statement and position he makes. Mr. Reagan added that he owns it when he votes.*

Gary Lotrek, 12 Holly Road, commented that it is what one is willing to accept. No one is against education but it is expensive. He observed the Board's budget process and the discussion about money. He does not want to accept – he wants to raise and increase. Further, with all due respect, he wishes the members were nicer to each other. They represent the town. If he were to bring his children he would want to show them civic leadership.

Liz Costa, 54 Josiah Lane, asked Ms. Nuccio what competitive means to her relative to the education system. When does the town begin to be competitive with other towns from an education point of view? When does Tolland add to the education system and become competitive so people start buying houses in town? *Ms. Nuccio responded that this is not something can be answered right now. It is something they will need to think about as they go through the process.*

George Ulrich, Fish and Game Road, commented that he noticed a reduction of approximately 60 students this year and this in keeping with a 1:20 student/teacher ratio so this would be a loss of 3 teachers. He understands a 5<sup>th</sup> grade teacher retired, a 5<sup>th</sup> grade teacher is moving to the 4<sup>th</sup> grade, and the art teacher retired. People are not losing their jobs. *Ms. Moran commented that the 5<sup>th</sup> grade teacher is not retiring. The other thing that "galls" him is they keep talking about reducing. In his lifetime he never recalls the town*

or school budget being reduced. It has been about reducing the amount of the increase. State law says they cannot even reduce the school budget over that of the previous year. Thus nothing is being reduced... they are only cutting the size of the increase.

*Ms. Plourd commented in regard to Ms. Costa's comment on commitment. Ms. Plourd explained that over the past couple of years her property taxes have gone up 22%. It is not a one agenda item she is after – it is looking at everything and advocating for people like her. She has a 4.5 year old and a 10 month old. They will be going to the schools and if she is priced out she will have to move and she does not want to. She respectfully asked the Chair that they continue the meeting with the Town Council so they can discuss the other items on the agenda.*

Madhu Renduchintala, 93 Hurlbut Road, commented that other towns are investing 2.5-4% as an increase yet Tolland is discussing a budget that will do the least amount of harm.

*Ms. Philbin commented, in regard to Mr. Lotrek's comment that she will commit to doing her due diligence to being a team player and lead by example for families and children. She will be as respectful as possible and listen because everyone brings a multitude of diverse thought.*

*Ms. Moran commented that as far as enrollment and the reduction in the student population they are starting to see an uptick in the lower grades. She added that some items have gone up including trauma and mental health issues such as anxiety and suicidal thoughts in students. This is not the education system she is familiar with from when she graduated. Cuts to staff, even three, mean fewer adults in front of students which isn't good. Fewer adults are making connections with students. They are also in a state of emergency in regard to the rebuilding of the elementary school and no other towns are dealing with this. She hopes the community understands what it is up against. With all this going on she feels they should be investing in the school system. At the last Board meeting she advocated for 1.85% to keep the schools somewhat whole but still would mean cuts. This increase would have kept sports, art, and the 5<sup>th</sup> grade teacher to be there for kids. She believes 1.85% is still a reasonable budget.*

**5. Petitions and/or questions to the Board of Education from Town Council members specific to the BOE Budget.**

- Mr. Luba commented that there is a \$46K expense included as part of the Board's budget for moving costs to Birch Grove. As a member of the Birch Grove Building Committee, Mr. Luba knows this was included as part of the contractor's cost and is being covered by the state. Is this a duplicate cost that could be reallocated to support items that are being cut? *Dr. Willett has looked at this. Their experience is that not all of the items are being covered and they have included this to be proactive for the district. The funds need to be available to execute activities on a very short timeline. If they fall off the timeline there could be very negative ramifications. If the funds are received from the state they can be rolled over to the town or do something else with them. Ms. Nuccio commented that last year \$75K was put aside for items that were not included in the Birch Grove numbers. Dr. Willett responded that he believes money will be needed to address wetland items such as berms and adjustments. These are operational items and they are acting on the experience being brought to them from the professionals. It is what is needed for what could potentially happen and he would be very nervous about altering it. Ms. Nuccio commented that many of these items are one-time expenses that are in an operating budget and inquired if there is another way they could be addressed. A brief discussion took place.*
- Mr. Luba spoke in regard to the professional development line item. He is in support of having robust professional development because education is constantly evolving. A lot of the money was going toward LEAP and other items and Mr. Luba asked if this is a one-time cost and if ongoing, was the Board advised of this? *Dr. Willett explained that they are responding to what is happening. For*

*example, now there is a greater focus on dyslexia and they need to be responsive to the needs of students or outplacements will need to be made. They are always adjusting to ensure students are covered morally and ethically educationally and that the district is protected and well positioned to service students. Some items are for baseline training while others are so they can be responsive to new situations including the upcoming accreditation process. Mr. Luba requested a granular breakdown of this line item in the future. Ms. Plourd and Mr. Holt reviewed the Board's decision regarding the decision to expand Literacy How. Mr. Luba believes he can now support this line item based on the information provided.*

- Ms. Nuccio requested a granular breakdown of what the finance and facilities committee did during its meeting for the March meeting.
- Ms. Nuccio requested further information about the athletic stipend line.
- Mr. Jones inquired if when there is a reduction in classroom instructional supplies and materials if some teachers take it upon themselves to support these items with their own income. *Dr. Willett responded that he always encourages the staff to let him know what they need. He does not want them spending money out of pocket. Sometimes teachers want to innovate and do spend money to do so but the basics should be covered.* Ms. Falusi added that programs provide efficiencies for the teachers. If a program is helping to identify an issue and it is taken away then a teacher needs to take time to do their own research.
- Ms. Nuccio inquired about tech services.
- A brief discussion regarding last year's spike in the travel and conferences line item took place.
- Ms. Nuccio requested further information on the interdistrict summary (magnets and charters).
- A discussion regarding the Birch Grove security guard took place in regard to if the salary is being paid by the state. Ms. Philbin will seek clarification
- A brief discussion regarding the state's contributions to teacher pension and retirements took place as something to remain cognizant about.
- A brief discussion regarding the reduction in the tutoring line item took place.

#### 6. Adjournment

Mr. Jones motioned to adjourn the meeting at 9:59 p.m. Ms. Nuccio seconded the motion. All were in favor. Motion carried.

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Tammy Nuccio, Council Chair

Lisa A. Pascuzzi  
Clerk



**TOLLAND TOWN COUNCIL  
HICKS MEMORIAL MUNICIPAL CENTER  
6<sup>th</sup> FLOOR COUNCIL ROOM  
February 25, 2020 – 7:00 P.M.**

**MEMBERS PRESENT:** Tammy Nuccio, Chair; Steven Jones, Vice Chair; Robert Abbate, Brenda Falusi, Lou Luba, John Reagan, Kurt Schenher

**MEMBERS ABSENT:** none

**OTHERS PRESENT:** Michael Rosen, Town Manager; Lisa Hancock, Director, Finance & Records; Michael Wilkinson, Director of Administrative Services; Chief John Littell, Tolland Fire Department; Doug Racicot, Tolland Fire Department

1. **CALL TO ORDER:** Ms. Nuccio called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited
3. **MOMENT OF SILENCE:** A moment of silence was held.
4. **PROCLAMATIONS/PRESENTATIONS:** none
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** *(on any subject within the jurisdiction of the Town Council) (2 minute limit)* - none  
Mike Byam, 70 Woodfield Drive, summarized his concerns in regard to the process related to the sale of the Wilbur Cross town property. First, he expressed concern regarding actions between the Town Manager and Mr. Williams between June and August of 2019: the letter of intent to sell, pre-site development, zoning change, and the purchase and sale agreement of \$1 for 9.7 acres of land where there was no notification to abutters, no bids were sought, no appraisals were performed, and there was not a public hearing for the sale. Second, the prior town council tried to keep the process secretive. The purchase and sale agreement had a clause: section 9e, Confidentiality, "buyer and seller agree to keep the financial terms, environmental testing results, and the performance contingencies of this Agreement confidential, disclosing the same only to their lawyers, accountants, business advisors". Third, the sale of \$1.00 for ten acres of land seems to fraud the State of fair land value as agreed in the special act and quitclaim deed. Fourth, residents do not believe Special Acts 3.19 or 11.16 override the Town Charter commitments of notifying abutters or going to public referendum for land value greater than 1% of budget above \$570K as suggested by Attorney Conti who is the same attorney who worked with the prior town council to get "us" to this position. Mr. Byam defined "us" as the Town Council, the neighbors, and Mr. Williams. Mr. Byam hopes the Town Council got a neutral legal opinion on the public's questions on this evening's discussion. To be clear, Mr. Byam noted that he is in support of economic development. He pays high taxes like everyone else in Town and supports Mr. Williams' right to develop on his property but Mr. Byam does not support actions by the Town and developers to take unjustified risks or go around or against the rules which are in place to provide transparency and protect the Town's valuable assets of people, property, and environment.

Matt Sexton, 75 Woodfield Drive, commented that as a community they have tremendous fears and concerns with the potential sale of the Wilbur Cross parcel to Mr. Stephen Williams. They have heard firsthand from citizens of Tolland who live beside the property that Mr. Williams developed off Buff Cap Road. Apparently, it wasn't what was expected [a photo of the property was passed around]. They also fear that what is shown in the photographs could be their reality as well. This is another parcel of land that Mr. Williams owns off of Angela Drive. He started to site grade and for whatever reason never finished. It is now an eyesore that contains nothing but fill for other projects. Mr. Sexton directed Council members'

attention to the 4 residential homes around this fill site. As Mr. Byam said, Mr. Sexton is also in favor of economic development in Tolland but does the town really need another vacant storefront or empty field? If this sale was to go through not requiring a construction bond to protect the town and the neighborhood it would leave them in a very bad position. The sale does not need to happen. This is not the direction Tolland needs. [To the public] these are my neighbors, friends, and family and they are some of the greatest people he has had the privilege to know. Tonight they ask that the Town Council not sell the Wilbur Cross parcel. They are asking the Council to support and protect the interests of the citizens of Tolland.

Joel Johnson, 52 Woodfield Drive, commented that he appreciates the spot the Town Council is in. They are left with a mess created by the previous town council. Mr. Rosen is not the person who was here when the situation started but you have the opportunity tonight to right a wrong. They are in the privileged position to have legal resources to fight this just as Mr. Williams does. This is an issue for the Town that ultimately the citizens of the Town will pay for one way or the other. They are asking the Town Council to deny this sale, stop this sale, and allow the neighbors, the abutters, the Town Council, and Mr. Williams to come together and come up with something that is acceptable to all. Mr. Johnson is pro-development and believes this can be done but to sell a 9 acre parcel of land for \$1? How does it make sense – 9 acres for \$1? There are meetings happening behind the scenes, e-mails that state to meet in private, and situations which on their face do not make any sense. Mr. Johnson is asking the Town Council not to sell citizens' land for \$1 and allow it to be reset so that it may be started over.

**6. PUBLIC HEARING ITEMS - none**

**7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL - none**

**7b. REPORTS OF TOWN COUNCIL LIAISONS**

- Planning & Zoning Commission- a review of the February 24<sup>th</sup> meeting was provided by Ms. Falusi
- Land Acquisition – a review of the meeting was provided by Ms. Falusi
- Census - a review of the meeting was provided by Ms. Falusi; Ms. Rosen spoke in regard to this item as well
- Tourism – a review of last week's meeting was provided by Ms. Falusi
- Permanent Celebration Committee – next meeting is March 17<sup>th</sup>
- Conservation Commission – a review of items was provided by Mr. Jones
- Board of Education – a review of the meeting was provided by Ms. Nuccio
- Eastern Highlands Health District – cancelled due to quorum issues
- WPCA – Mr. Reagan referred any inquiries to the minutes
- Birch Grove Building Committee – a review of the meeting was provided by Mr. Luba

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

**8.1 Consideration and action on approving the revised Public Services/Reference Librarian Job Description**

Mr. Jones motioned to authorize the following resolution:

*BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached revised CSEA union group Public Services/Reference Librarian Job Description.*

Ms. Falusi seconded the motion. All were in favor. Motion carried.

Mr. Jones thanked Mary Anne Ainsworth for her 30 years of service.

The Tolland Public Library will host an Open House on March 5<sup>th</sup> from 2-4 p.m. to thank Ms. Ainsworth for her service.

8.2 Appointment of Blum Shapiro as the Town's independent auditor for the next five fiscal years ending June 30, 2020 through 2024

Mr. Rosen reviewed the background information. It was noted that the Superintendent and the Tolland Public Schools' Business Director are in agreement.

Mr. Jones motioned to authorize the following resolution:

*WHEREAS, the Connecticut General Statutes (C.G.S. 7-396 and 4-232) require the appointing authority of any municipality or audited agency to file with the Secretary of the Office of Policy and Management (OPM) the name of the independent auditor designated to conduct the annual audit of its accounts; and*

*WHEREAS, the notification must be made at least thirty days prior to the end of the fiscal period for which the audit is required;*

*NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby approves the reappointment of Blum Shapiro to conduct the annual audit of its accounts for fiscal years:*

*July 1, 2019 through June 30, 2020*

*July 1, 2020 through June 30, 2021*

*July 1, 2021 through June 30, 2022*

*July 1, 2022 through June 30, 2023*

*July 1, 2023 through June 30, 2024*

Mr. Luba seconded the motion. All were in favor. Motion carried.

8.3 Discussion on the creation of a Remote Participation Policy

Mr. Rosen provided background information on this item. This item is being addressed because they have had at least one instance where it has been asked if a Council member may participate in a meeting via teleconference. FOIA allows a municipal body to engage in remote participation as long as that body at the beginning of the meeting takes a vote to allow it. A policy would be a blanket policy that would cover all of the Town's boards, agencies, and commissions if they wish to engage in remote participation and would set out the guidelines and best practices.

Mr. Rosen reviewed a policy he created in another community. This policy included the following: a purpose statement, a procedure for opting out, requirements for remote participation, if a physical quorum is required, acceptable reasons for remote participation, technology, and the process for requesting remote participation.

A discussion took place. Topics included: some smaller commissions have difficulty with attendance, quorums, remote participants having access to physical documents available during the meetings, the opportunity it would provide to those unable to attend a meeting in person, the inclusion of more restrictive language, voting, appropriate use, issues with body language and the inability to interact with the public, technology to ensure the speaker can be

heard when televised, clarification that this is not for the purpose of convenience, limits on remote participation.

Mr. Rosen will draft a policy for the Town Council to review. This item will be added under Old Business on a future agenda.

8.4 Discussion on possibly rescinding the bond resolution for Fire Rescue Truck #240 and funding it with the Unassigned General Fund – Fund Balance.

Mr. Rosen provided background on this item. Mr. Rosen explained that Fire Rescue Truck 240 was part of last year's 2019/20 Capital Plan. It was funded in the amount of \$750K and passed the budget process. The minutes of the June 25, 2019 and July 9, 2019 Town Council meetings reflect a discussion regarding using the general fund balance to partially or fully fund the purchase of the truck rather than bonding.

Mr. Rosen noted that the truck has not yet been procured and this item is presented so the Town Council may discuss this item and the funding source. If the Council chooses to change the funding source, a public hearing will be required. It was confirmed that the bond was authorized but not issued.

A discussion took place. Ms. Nuccio inquired as to the current price of a fire rescue truck. Chief Littell explained that the cost of a rescue truck is now in the range of \$825K to \$875K. The Department is looking at some other options as well.

Chief Littell provided an update on other major projects such as refurbishments and his recommendations in regard to the Emergency Capital Apparatus Reserve Fund.

A further discussion took place regarding the process. It was noted that once the debt is issued trying to refund it early is challenging and unlikely. Ms. Hancock clarified that there is a funding resolution and an appropriation in place so the Chief can move forward. In regard to the bond, Mr. Rosen explained the projection on a twenty year bond with a \$750K principle would be \$209,687 in interest. Ms. Hancock clarified this is an interest rate of approximately 2.75%; however, at the time the debt is issued there could be bond premiums which could reduce the cost over the life of the bond. Mr. Rosen explained that the bond authorization would only be rescinded if the Council holds the public hearing and decides it would like to use cash rather than debt. This would push the timeline out by one month.

A discussion took place in regard to replenishment of the general fund. Ms. Hancock noted that there is a formal fund balance reserve policy. If the balance falls below 10%, depending on the level, there is a policy regarding how quickly the fund needs to be replenished.

Ms. Nuccio commented that she is in favor of paying cash for the truck. It will save the town over \$200K and she wants to ensure the Chief has the approvals needed to start the process. She believes the fund balance will be fine and the purpose of the debt plan is to arrive at the point where they can pay cash. Further, with Birch Grove coming online debt is going to increase.

This item will be on the next agenda under Old Business to set a public hearing for the second meeting in March.



8.5 Appointments to vacancies on various municipal boards/commissions

Mr. Jones motioned to appoint Claudette Morehouse, 89 Merlot Way, for a term of 11/26/2020 – 11/09/2021 on the Zoning Board of Appeals as well as Diana Bump, 15 Sherry Circle, for a term of 11/26/2020 – 11/09/2021 on the Zoning Board of Appeals – Alternate. A resignation letter was received from Steve Caron (Zoning Board of Appeals) dated February 5, 2020.

Ms. Falusi motioned accept the appointments as amended with the dates of 02/26/2020 rather than 11/09/2021.

Mr. Luba seconded the motion.  
All were in favor. Motion carried.

9. **OLD BUSINESS (ACTION/DISCUSSION ITEMS):**

- 9.1 Consideration of a resolution to approve a Purchase and Sale Agreement between the Town of Tolland and Stephen D. Williams for the purchase of the parcel described as Wilbur Cross 22/k/020 (9.70 Acres, more or less) authorizing Michael Rosen, Town Manager to sign the Purchase and Sale Agreement.

Mr. Rosen presented a timeline. The parcel is known as Wilbur Cross. In 2003, section 34A of the Special Act 03-19 of the General Assembly conveyed this parcel from the State to the Town of Tolland for Open Space purposes. In that Resolution it said that if the town does not use the parcel for that purpose of open space or if it sells or leases the property the property would revert to the State and the deed would become null and void. In 2011, section 14 of the Special Act 11-16 of the General Assembly amends Special Act 03-19 in two ways: a. it quitclaims the parcel from the open space only provision and also the retention of ownership provision thereby allowing the town to sell or lease it and b. it conveys to the town for the purposes of economic development. Thus, if this property is not used for the purpose of economic development the parcel would revert to the State but if the town sells or leases all or any portion of the parcel any monetary consideration received would be transferred to State.

Mr. Rosen provided a history of the parcel. The parcel sat dormant until 2019. No one had approached the town to that point with any ideas about how to develop it for economic development, when the abutting property owner Stephen Williams approached the town with a proposed use of the parcel to support economic development of his parcel. Conversations led to a letter of intent which was voted on unanimously by the town council on June 25, 2019 using normal agenda setting methods which was 2 meetings. The parcel is valued by the Town Assessor in the amount of \$446,200. A sale of real property requires a referendum unless 1 of 4 exclusions applies. Mr. Rosen reviewed those exclusions.

In regard to the purchase and sale agreement, section 10-3 of the Town Charter requires that to sell property there needs to be public hearing in the newspaper. Section 7-163E of the Connecticut General Statutes requires 2 notices and a sign to be posted on the real property to be sold. The 2 notices of the public hearing were posted in the newspaper in January 2020. The public hearing was held on February 11, 2020. The purchase and sale agreement is a binding document and it incorporates much of what was in the letter of intent from June and many provisions will still need to be met.

Mr. Rosen noted that when he signed the document in September 2019 it was after the town council voted on this item and it followed the letter of intent and guidance from the previous town manager.

The purchase and sale agreement gives Mr. Williams until 2023 to be granted all mandatory permits, approvals, and sign offs from various town regulatory bodies. Any grading Mr. Williams does requires prior approval of the PZC. For this evening's meeting the town sought formal, confidential, and attorney-client privileged legal opinion from the town attorney for guidance. In regard to protections to insulate the town parcel from harm, they will entrust other agencies not in the jurisdiction of the Town Council to keep an eye on it as the process unfolds to ensure any provisions are built into their permitting process.

A discussion took place.

Mr. Schenher inquired that if the purchase and sale agreement goes forward and is codified, if Mr. Williams will still need to go through Wetlands and PZC before he can do anything on the property. Mr. Rosen explained that Mr. Williams will discuss any issues with Wetlands and then he will go to the PZC.

Mr. Luba inquired that only if the proposals for development are approved by the agencies, committees, and organizations would this proceed to a sale contract where further provisions could be added regarding restriction. Mr. Rosen responded that regulatory boards can add conditions or contingencies. Multiple steps will still be needed to be taken before Mr. Williams can purchase the land. Ms. Nuccio confirmed that a final sale cannot occur without a final design/build by the PZC which would require all of the other steps to be followed. Mr. Rosen referenced the Conditions of Closing.

Mr. Reagan explained that his reluctance to vote at the last meeting was based on his understanding was that this land is going to be conveyed to Mr. Williams and he was going to start clearing it without any approvals. This indicates that he still needs to go before Wetlands and PZC before he can start working on the parcel. Mr. Rosen referenced the Purchase and Sale Agreement, Item 6F, Right of Access to Grade (page 7). Mr. Luba clarified that before any grading or clearing can be done there would need to be another public hearing through the PZC. Mr. Rosen noted that grading is governed by the PZC. If he were to remove trees from the property while it is still owned by the town, Mr. Williams would have to comply with Section 23-65 of the CT General Statutes.

Mr. Luba spoke to the public comment concerning the confidentiality of the purchase and sale agreement. Based on his experience as an attorney doing real estate closings this is included in any agreement like this and is in regard to the creation of an unfair trade issue. Ms. Nuccio reviewed Section 23-65 of the CT General Statutes.

Ms. Falusi confirmed that the property could be subdivided and that there has been precedence allowing commercial abutters to a town property to use that property for storm water runoff. She requested a layout of the Aquifer Protection Zone and provided this information to the Council. The Aquifer Protection Zone is shown on the Town's zoning map as purple hatched:  
<https://tollandct.mapgeo.io/datasets/properties?abuttersDistance=100&latlng=41.865959%2C-72.359932&panel=themes&themes=%5B%22zoning%22%5D&zoom=14>  
The area planned for the runoff was indicated on the map.

Ms. Nuccio confirmed with Mr. Rosen that if this goes forward the property remains in the town's possession until final approvals are in place.

Mr. Jones motioned to accept the following resolution:

*BE IT RESOLVED by the Tolland Town Council that it hereby approves the Purchase and Sale Agreement between the Town of Tolland and Stephen D. Williams for the purchase of the Parcel identified as Wilbur Cross 22/K/020 (9.70 acres, more or less) authorizing Michael Rosen, Town Manager, to sign the Purchase and Sale Agreement.*

Mr. Luba seconded the motion.

A roll call vote was taken:

Mr. Schenher – yea; Mr. Luba – yea; Mr. Reagan – yea; Ms. Nuccio – yea; Mr. Jones – nay; Mr. Abbate – abstained; Ms. Falusi – nay

Motion passes (4.2.1).

**10. REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1<sup>ST</sup> MEETING OF THE MONTH ONLY)**

**10.1 Financial Overview for Fiscal Period ending January 31, 2020**

- Census – March 12<sup>th</sup>-20<sup>th</sup> a postcard will be delivered directing how to take the census
- Freedom of Information Workshop, February 27<sup>th</sup>, Tolland Public Library, 6:00 p.m.
- CERT Graduation Ceremony, February 27<sup>th</sup>, Tolland Fire Training Center, 7:30 p.m.

Mr. Rosen referenced the financial overview for fiscal period ending January 31, 2020. The document reviewed the financial highlights of the revenues, expenditures, and provided narratives.

A brief discussion took place on the following items: the department of public works, revenues, fund balance projections.

**11. ADOPTION OF MINUTES**

- 11.1 February 11, 2020 Special Meeting Minutes
- 11.2 February 11, 2020 Regular Meeting Minutes
- 11.3 February 13, 2020 Capital Budget Meeting Minutes

Mr. Jones motioned to adopt the minutes as listed in items 11.1, 11.2, and 11.3.

Amendments: none.

Ms. Falusi seconded the motion. All were in favor. Motion carried.

**12. CORRESPONDENCE TO COUNCIL**

- e-mails regarding the Wilbur Cross parcel
  - e-mail regarding the Commission on Residents with Disabilities
  - e-mails regarding the Board of Education budget
  - e-mail with information on what paraprofessionals in the district do daily
  - e-mail regarding the tabling of the motion regarding the Wilbur Cross parcel
- \*note: e-mails listed are only those received before 2:00 p.m. on February 25<sup>th</sup>

**13. CHAIRPERSON'S REPORT**

- February 26<sup>th</sup>, Board of Education meeting
- March 5<sup>th</sup>, Town Council Chair Hour, 6:30 p.m., 6<sup>th</sup> Floor of Town Hall
- February 25<sup>th</sup>, Ms. Nuccio and Mr. Rosen met with the 4-town regional economic development team

**14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS**

- Ms. Falusi thanked everyone for participating in the Tolland Eagle Freeze.

- Ms. Falusi expressed condolences to the Tolland Fire Department for the loss of a former member.
- Ms. Falusi attended training at Sustainable CT
- Mr. Luba thanked Chief Littell and everyone for attending the Tolland Eagle Freeze.
- Mr. Luba clarified the vote this evening on the Wilbur Cross parcel was a difficult decision that was not taken lightly. They reviewed all of the e-mails and took this issue seriously. A lot of research was done before decisions were made.
- Mr. Jones echoed Mr. Luba's comment regarding the Wilbur Cross parcel and explained that his vote was based on believing the abutters were not given adequate time to be involved earlier.
- Mr. Jones noted that resident have reached out to him about Tolland having a town wide cleanup day sometime around Earth Day (April 22<sup>nd</sup>). While it may not be feasible this year, it may be something to consider for next year.
- Ms. Falusi suggested having a proclamation to recognize Earth Day to bring awareness.

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

George Ulrich, Fish and Game Road, commented in regard to 3 items. First, he does not like paying taxes but does so. What "galls" him is the wasting of tax dollars. Second, in regard to the fire rescue truck, it is needed. He has donated to the fire department for years and when needed they have quickly been there for him. His concern is they keep waiting to make the purchase and the price increases. They need to "get off the dime" on this item. Third, in regard to the Wilbur Cross parcel he understands the state says it has to be used for commercial use. The town needs money and development and Mr. Ulrich understands that Mr. Williams is the only one with access to the land as far as commercial use. Thus, it is either him or nothing. Revenue is needed in town. All they can do is watch and ensure he does what is needed such as berms and buffers. Mr. Ulrich knows all about noise etc. since he lives across the street from the "gun nuts". It does not bother him at all. At night they go home and it is very quiet.

16. **ADJOURNMENT**

Mr. Jones motioned to adjourn the meeting at 9:05 p.m.

Mr. Schenher seconded the motion.

All were in favor. Motion carried.

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Tammy Nuccio, Council Chair

Lisa A. Pascuzzi  
Clerk