

TOLLAND BOARD OF EDUCATION

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.

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AGENDA

September 9, 2020

7:30 PM

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF THE AGENDA

C. APPROVAL OF MINUTES

- August 12, 2020
- August 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 – Alexandra Costa and Simar Grewal

H. SUPERINTENDENT'S REPORT

- H.1 EOY June 30, 2020
- H.2 Monthly Financial Report-August
- H.3 2021 Budget Comparison
- H.4 BOE TPS COVID 19 Representatives
- H.5 BOE Goal Meeting
- H.6 Mental Health Initiative (no attachment)

I. COMMITTEE & LIAISON REPORTS

J. CHAIRPERSON'S REPORT

K. BOARD ACTION

L. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.

M. POINTS OF INFORMATION

- August 25, 2020-Town Council Special Meeting
- August 25, 2020-Town Council Meeting

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 Light House Programs
- Understanding By Design (presentation and discussion)
- Regionalization (presentation and discussion)
- Board of Education Goal Setting (working session and establishment of goals)
- Update on CRE efforts, Equity Efforts,

O. NEW BUSINESS

P. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

ZOOM Meeting

REGULAR MEETING – August 12, 2020

Members Present: Ashley Lundgren, Chair; Christina Plourd, Vice Chair; Tony Holt, Secretary; Renie Besaw, Christine Griffin, Kate Howard-Bender, Jacob Marie, Karen Moran, Dana Philbin

Members Absent: none

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Plourd called the meeting to order at 7:35 p.m. The Pledge of Allegiance was recited.

B. APPROVAL OF THE AGENDA –

Ms. Moran motioned to move item H4 to H1.

Ms. Howard-Bender seconded the motion.

A roll call vote was taken. Motion passed unanimously.

C. APPROVAL OF MINUTES

- **July 13, 2020 – Special Meeting Minutes**

Mr. Marie motioned to approve the minutes of the July 13, 2020 special meeting. Ms. Plourd seconded the motion. A roll call vote was taken. Motion passed unanimously.

- **July 15, 2020 – Special Meeting Minutes**

Mr. Marie motioned to approve the minutes of the July 15, 2020 special meeting. Ms. Plourd seconded the motion. A roll call vote was taken. Motion passed unanimously.

- **July 22, 2020 – Minutes**

Mr. Marie motioned to approve the minutes of the July 22, 2020 meeting. Ms. Plourd seconded the motion. A roll call vote was taken.

	Aye	Nay	Abstain	No response
Lundgren	x			
Plourd	x			
Holt	x			
Besaw	x			
Griffin	x			
Howard-Bender		x		
Marie	x			
Moran	x			
Philbin	x			

Motion passed.

D. PUBLIC PARTICIPATION

Liz Costa, 54 Josiah Lane, thanked everyone for all of their hard work with the pandemic response and opening schools. She hopes they will overwhelmingly approve Dr. Willett's extension. She added that she originally sent a letter indicating that she did not care about the difference between September 1st or 8th but because so much ppe has been delayed she would

prefer that school opens on September 8th to give students an opportunity to wear the ppe at home before going to school.

Emma Browning, 19 Charles Street, commented that she wants to talk about what she believes is a big hole in the Tolland education system – sex education. She spoke with Ms. Howard-Bender about this. The CDC recommends that 16 topics be covered in sex education and Tolland only covered about 4 in her experience. They spent about a quarter on mental health and the rest of the year dealing with STDs and HIV/AIDS which is a state requirement. When she was doing a presentation she learned that only about half of her grade knew what contraception meant. There are a lot of gaps in the education. About 3% of CT kids report having sex before the age of 13 and 33% of high school students so if any of the students in her class fell in that category the results would be catastrophic. She also remembers students talking about sexting as early as 7th grade. She believes school should follow all 16 of the CDC's guidelines to further sexual health and save the state and probably the town money. She would like to recommend that Tolland set an example by following the CDC's guidelines particularly focused on sexting in youths and child pornography laws, the importance of different forms of contraception that make up 5 of the 16 guidelines – Tolland covered none of these. She would also like them to cover objective abortion access if possible although it might be controversial. She would also like them to be inclusive and include gender sexuality and gender identity. She believes that currently education is very lacking and potentially could be dangerous to students.

Christopher Rozea, 16 Lemek Lane, commented that he appreciates and duly notes the efforts of the Board and Dr. Willett with respect to navigating through this. Mr. Rozea fully supports the AB hybrid schedule. He would like to know if there is flexibility with respect to the AB schedule. He is on conference calls throughout the day and it is difficult for him to disengage and try to help students at home. His wife is off Mondays and Tuesdays but works Wednesday – Friday. He has one daughter going into TIS and another to TMS – is there flexibility in regard to them going for the 2 days a week?

Colleen Yudichak commented that she is glad there are so many participants this evening and that the Board moved up the Superintendent's contract. She thanked Dr. Willett for taking a freeze. A lot of families, including her own, have had to go through this. She looks forward to hearing more about the Civility Policy and would like to know how people are held accountable. This is not in the document. It does not seem as though there is any way to hold people accountable if they do not follow what is written. Staff and teachers have a social media policy and Ms. Yudichak noted that she served on the Board and it was discussed but they never followed through and she wishes that they did. She would like to know if this is something that could be looked at. She thanked Ms. Howard-Bender at the TRAC meeting for the discussion about any possible legal ramifications if someone (staff or student) gets sick. It is important that the schools can protect themselves and is something that should be talked about more and asked Dr. Willett to reflect on this since there are a lot more people on this call. No one will be happy with what is going on right now. Everyone is in this together and she appreciates the volunteers, staff, teachers, and families.

Sara Sroka 58 Mountain Laurel Drive, thanked the Board for its hard work and dedication over the last few months. This has been a challenge for all. She commended Dr. Willett for over the past few months as well - his hard work over the course of this year. He has done a phenomenal job during the pandemic especially on the TRAC committee. She is not on the TRAC committee;

she has been participating as a parent. She is an educator in Tolland County and she fully trusts Dr. Willett's plan and feels that moving forward with the hybrid model and reevaluating every certain number of days is in the best interest of the students. She appreciates all of his hard work.

Marisol Roberts, 459 South River Road, commented that everyone is trying to do their best. There are no winners or losers here. She does not have a problem with hybrid if that is what has to be done. Taking it day by day works for her because she knows they have to try things out but she is wondering what the solution is for those people who do not have the flexibility to be able to take off work 2 or 3 days a week.

Mary Rose Duberek, 37 Ryan Road, thanked everyone, especially Dr. Willett and his team. It is a great plan. She thinks reopening a school is not just a school problem or a school issue. She believes it is the entire community and she would like to see other members of the town's officials working on ways to provide assistance to those families which need assistance with childcare during remote learning days.

Kate Vallo, 80 Tolland Green, thanked everyone for their time in advance and to the Board and Dr. Willett for all of their efforts as people prepare for the reopening of school. She attended the Superintendent's Virtual Office Hours yesterday. Something he said resonated with her and she wants to share that her understanding is that Dr. Willett has integrated information he has gleaned from staff, local health professionals, the EHHD, families, the Board, TRAC, and a variety of community members. He has said that he is interested in making the plan that will keep the community as healthy as possible and protect the student body. Ms. Vallo thanked him for this and expressed a wish for full support for him to continue doing this. She thanked Dr. Willett for being the kind of superintendent that can be trusted to keep the students as safe as possible.

E. CORRESPONDENCE

- 73 e-mails were received that touched on either the full-in or hybrid plans or the start date; Mr. Holt noted that not all of them articulated both
 - 43 of the e-mails talked about either the hybrid or the full in; of those 67.4% preferred partial in-person and 32.6% preferred full-in
 - 31 of the e-mails talked about the start date; 25.8% preferred September 1st and 74.2% preferred September 8th

Ms. Howard-Bender commented that there were other e-mails that talked about other subjects and asked if Mr. Holt was going to talk about those. Mr. Holt responded that he only focused on these.

F. POINTS OF INFORMATION

- Ms. Lundgren read the following:
Just some clarifications: Straw polls are non-binding votes. They show where people stand. Votes like these do not make official decisions. That morning during the leadership meeting, Dr. Willett requested that we take a straw poll vote at the meeting that night as he is in a time crunch with the state. Therefore, I obliged. We can take a straw poll vote every meeting if we would like. However, if members are absent, it's OK too. We do need a quorum for any official votes. Straw poll votes are not considered official. We do need to move forward with information and discussions. There are plenty of meetings where we are missing board

members; the process does not stop. Prior to deciding if we were going to postpone the meeting, I sent out an e-mail to Board members asking a couple of questions as I was without power and internet. The questions were: 1. if everyone is OK after the storm and 2. if delaying the meeting a day or two would be preferred. The responses I received were that we need to have the meeting due to the time limitation set by the state and that people will find a way to attend. Therefore, we proceeded with the meeting.

Another point of information from that leadership meeting was what to put on the agenda. Walt said we would need reopening protocols and start dates. Tony, Chair of Policy, wanted a first policy read. Dr. Willett put the items in order. We were waiting for all 9 members to be in attendance for Dr. Willett's Evergreen Clause. It is a well known fact that a vote for the superintendent's extension would not even take place if the motion were not to be confirmed with a majority. To question our integrity as a board is very insulting. Once again, the rumors fly and people take it as truths. There is always a method to the madness and it isn't always devious.

- Mr. Marie commented that he understands that there has been some consternation over having the straw poll at the last meeting. He supports having a straw poll that evening because it was critical that Dr. Willett had time to digest information from the Board. As he indicated at the last meeting, the state wanted a plan by last Wednesday so in order to give him as much time as possible to think about the opinions of the Board, the staff, and the parents they voted at the last meeting. Mr. Marie commented that he cares about what the public thinks. He has read each e-mail and responded to many of them. He added that the straw poll is non-binding. Mr. Marie commented on why he voted in the straw poll in favor of in-person school and understands there are some strong opinions. He wished to clarify why he voted the way he did because the people of Tolland deserve to have that clarity. Going from the Pandemic Continuity of Learning Plan presented on July 24th the state is basing the decision to return all students to in-person learning on research that suggests that schools do not play a significant role in the transmission of COVID-19 and CT public health data suggesting CT has relatively low rates of transmission. Research also suggests that children are less likely than adults to be infected with the virus and transmit it to others. Further, having students out of school has consequences of its own including social, emotional, familial, and economic impacts that can have dire consequences. The document goes on to say that the state has directed districts to take a tiered approach starting with and hopefully maintaining in-person schooling for the 2020/21 academic year and planning for partial in-school and online options in case of an escalation of the prevalence of the disease. In-person instruction has clear advantages over online methods in terms of both academics and mental health. Given the low transmission rates among students and the favorable statewide conditions, Mr. Marie believes in-person schooling is worth a try in this moment in time. The plan Dr. Willett presented to TRAC earlier this week and will present to the Board tonight is a good plan that Mr. Marie believes provides flexibility and safety for students and staff. He supports this plan. Students deserve cooperation on this issue.
- Ms. Plourd thanked everyone who sent e-mails or got on tonight's call and spoke. It takes a lot of courage to speak at a meeting. Engagement, concerns, and civil conversations on points they disagree on is what leads to compromise and that is what leads to progress.
- Ms. Howard-Bender listed the other types of e-mails received. People who took the time to write in deserve to have them articulated in the meeting. She presented the

following: 1 e-mail asking the Board to use data and input from parents; 4 e-mails asking the Board to make a decision; 5 e-mails asking about childcare concerns; 3 e-mails asking the Board to do BOE meetings in person; 1 who thought that support staff should be paid for prep; 1 who asked that a 5-day cohort be an option; 5 who had a major problem with the straw poll; 1 who thought they should start with half days; 2 who were upset with communication; 1 who was an employee; 1 who had a question about how to return safety; 2 who had questions about special education; 3 who had concerns about how the Board members conducted themselves on social media; 3 who are asking the Board to move up the contract; 1 who asked about students who are out of district; 7 were mostly about lauding about Dr. Willett's efforts.

- Ms. Howard-Bender commented that she believes the information Mr. Marie cited was from July 24th. This information, like everything else in the pandemic, is subject to change. She asked that this be on the record as a clarification. She added that she wanted to ensure that all of the constituents are heard.
- Ms. Philbin commented that she is appreciative of the correspondence. The amount of e-mails received was overwhelming and the engagement from the community is paramount for success, to navigate the waters, and to come to some sort of understanding when it comes to differing opinions. She was educated by people in the community and she hopes that what she said helped them digest some of the information that has been published. In regard to the correspondence, Ms. Philbin went back to every e-mail that was sent about the pandemic and opening. That said, 75.8% was for partial in-person and 24% was for full return with a couple in support of all online. In terms of start date, 80% of comments were for a later start (September 8th or later) and 20% were for September 1st. She commented that she was alarmed by correspondence that talked about the behavior of town officials and Board members whether it was in meetings, on social media, or other areas. They are reflections of the community whether or not they are in their personal space and they need to be cognizant of this and ensure they are utilizing their utmost behavior. Lastly, in regard to the straw poll, Ms. Lundgren asked if the members would be in attendance and it was paramount that they had the meeting even with the internet issues. The straw poll was 6:1 and if she was on the call it would have been 6:2 and she would have questioned the straw poll, the reason for it, and the legalities. She recalled that at the first Board meeting that they discussed the Robert's Rules book and that they were going to follow it to the law. Ms. Philbin cited information about straw polls from Robert's Rules and added that it is paramount that the Board members know what their roles and responsibilities are and what the guidelines are.
- Ms. Moran thanked those who wrote in. It was hard to keep up with all of the e-mails and she tried to respond to some. She apologized to those to whom she did not respond but noted that it was great to feel the engagement in this crucial decision for the school district. Ms. Moran explained that she was recently out of state and absent from the August 5th meeting and completed the parent survey. She was aware that Dr. Willett was planning on doing a second survey. She commented that she was "dumbfounded" to find out later a straw poll had been conducted without all members present and relevant data to base it on and during a power outage. She is extremely disappointed and wants the members to question what is driving their decision making as a board. There is a lot of information at their disposal and anyone can find an article to support their position and within those articles one has to decipher what the author is saying. Some are opinion pieces and others are science journals. They need to reflect

on the work that staff and the Superintendent are doing to get ready for schools to open. This should be based on the data they are collecting and they are the experts. They will have to do the work, prepare, and will be in front of the students.

- Mr. Holt commented that the Civility Policy will be talked about today and in the next meeting when they do the second reading they will present more background. A social media policy is on the list of topics to be discussed in the Committee. In terms of prioritization there are a number of policies that will need to be addressed specifically with what is going on over the next few months and he is unable to say when they will discuss the item. He was pleased with what Ms. Philbin read from Robert's Rules. The Policy Committee will be looking at the Voting and Quorum Policy and Robert's Rules will be part of the discussion. He invited her to be part of the conversation. Mr. Holt commented that he holds Dr. Willett in high respect and while Mr. Holt is absolutely appreciative of the work he and his team are doing, in no way does Mr. Holt want questions to be considered disrespectful. A respectful debate is critical. The questions and probing are critical to getting the product that they want.

G. STUDENT REPRESENTATIVES' REPORT – Alexandra Costa & Simar Grewal

- Seniors who had the March SATs cancelled are getting ready to take the exams; the 2 upcoming test dates are August 29th and September 23rd
- Some students feel the technology policy for COVID could be better as many do not know how to access Chromebooks. Technology will be vital if they do partial or remote learning. They would like better messaging.

Ms. Howard-Bender called a point of order and asked if Dr. Willett could respond to the Points of Information as well.

Dr. Willett commented that in regard to the Chromebooks they are in the process. They have a number of Chromebooks deployed in the community. They sent a survey asking who could give them back and are in the process of collecting them. As soon as this is done and positioned, they will put out a survey to find out who needs them. They will go strictly to the neediest families first and then beyond that paperwork has been filed for additional Chromebooks but he is unsure if they will be received. As soon as the information is available it will be communicated. There has been some information about Chromebooks in the bulletins. They are unsure how many Chromebooks they will receive from the state, if any.

Dr. Willett spoke in regard to legality and liability. As long as the district is following the recommendations of the EHHD they should be in a good place from the standpoint of liability as long as they are not doing anything morally or ethically incorrect and sticking to the guidelines.

H. SUPERINTENDENT'S REPORT

H.1 Superintendent Contract

Dr. Willett reviewed attachment H.4.

As indicated early on in the process, Dr. Willett stated to the Board that he would not be interested in or seek an increase this year understanding the situation of the town and community. He hopes the funds can be used to protect other jobs and people.

Traditionally at this point, or earlier, the Board decides if it wants to extend the

superintendent's contract for 3 years. Each year the Board adds on a year, this way it is always 3 years. It is up to the Board to decide if it wants to extend. Dr. Willett explained that because he did not seek an increase this year the terminology used is a "freeze of his salary and medical insurance for the 2020/2021 year". This may be stated with or without the extension and is at the discretion of the Board.

Ms. Plourd commented that she was going to make the motion to move it to Board action.

Ms. Philbin commended Dr. Willett on the excellent job he has been doing as the Superintendent pre-pandemic and during the pandemic. He is dealing with a crumbling foundation, moving students into portables, fighting for state assistance, and then had the pandemic. Dr. Willett's guidance and communication through the dashboard, e-mails, and texts has been very informative and thorough. It is comforting that he is leading the charge. He has led with passion for the town and the school system. He truly cares for the students and staff and this is evident in the plan he has proposed to ensure safety while providing a solid education for students. She feels they should extend for Dr. Willett. One of the reasons families move to Tolland is for the school system and he leads the charge for the school system. He is fair, consistent, and listens to all ideas and makes himself available. She is grateful he is their Superintendent. Many families and staff are supportive of his efforts and due diligence in caring for the community as a whole.

Ms. Howard-Bender commented that she would like to motion for the extension. It is her understanding that according to Robert's Rules that they should discuss after a motion is made. Ms. Lundgren explained that this is an opportunity to discuss an item before it is moved to Board action; this is how it has been traditionally done. She explained that discussion could still take place after the motion is made.

Ms. Howard-Bender commented that they would be crazy not to extend the contract for 3 years.

Ms. Moran commented that she has been on the Board for almost 7 years and she was part of the hiring process when Dr. Willett became Superintendent. Her student was at TMS while he was principal and he has always led with compassion, empathy, and diligence. She thanked everyone in the community who wrote in. They were very complementary and she agrees with what was said. She is thankful for his leadership. When the community sees a leader who is doing what Dr. Willett is doing it gives everyone great pause and respect for what he is doing. Tolland is lucky to have him. She is fully supportive of extending his contract.

Mr. Holt commented that he appreciates what Dr. Willett brings to the table and is willing to go through the questions and legalese that Mr. Holt often asks before casting a vote. They have an incredible amount of work to do to get the school system where they want it to be with their visions and plans without a pandemic. Add this and it takes what was a monumental task and is now more so. Mr. Holt supports the extension and looks forward to putting in the hard work the team will need to do.

Ms. Plourd commented that she supports the extension.

Ms. Plourd motioned to move agenda item H1 to Board Action K1.

Ms. Howard-Bender seconded the motion.

A roll call vote was taken.

	Aye	Nay	Abstain	No response
Lundgren	x			
Plourd	x			
Holt	x			
Besaw				x
Griffin	x			
Howard-Bender	x			
Marie	x			
Moran	x			
Philbin	x			

Motion passed.

H.2 2020-2021 TPS School Calendar

Dr. Willett reviewed attachment H.1 and referenced the Tolland Public Schools Pandemic Continuity of Learning Plan (TPS-PCLP) Section 3.

Dr. Willett reviewed the survey results:

- three populations were surveyed: teachers, staff, parent/guardians
- early release (ER) on Wednesdays: popular with all 3 populations
- September 8th start date: most popular with all 3 populations
- September 1st start date: second most popular with all 3 populations

Ms. Lundgren inquired about September 8th which is a Tuesday as a start date and the A/B groups. Dr. Willett explained that in without modification of the plan, which is to be discussed tonight, neither group will attend on Wednesday, September 9th. He noted that this is something that they can look at doing differently for the first week. Ms. Lundgren expressed concern that they are pushing it out to September 8th and one group will only go to school 1 day while the other group attends twice. Dr. Willett explained that when it is considered throughout the year it will likely balance out by the end of the year. Ms. Lundgren inquired if there would be snow days. Dr. Willett responded that they have not reviewed for weather yet.

Ms. Plourd asked about Wednesdays and if the staff will work from home. Dr. Willett responded that the objective is that they will work from home. Everyone works from home on Wednesdays. Ms. Plourd commented that it does not matter if they start on September 1st or 8th in that they are both Tuesdays but she is in support of the September 8th start date. The e-mails and survey were overwhelmingly for it and she sees the importance of giving people time to plan to ensure success with getting students in school in-person full time as this is her wish. As far as ER every Wednesday, this is 13 days of school that students are missing and this is her dilemma but she is willing to hear the opinions of other Board members.

Ms. Howard-Bender commented that in terms of the first week they need to write off a day. The first week back they will need to stick to the protocol of cleaning on Wednesday. They need to go with September 8th because of the supplies coming in and to ensure everyone has time to plan. In regard to the half days, teachers need them to get professional development and continue to be their best selves as educators. Ms. Howard-Bender commented that it is her understanding that Dr. Willett has already addressed the time and they would not lose out on time. They will still be well within the requirements of the state and thus this is not a concern. This is best for the teachers, staff, district, students, and adults to start September 8th. She is in support of starting September 8th and having half days every Wednesday.

Ms. Besaw commented that she is in support of a September 8th start date. It is well supported in the community and people will have more time to plan how they will manage the hybrid schedule. She is concerned about ER every Wednesday. She understands that the number of hours the students will be educated is within the state's requirements, it does not negate that students are still losing 13.5 days. Ms. Besaw understands that teacher and staff need time to acclimate and she spoke at one time about perhaps having ER every other Wednesday or having a few early in the year and then following the original ER schedule to give a little more time to the students. Going with the hybrid model students will be out of school for 3 days a week remotely learning. She does not believe this is at the same level as in-person learning and perhaps there is some loss there. Further, a lot of time was lost at the end of last year due to remote learning given the situation and having Fridays off. Ms. Besaw is not in favor of ER every Wednesday and would like there to be another option.

Dr. Willett clarified that in the model is a half day early release schedule. For example, students at Birch Grove and TIS end their online studies on Wednesdays at around 12:45 p.m. Staff continues to work remotely and students get a break from the constant online items. These are half days done virtually.

Ms. Griffin commented that she has concerns about the first week. It would be difficult for the A group to only attend on Tuesday. It would be beneficial for them to have 2 half days if they are going to have half days that week just to meet their teacher. Otherwise they will only be in school for 3 hours and then have to switch over to online which would be difficult. Ms. Griffin is in favor of the September 8th start. Families need additional time to get their plans worked out but she would like to see the AABBB that week. In regard to ER Wednesdays, do they have to commit to every Wednesday throughout the year now?

Mr. Marie commented that he is now in favor of the September 8th start date. Parents will not know if their students are in the A or B group until August 24th and he wants them to have time to find childcare if needed. In regard to ER Wednesdays, they have divided the year into 9 different terms and he would like to know if they can perhaps wean off half days when people become more familiar with how things are running. Also, half days seem to work better with the partial in-person and remote models. If they were to go to full in-person things may be different. He would like to know if they can phase in the half days but not commit to them for the year. Additionally, he is in favor of the first week being half days.

Ms. Moran asked what Dr. Willett recommends as the Superintendent. Dr. Willett explained that he believes the year will have challenges and teachers will need time to adjust. The year has many components that will be uncertain in regard to who will be in and out of a class so constant adjustments will need to be made. If they are able to give the ER to them the teachers' instruction will be of a higher quality than if they do not have time to adjust and plan. They would be within the required days and hours so it can be done. Regardless of which group he is speaking to, staff has said that this is something they need. This is in reference to the September 8th start date and ER days. Ms. Moran commented that the preparation for everyone is crucial and they need the time to distribute ppe, prepare schedules, and other items. Dr. Willett added that there are people who are bringing students to colleges that may be in a state on the list. Thus, they may have staff members early in the year who need to quarantine. The September 8th start date clears many of the 2 week quarantine ranges that could result. Ms. Moran commented that she would strongly defer to the data that has been received for the September 8th start date and ER days. In regard to the half days it is crucial for cleaning and for staff to be able to adjust educational plans. Further, as part of the state's guidelines they are to function regionally. Dr. Willett explained that in a broader sense they are encouraged to act regionally. There is consistency with what groups to the east and west of Tolland are doing. Ms. Moran noted that she supports whatever Dr. Willett and the staff need from the Board.

Mr. Holt commented that when considering September 1st vs. September 8th he wants to ensure that the educational time would still be met – the opportunities for students to learn and the requirements. He is strongly leaning toward the September 8th date to ensure the technology in the classroom is in place and functional. In regard to ER Wednesdays, he believes there is benefit from the perspective that they can move forward with the overarching long term district plans in the midst of the pandemic.

Ms. Philbin commented that she is in full support of the September 8th start date with ER Wednesdays and the due diligence both Dr. Willett and the TRAC have done. She commented that the plan is to reevaluate every 20 days or so. Would the half day Wednesdays be something that could be reassessed on the calendar as the educational structure changes through this process? Dr. Willett responded that the calendar is the purview of the Board and believes they could make adjustments. The decision tonight is to add all of the ER Wednesdays into the schedule. He noted that at times people can become stressed with a lack of consistency. Ms. Philbin commented that if this is put into the plan as an addendum the community could be aware that this could be something that may be flexible and change. In regard to the start date, throughout the entire year there are holidays on different days so she believes the concern about one group only attending a single day the first week is a moot point. Ms. Philbin asked if kindergarten and special education students are in-person in class on Wednesdays. Dr. Willett responded that they have not yet reached that point but he will be adding to the draft that Wednesdays be consistent for everyone as an online half day. This will allow all buildings to have the extra cleaning on Wednesdays. He added that he received feedback that this was desired particularly at the kindergarten level.

Ms. Plourd explained that her original thought process was that she was in favor of half days the first week. That said, if A group goes to school on Tuesday for a full day, Wednesday is a cleaning and remote learning day, B group goes to school on Thursday for a full day, then staff can go in on Friday and plan for the following week. She asked if this is correct in regard to Option ER2. Dr. Willett explained that the reason a Friday staff only day was included was because a Board member thought perhaps having that Friday as a professional day would be useful for the staff. They could have Friday not be a non-student day. Thus, A group would attend on September 8th and B group would attend on September 10th and 11th if following the current week to week plan. These would be half days the entire first week. He added that if Friday is a professional development day he will need to discuss it with the Professional Development Evaluation Committee (PDEC) and the union. Dr. Willett explained that tonight the Board could select Option SD2 (starting date September 8th) and Option ER1 (every Wednesday throughout the school year) with language added to the latter of "and the first week of school". Ms. Plourd responded that she is in support of this.

Ms. Lundgren expressed concern that the A group would only have 3 hours the first week to adjust and would like the A group to have an additional day. Dr. Willett explained that the way to balance it for the first week would be to have A group attend on Wednesday as well, with A group attending Tuesday and Wednesday, and B group Thursday and Friday – with Wednesday as a early release day so more cleaning could be done in the afternoon.

Ms. Moran asked Dr. Willett to clarify if the staff has discussed having half days the first week. Dr. Willett responded that the staff responded favorably to having half days the first week. Ms. Moran asked if this is something he is inclined to put forward. Dr. Willett explained that he believes it is good for the students and staff so they can get used to the ppe. Ms. Moran commented that she supports Dr. Willett's recommended plans and the administrators, teachers, and staff. They need to move forward with this so families can begin to plan.

Ms. Philbin commented that she is happy with the plan presented. They need to be cognizant that there will be holidays throughout the entire school year where one group will miss a day and the other group will not. She is not in favor of having students attend on Wednesday the first week and sacrificing safety and proper cleaning procedures.

Ms. Griffin commented that she does not believe they would be sacrificing any safety especially when the high school students will be gathering in the afternoon all week for sports practices. It is more important to get the A group in for 6 hours during the first week and get them started.

Ms. Howard-Bender motioned to move item H.2 to action so they can move forward with a September 8th start date and every Wednesday as a half day.

Ms. Lundgren commented that Mr. Holt has not spoken for a second time and she believes he was cut off the first time. She wants to ensure he gets to have whatever say that he needs.

Mr. Holt commented that he supports the half days for the first week. The beginning will be about adjustment and taking it slow so they can speed up and put the staff and students in position to succeed.

Ms. Philbin made a point of order. She commented that there was a motion on the table like when Ms. Plourd motioned to have Dr. Willett's Superintendent Contract moved to action. Ms. Howard-Bender put a motion on the table and it was dismissed; however, when Ms. Plourd put a motion to move it to action before only 3 or 4 members spoke on behalf of Dr. Willett and now they are going through this. Ms. Philbin believes they need to go with the motion that is on the table.

Ms. Lundgren responded that the motion was not seconded and in regard to Dr. Willett she had gone through everyone and everyone's hand was down. Everyone at the table got a turn to talk if they wanted to talk. She added that Ms. Philbin should not "recreate the wheel"; if anyone has something to say they need to go through all of the members first. Ms. Philbin responded that she is not trying to "recreate the wheel" she is going through Robert's Rules and that is a point of order. Ms. Lundgren called Ms. Philbin out of order.

Ms. Plourd motioned to move item H.2 to board action as K.2, 2020-2021 TPS School Calendar.

Ms. Howard-Bender seconded the motion.

A roll call vote was taken. Motion passed unanimously.

H.3 TPS Pandemic Response Plan and Opening Condition

Dr. Willett reviewed attachment H.2.

Dr. Willett reviewed the Superintendent Tolland Public Schools Pandemic Continuity of Learning Draft – 8/12/2020

Dr. Willett noted that after this evening's meeting he will begin to update the TPS-PCLP with the reopening information and the addendums (#1-7) that have been released since the last update.

Mr. Marie commented that Dr. Willett has his support. He asked how much case counts for the regions and the pandemic response categories laid out in the plan will be weighed in determining the models in the upcoming periods. Dr. Willett explained that there are many nuances and more is taken into consideration than just the numbers. A number reflects an indicator – a snapshot in time. Right now they are in a situation where contact tracing and the capacity to do so is crucial. Identifications are only as good as the number of tests and contact tracers available. When UConn starts doing contact tracing it can be expected that the numbers for Tolland County will increase yet these increased numbers may not affect the local schools thus one needs to look within one's school population and the various circumstances involved.

Ms. Plourd commented that she fully supports Dr. Willett's plan. She sees the benefits of the evaluation period and the opportunity for working families to have students back in school full time in the next phase. She believes the state put a decision on the

Superintendent that was not well supported by the state. Ms. Plourd noted that she sent a lengthy e-mail to the state with her concerns regarding the hybrid model.

Ms. Plourd read the e-mail:

Dear Commissioner Cardona & Governor Lamont,

I hope this email finds you all well. I am writing you as the Vice Chair of the Tolland Board of Education, with the support of 4 other members. Remote learning or the hybrid models for reopening K-12 schools do not provide a quality or equitable education to all students. Working families are struggling to go to work, educate their children, and now pay for child care on top of their property taxes. What risks do working parents take for the education of their child? Are they blessed enough to stay home or hire a "teacher" to implement the curriculum? What happens to the students whose families can't afford care? Do grandparents help with the kids while they go to work, risking their own personal health? Are children left home alone with older siblings or family? I personally know of one family in Tolland who did not log her kids on to school from May-June because both her and her husband had to work. Who suffers here? The child and their education.

The recent shift from board responsibility to the superintendent's responsibility for the reopening of schools has brought us to new plans based on subjective data from a community survey to parents and outside influencers. There is a feeling that the hybrid model is a safer option. There is no SCIENTIFIC data to support this. For weeks our Superintendent has worked with our Tolland Reopening Advisory Committee and his staff to formulate a plan for reopening based on data. Thresholds would put us in a position to open fully, partially (hybrid), or remotely. We had a plan based on metrics. I must be honest, I did not have a problem with this plan. The hybrid model "seemed" safer. The thresholds moved us between models, and there were contingencies in place to prevent spread of the virus. On paper, the hybrid model looks great in terms of safety based on the assumption that the kids do not go elsewhere on their remote learning days. It allows for social distancing. The more articles I read, some of which I will include as reference in this letter, the more I am becoming concerned with this model. I feel it has the potential to be a public health nightmare because kids are going elsewhere while their parents are going back to work. Superintendent's are making these decisions, but they are trained in education. They are not epidemiologists and neither is the board. I don't feel we have been given proper support and guidance from the state. There are pressures from various groups to use this hybrid model which there is no data to support its safety.

The hybrid model is based on assumptions that students will go to school and stay home on the off days. Please see my attached drawing of why I feel this is an incredible risk. I created this to illustrate my concerns. Perhaps our state epidemiologists could reevaluate this plan and make recommendations. Or perhaps they could alleviate my concerns? That would help with decisions in the district. Our superintendents need data, support, and scientific based research to help them with what is probably the biggest decision of their lives.

In summary, I appreciate all the hard work and thought that went into our Superintendent's plan. I can support the evaluation phase as well as the potential choices parents have in the next phase. I just don't have confidence that the hybrid model is the "safer" option. I have concerns that the hybrid model and remote model in general do not adequately provide the education and support that our kids deserve, especially when both parents work. I will continue to advocate that decisions be based

on data, and that we give parents the options to have their kids physically in school full time or learn remotely.

Kind regards,
Christina Plourd
Renie Besaw
Ashley Lundgren
Jacob Marie

CC: CABE, Eastern Highland Health District, Dr. Walt Willett, Tammy Nuccio

Reopening primary schools article
https://www.nejm.org/doi/full/10.1056/NEJMms2024920?query=C19&cid=DM96323_NEJM_Subscriber&bid=236020651#.XycvBvgjKXs.facebook

Ethics of opening k-12:
<https://bioethics.jhu.edu/research-and-outreach/projects/eschool-initiative/ethics-of-k-12-school-reopening-identifying-and-addressing-the-values-at-stake/>

Dangers of hybrid schooling
<https://www.wired.com/story/hybrid-schooling-is-the-most-dangerous-option-of-all/>

Ms. Plourd commented that she has concerns and would like the district to move to full in-person. She supports the evaluation phase and would like to see some data driven decisions on getting students back to school.

Mr. Holt commented that he likes the plan with the additions over the past week. He expressed some concerns about the evaluation portion and looks forward to more discussions. He has reached out to the state for clarification on a few areas. He believes the plan will be a work in progress as they keep moving forward but it is an incredible jumping off point. He supports the plan.

Ms. Howard-Bender commented that she supports Dr. Willett and the administration. This is the right way for the district to go given all of the factors. It is not easy and she hears parents but this is a protective position and the right thing to do as a community. Instead of being upset with the district for not providing childcare, they need to look at the social safety nets in Tolland and the region. She encouraged speaking to legislators about this. It is not ok that 2 parents need to work full time and worry about taking care of their kids. What investments, time, and dedication are people willing to do to advocate for more social safety nets? People have to come together in this difficult time, help each other, and hold each other up in love, honesty, and care. She hopes they can return in 20 days. Tolland will figure this out.

Ms. Philbin commented that this is the time for the community to come together. At the TRAC meeting Dr. Willett discussed the FRC and support for working families. There is an ample opportunity for the community to come together and work as a cohesive unit to create gameplans to support essential workers, single parents, and dual-working families. The plan supports the safety and security of the staff and students. Since March 13th there are more resources, knowledge, and information. This is the time to come together as a community.

Ms. Griffin thanked Dr. Willett for the plan. She is holding out hope that for the second phase that students will be able to return to the buildings. A fair number of parents want to send their students back for 4 or 5 days. This plan gives hope and everyone knows anything can change. It is a good plan to begin the year.

Ms. Besaw commented that she is happy to see a great compromise. The plan tries to hold everyone's wishes and supports the students in terms of providing the best education possible given the circumstances and flexibility. She is hopeful they will be able to get students back but understands they need to do what they need to do to get there.

Ms. Philbin motioned to extend the meeting past 10:00 p.m. Mr. Marie seconded the motion. A roll call vote was taken. Motion passed unanimously.

Ms. Moran commented that it is a well thought out and responsible plan. Education and care go hand in hand for children and she has faith that the educators will be doing that for the students. She supports the plan and thanked Dr. Willett.

Ms. Lundgren noted that she believes the Board approves of the plan. She likes the plan including the options. The plan goes into great depth and it was a job well done.

Dr. Willett noted that the staff worked hard on this as well. It is a synthesis of all of the hard work and efforts of all of the stakeholders and groups. They all deserve the credit.

H.4 Civility Policy

Mr. Holt reviewed the background of this item and noted that any changes can be discussed during the second read.

Mr. Holt explained the intention was not to put together a list of rules that if were violated would get one's "hand slapped" but to make a declaration that these are things that they feel are important in terms of civility. Dr. Willett noted that the Policy Committee has discussed this at a couple of meetings and it is appropo that it is coming before the Board. Ms. Lundgren asked the members to read the Policy. She commented that it is fantastic and that the Committee did some great work.

Ms. Moran inquired about #8, "my responsibility" and if "my" referred to the superintendent. Mr. Holt responded the intention is not to refer to the superintendent but the Board; the verbiage can be changed. Ms. Moran asked about #17. She would like to see a little more on this in regard to social media or they need to have the Policy Committee look specifically at a social media policy for the Board. Mr. Holt agreed. He noted that social media was specifically kept out of this Policy. It was more of an overarching discussion regarding civility. A conversation on a social media policy is appropo and will be added to the Committee's list of items.

Ms. Howard-Bender commented that she is on the Policy Committee and does not recall discussing social media when they did the Civility Policy. Mr. Holt responded that they did. He will review his notes and send an e-mail to her.

I. COMMITTEE & LIAISON REPORTS

- Policy – Mr. Holt noted the following activities included: special meeting held last week to discuss the calendar; final review of the Civility Policy; roles and responsibilities of the Board
- Birch Grove Building Committee – Ms. Philbin noted that everything is on time and progressing according to plan. The Topping Off ceremony took place and was fantastic
- Finance and Facilities – next meeting is Wednesday
- Curriculum – cancelled
- Communications - cancelled

J. CHAIRPERSON'S REPORT

Ms. Lundgren read a prepared statement:

I know people are very stressed with the all the COVID issues and the affect they're having on school schedules, work schedules and concerns for health and safety. I'd like to ask that we do our best to be kinder and stop shaming, especially on social media. No one can decide what's best for your family but you, yourself. The Board consists of a very diverse range of people. No, we aren't all school administrators, nor should we be. If that was the intent of the Board make-up, to all be administrators, it would be set up as such. It would be a requirement in the by-laws. But instead, we are all elected volunteers with various backgrounds.

I, for one, will have a high schooler and one at TIS, along with a baby on the way. My kids will adhere to the decision set forth. The town is very split for the course of path taken. It is the parents' choice at the end of the day whether to send their child or not. Dr. Willett makes the final decision for the state purposes; we will need to support that decision.

Every member has personal opinions that are expressed in many different online Facebook pages, not just Tolland Open. Just because you don't agree doesn't make it unethical or illegal. There are no additional rules or regulations we, as elected officials, are held to. Some of the best pot stirrers out there leave out important pieces of information simply to create drama. Rumors are rumors and have no verifiable information to support accusations but they spread like wildfire anyway. An example of this would be Dr. Willett's evergreen clause. No, there is zero correlation to what he decides on school. There is no pressure on him besides what the community throws at him. It is his decision alone. Nor does it mean that we do not support him. I will reiterate, having all 9 members present is better than having 6 members for an official vote - which only 6 were supposed to be at the meeting finishing up his review. Be careful who you listen to. There are more people just looking to create drama than work together. That's the problem. All sides do need to be viewed while decisions are made, which Dr. Willett will ultimately make. People can have a conversation/difference of opinion without it being classified as bullying. Conversations are a lost art in society.

Also please note I am not a referee or for that matter able to control what people do on social media. If you have an issue with someone, please work it out with that person. If you don't like what is posted on Facebook you are under no obligation to continue engaging. Let's act like adults and stop throwing sand in the sandbox.

K. BOARD ACTION

K.1 Superintendent Contract

Ms. Plourd motioned that the Board moves to approve the Superintendent's contract through June 30, 2023. The Board further recognizes and appreciates the Superintendent's willingness to freeze his salary and medical insurance benefits for the

2020-21 year in light of the District's economic challenges as a result of the COVID-19 pandemic.

Ms. Besaw seconded the motion.

A roll call vote was taken. Motion passed unanimously.

K.2 2020-2021 TPS School Calendar

Ms. Plourd motioned to approve the 2020-2021 modified calendar with the start date of September 8th, every Wednesday throughout the year is an ER half day, and half days for the first week of school and with September 8th and 9th – Group A in-person/Group B virtual and with September 10th and 11th – Group B in-person/Group A virtual for the first week.

Mr. Marie seconded the motion.

A roll call vote was taken. Motion passed unanimously.

L. PUBLIC PARTICIPATION

Jennifer Gallichant, 150 Timber Trail, disclosed that she is the current Tolland Elementary PTO President and has served on the board for 6 years. She commented that she is thrilled that Dr. Willett's contract has been extended. As the PTO President she has dealt with Dr. Willett numerous times and always been impressed with his dedication to students, his appreciation for volunteers, and his overall kind and respectful demeanor. She is impressed with the way he has handled every question in the past few days – thoroughly and empathetically. Ms. Gallichant commented that she, like many others, will face challenges with the return school plan however she feels that it is has been compiled with safety first and commends those who contributed. She also noted the work the school principals and their staffs have been doing for the safety for the students in their buildings. Lastly, she thanked Ms. Howard-Bender for mentioning the several subjects mentioned in e-mails to the Board this week specifically to address negative communication concerns. Ms. Gallichant added that she has heard from concerned staff, parents, and teachers that this is an ongoing problem with the Board; however, after witnessing some items on social media this week, because she spoke up, she received around fifteen message of concern in the past few days. After viewing tonight's meeting and the interactions she commented that it is paramount that the Board continues to address and work to uphold civility and accountability.

M. POINTS OF INFORMATION

Town Council Meeting Minutes – July 14, 2020

Town Council Special Meeting Minutes – July 28, 2020

Town Council Meeting Minutes – July 28, 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 - none

P. ADJOURNMENT

Mr. Marie motioned to adjourn the meeting 10:13 p.m.

Ms. Plourd seconded the motion.

A roll call vote was taken. Motion passed unanimously.

Respectfully submitted,

Lisa Pascuzzi

Clerk

TOLLAND BOARD OF EDUCATION

ZOOM Meeting

REGULAR MEETING – August 26, 2020

Members Present: Ashley Lundgren, Chair; Tony Holt, Secretary (arrived at 9:00 p.m.); Christine Griffin, Kate Howard-Bender, Jacob Marie, Karen Moran, Dana Philbin

Members Absent: Renie Besaw, Christina Plourd

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Lundgren called the meeting to order at 7:34 p.m. The Pledge of Allegiance was recited.

B. APPROVAL OF THE AGENDA – N/A

C. APPROVAL OF MINUTES

- Minutes of August 5, 2020

Mr. Marie motioned to approve the minutes of August 5, 2020.

Ms. Howard-Bender seconded the motion

Discussion:

Ms. Howard-Bender commented that she would like to clarify in the minutes that the minutes of the actual meeting are "a little bit wonky" and spoke of the letter submitted to the minutes. Ms. Howard-Bender commented that Ms. Plourd's statements were a little misleading in that Ms. Plourd said "I" in the meeting but the letter asking for more support and oversight regarding the superintendents' decision to open schools was actually signed by Ms. Lundgren, Mr. Marie, and Ms. Besaw. Thus, the minutes say, "I" but Ms. Howard-Bender believes that if the letter is to be left in the minutes it should be clarified that the group wrote the letter. Ms. Lundgren commented that in regard to the letter Ms. Plourd intended to send it as-is. Ms. Lundgren explained that Ms. Plourd reached out to her, read the letter, and asked her if she would sign it. Ms. Lundgren agreed to so do because she believes the state should provide more information and this was before the meeting. Ms. Lundgren added that Ms. Plourd sent the letter as "I". Ms. Howard-Bender commented that Ms. Plourd sent the letter as "I" but it was signed by 3 people and when it was spoken about in the meeting it was referred to as "I". Ms. Howard-Bender believes it should say, "We". If the Chair is just going to go with what Ms. Plourd said and "not correct her then that's fine, it will just be incorrect". Ms. Lundgren responded that it is what Ms. Plourd wrote and reflects what was sent.

Ms. Philbin commented that she understands the "I" vs. "we". Her concern is that they had 4 Board members and it is close to forming a quorum. She believes Ms. Plourd stated something in regard to herself and 4 other members which would be a total of 5 and equate to a quorum.

Ms. Moran commented that she was not in attendance at the August 5th meeting and will abstain from the vote but reflecting on this, if they are going to say that they should be a united front then it is not a united front when only a certain number of members

are sending communication to the Governor and Commissioner. She added, "If we are going to talk the talk, we need to walk the walk".

Ms. Griffin commented that this is something that should be discussed in the Communications Committee in the future. Ms. Moran responded that they have met and she hopes to connect with the members before the next meeting.

Ms. Howard-Bender commented that this item was in the August 12th meeting and this agenda item is for the August 5th meeting. She apologized and added that it could be discussed at the next meeting.

Changes: none

	Aye	Nay	abstain
Lundgren	x		
Griffin	x		
Howard-Bender	x		
Marie	x		
Moran			x
Philbin	x		

Motion passed.

D. PUBLIC PARTICIPATION

Rebecca Risley, 103 Mountain Spring Road, commented that she is not sure what Ms. Plourd and her colleagues Ms. Besaw, Ms. Lundgren, and Mr. Marie sought to accomplish in their recent e-mail to Commissioner Cardona and Governor Lamont but as the subject discussed and action pursued by at least these 4 majority Board members that skirts dangerously close to the illegal caucusing of the majority members without knowledge or input from the minority. By lamenting that the final decision of how to start the school year fell to the Superintendent and the Eastern Highland Health District without a Board vote did they hope to have the state intervene to force their personal preference of all-in for everyone? The parent survey made it clear – 48.5% preferred starting with a partial in-person hybrid model, 12.4% chose fully remote which outweighed the 39.1% asking for a full all-in. If more Tolland families prefer the hybrid option, why do they continue to discount the validity of their viewpoint? A major reason for the state's infection rate being so low is due to the cautious, careful, phased approach instituted by the Governor and it makes sense the same will hold true for reopening schools. During numerous Board meetings she has not witnessed many Board members exhibiting concern for the well-being of teachers and staff. There seems to be a true lack of care for the teachers' preference – many citing the hybrid model as the most reasonable choice. The schools are more than just the students and the parents. There is a moral and ethical responsibility to keep staff safe, healthy, and alive. The e-mail from the 4 members is divisive, dismissive, and rogue to the decision of the health district's carefully considered decisions. They have used their positions on the Board to push their personal agendas to state representatives. It is egregious and only serves to reinforce the overall impression that they are not listening to all constituents and are simply following what is desired by themselves and their supporters. It is Ms. Risley's hope and desire to see the Board work together instead of taking end runs against itself. This e-mail was not in the interest of collaborating as a team to support all of Tolland.

Michelle Harrold, 256 Mountain Spring Road, asked when the Board plans on finishing the goals for the BOE. She sees a lot of divisiveness and thinks if the Board finishes the goals they would have something to point back to. She hopes this will happen soon especially with budget season around the corner.

Liz Costa, 54 Josiah Lane, thanked everyone for their time and attention regarding reopening. She commented that she has not heard anything about the para contract and asked when the Board would address it.

Lindsay Semerzaki, 127 Anthony Road, commented that she does not have any children but may in the future. She shared concerns with how racial justice items are being handled by the Board and the school administration. With the way it is right now she would consider not placing her kids, if she had kids, in Tolland schools. She shared what E.O. Smith is doing which included that all teachers and staff members will be required to complete anti-racist training, School District 19 Board of Education and its contract with the Mansfield Town Council regarding the school resource officers, curriculum will be reviewed to ensure the voices of black, indigenous, and people of color, ongoing efforts will be made to hire more black staff and indigenous people of color, a crisis plan will be developed for more proactive response to racist events in the media. Ms. Semerzaki commented that this is a proactive community that is working on being anti-racist – not "our community that gets their panties in a bunch because they want to rename Christopher Columbus Day to Indigenous Peoples Day. It blows my mind. I'm a millennial. I'm of an age where many of my peers who are going to be having kids, and putting kids into schools...this is what they want. They want what E.O Smith Board of Education is doing not what ... these older folks in the community – what they are speaking out about who don't even have kids anymore in the school system because they are too afraid of anything to change." Ms. Semerzaki commented that she apologizes and hopes the other Board members who are not present listen to the public comment because they may be the ones who need to hear it most.

Deirdre Goldsmith, 21 Marlboro Glade, commented that the Board has been doing a lot of work and she is grateful for all of the efforts. She commented that one issue is the divisiveness within the Board and believes much of it is rooted in social media. There is a policy for teachers engaging in use of social media to ensure it is not divisive or impacting children in a negative manner. Ms. Goldsmith asked if the Board would entertain resolving not to use social media for the purposes of casual conversation regarding Board matters.

Ms. Philbin motioned to move item E to after item I.

Ms. Howard-Bender seconded the motion.

A roll call vote was taken. Motion passed unanimously.

E. CORRESPONDENCE – N/A

F. POINTS OF INFORMATION

- Ms. Howard-Bender commented that in light of racial tension going on in the country that she would like to appeal to Board leadership to move forward with goal-setting particularly with the goal regarding inclusion and equity. She believes both students and the community are looking to the Board to establish a coherent message and subsequent policies that address systemic racism, sexism, homophobia in town and in

the community. This is an opportunity to show real leadership and since the last goal-setting meeting was cancelled she would like to know when it will be taken up again.

- Ms. Howard-Bender commented that she was disappointed that the Policy Committee meeting scheduled for 6:00 p.m. was cancelled at 5:54 p.m. this evening. She hoped they would be able to speak about a social media policy for Board members in accordance with the request of community members. She is also waiting to see the Policy Committee minutes that Mr. Holt assured her that he had regarding a social media discussion as she does not recall having one.
- Ms. Howard-Bender commented that it may interest the community that in addition to the letter written by Ms. Plourd and signed by Ms. Lundgren, Mr. Marie, and Ms. Besaw that was partially read into the minutes on August 12th, there was another piece of correspondence from members of the Board. Mr. Holt and Ms. Plourd also mailed a letter on August 20th to the Commissioner questioning the legitimacy of assigning the final decision regarding reopening schools to the superintendents. The rest of the Board learned of the letter and response from the Commissioner's legal counsel when Mr. Holt forwarded the e-mail and response to the Board on August 23rd. Ms. Howard-Bender formally requested that the Chair research and make a ruling about whether the communication from August 12th, in combination with the e-mail dated August 20th, and shared with the Board on August 23rd, was an illegal Board communication given that 5 of the 9 Board members were involved in official communications regarding the business of Tolland Public Schools. She asked that the ruling be provided at the next meeting. She also requested that members of the Board consider consulting the Board's legal counsel when questions of legitimacy arise and in keeping with the appropriate chain of command and procedure.
- Ms. Philbin commented that she wanted to ensure that Ms. Semerzaki knows how to send communications to the Board. Ms. Philbin is interested in some of the information and ideas that Ms. Semerzaki presented. On the Board's page there is a link where one can contact the entire Board. Ms. Philbin is appreciative of what was said and it is nice to hear additional feedback and thoughts.
- Ms. Moran commented in response to the social media conversation. She recalls when elected officials were not allowed to discuss town business outside of town meetings. She has been on hiatus from Facebook since early May. What prompted her to do this was witnessing through the lens of a student how the behavior of adults affected them. If they are representing the district they should remember that they are role models for students. Ms. Moran added that in the July CAFE journal there was a commentary from Donald Harris, CAFE President, regarding systemic racism. She encouraged the Board to read it and cited a portion. She would like the Board to get back to the work that the Board should be doing. It is something students are asking for and the Board should be responding.
- Ms. Griffin commented that it surprises her that the letters by Mr. Holt and Ms. Plourd are causing such turmoil with the Board. She felt both letters brought up excellent questions and she is surprised that fellow Board members and members of the public would not be interested in hearing the answers. Whether it was legal correspondence or not she is unsure and perhaps why they need to refer to the Communications Committee in the future. Regardless, she believes they were good questions brought up to the state government and Tolland and every other board of education deserves some answers as to why the state did a 180 with its decision making after all summer saying that they expected students to return to school in-person full time.

- Ms. Griffin spoke in regard to the social media policy. She believes it will be added to one of Mr. Holt's agendas. Ms. Griffin commented that she removed herself from every town page including, as a parent, removing herself from the parent pages as well. She added that it was difficult. She likes being informed and most of the time the social media pages are helpful and have good information but it had become "ugly" and the constant berating of Board members got old. Ms. Griffin explained that the final straw was when the former Board Chair and the spouse of a current Board member questioned the integrity of Board members as far as whether they were going to renew Dr. Willett's contract. At this point she decided she did not want anything to do with social media any longer. She believes to have her integrity questioned on social media was wrong. It was at the point where Board members could not say anything without receiving pushback from the public. She does not know the right answer but wishes those still on social media luck. If they answer questions with facts she hopes that they are treated better than she was.
- Mr. Marie commented that he did sign Ms. Plourd's letter and stands by what was written. If she was in attendance this evening he is sure she would defend it as well. In regard to if there were any legal issues this was not something that came to his mind when he signed the letter. He looks forward to hearing what the Chair has to say and if he needs to apologize he will do so but will not apologize for the opinions expressed in the letter. He added that he has noted many times in meetings that he does not believe partial in-person is the best method and continues to feel that way. It is appropriate and good to express this to the state. That said, Mr. Marie added that he has expressed at meetings that he will support the plan put together by Dr. Willett. Mr. Marie is meeting with Dr. Willett this week to discuss concerns and will continue to do so so long as he has concerns because he wants to ensure the plan works. Board members should be able to express concerns to the state and what they would like to see done better.
- Ms. Howard-Bender clarified that the Communication Committee does not create policy regarding proper procedure for the majority Board community. Communication roles and responsibilities are articulated by the legislature and it is expected that they will be followed. Also, the social media policy for Board members is not currently on the policy tracker. As a member of the Policy Committee she can verify that it is not there.
- Ms. Philbin commented in regard to the letter. She is not questioning the right of people to have different opinions and reach out. As a Board member she feels they could have presented this to the Commissioner and gone through the appropriate chain of command and proper channels of correspondence as the Tolland BOE. Ms. Philbin noted that the response to the correspondence is not something she would or would not want to hear. All points of view, particularly in regard to this situation, need to be asked so they can educate themselves and make the appropriate decisions. What was inappropriate was that it was not brought to the entire Board and they did not have a united front in supporting the Superintendent and the Tolland Public School System. If any letter was to be sent the entire Board should have had the opportunity to collaborate.
- Dr. Willett commented in regard to the para contract. They are trying to get together and the negotiation team has reached out. The COVID situation has put everyone in a backlog but they will get together.
- Dr. Willett commented that in regard to the Ms. Semerzaki's comments, the Tolland schools have been making a number of efforts but there is always more they can be

doing. Every 2 weeks or so he is meeting with a group of graduates who are helping articulate some new ways forward for Tolland. Dr. Willett is looking to implement some items similar to what Region 19 is doing as well as initiatives of their own.

- Dr. Willett noted that they are in the process of scheduling a date for the Board's goal-setting session.

G. STUDENT REPRESENTATIVES' REPORT – Alexandra Costa & Simar Grewal

- Tolland Middle and High School students received their schedules this week for the upcoming school year.
- Freshman Orientation is Monday, August 31st; virtual and in-person options are available

H. SUPERINTENDENT'S REPORT

H.1 Reopening Report (no attachment)

Dr. Willett reviewed information available on the Superintendent's Blog:

<http://tps.sharpschool.net/DistrictOffices>. To access, select the following from the left navigation bars: Superintendent, Superintendent Willett's Page, Blog-Superintendent's Blog.

KINDERGARTEN (First week)

Tuesday, September 8th

- AM students attend in-person on Early Release schedule, PM students complete asynchronous work / remote learning, staff remain in the building for the contractual day

Wednesday September 9th

- AM students attend in-person on Early Release schedule, PM students complete asynchronous work / remote learning. Staff goes home when student day ends and complete work day from home (schools have extra cleaning).

Thursday, September 10th

- PM students attend in-person on Early Release schedule, AM students complete asynchronous work / remote learning, staff remain in the building for the contractual day

Friday, September 11th

- PM students attend in-person on Early Release schedule, AM students complete asynchronous work / remote learning, staff remain in the building for the contractual day

Dr. Willett noted that Mr. Swanson will reach out with information for parent/guardians needed for Google Classroom. Parents/guardians will then receive a Google Classroom notification which will have all of the links needed to access remote learning.

Dr. Willett noted that during a typical week all students work remotely on Wednesdays.

General Education Grades 1 – 12 [first week]

Tuesday, September 8th

- A group in person, B group remote learning
- Early release schedule for students, staff remain in the building for the contractual day

Wednesday, September 9th

- A group in-person, B group remote learning
- Early release schedule for students, ***staff go home when student day ends and complete work day from home (schools have extra cleaning)***

Thursday, September 10th

- B group in person, A group remote learning
- Early release schedule for students, staff remain in the building for the contractual day

Friday, September 11th

- B group in person, A group remote learning
- Early release schedule for students, staff remain in the building for the contractual day

Students of special education whose IEP service level comprises 75% or more of their academic plan (First week)

- Attend school four days a week, on Early Release schedule, Tuesday, Wednesday, Thursday, Friday.
- Tuesday, Thursday, Friday early release schedule for students, staff remain in the building for the contractual day
- Wednesday, early release schedule for students, staff go home when student day ends and complete work day from home (schools have extra cleaning).

Dr. Willett noted that letters to families of students in special education have already gone out.

The full partial in-person information is available on the blog and in the Superintendent's bulletin. It covers what happens in a typical week on a hybrid schedule. Dr. Willett will host another open forum next week and parents/guardians are encouraged to attend and ask questions.

In general terms regarding sports and other items Dr. Willett encourages people to check the blog and the Continuity of Learning Plan weekly.

The first evaluation period ends September 28th and they will review where the district will be for the next evaluation period based on consultation with the EHHD and others. Dr. Willett noted that community support groups have been developed and administrators have been identified who will work in the remote learning program: Mark Ruede, General Education; Wendy Cote, Special Education. They are also working to identify staff that can serve as school-based coordinators. Dr. Willett noted that the district recently received a grant from the state to receive a number of Chromebooks and PCs.

Dr. Willett noted that final letters with any remaining information including information on Google Classroom and the links as well as related links for students' teachers will be sent on August 31st to parents/guardians of Grades 1-12.

Ms. Lundgren asked how the district is ensuring that students are receiving what is needed. Dr. Willett explained that some staff are currently making the decision on what they would like to do (continue in person employment, leaves of absence, retirements, etc.). There will be some transition. They have been posting for positions and interviewing candidates. It is a challenging time but everyone is dedicated to ensuring the district will be vibrant and do well.

Ms. Moran commented on the conversation regarding schedules and teachers. It has been her experience that the lower grades would learn of their teachers in advance while at the high school the older students learn of their teachers when they arrive at school. She asked if Dr. Willett could clarify this and asked if THS students will receive the Google Classroom links directly. Dr. Willett explained that it is a Google Classroom Invite. Many students know who their teachers are because to access the remote classroom one needs to know who sent the invitation. Principals will send follow up information as well.

Ms. Philbin thanked the administration, faculty, and staff for getting all of the information out last week with information about cohorts. She clarified that if there are concerns that the best place for information is the Continuity of Learning Plan and the Superintendent's Blog because they will be regularly updated.

Ms. Howard-Bender asked if it would be possible to have training for parents/guardians to navigate Google Classroom. Dr. Willett responded that they are in the process of putting one together. Ms. Howard-Bender commented that a large concern at yesterday's open forum and this evening is that there should be a good balance between synchronous learning, live classroom time, and independent learning. She asked what the plan is. Dr. Willett commented that there will be more synchronous learning this year. Grades PK-5 could be about 50/50 (synchronous learning, pre-made videos, breaks, schedules for independent work). Grades 6-12 will be more synchronous learning than Grades PK-5 but still have a combination. Dr. Willett noted that assessments will be the traditional grading structure but noted the caveat that the state has made it clear that school is to start without standardized assessments. The state's directive is for districts to start with social/emotional aspects and do more progress monitoring. Ms. Howard-Bender asked if Zoom or Google Classroom/Google Meets would be used. Dr. Willett responded that for most student interaction with teachers they will use Google Meets.

Mr. Marie asked about ppe distribution. Dr. Willett explained that all teachers should have their ppe. The blog contains information on the ppe distribution. Currently the main distribution is scheduled for September 1st, 2nd, and 3rd weather permitting from 3:00 p.m. to 6:00 p.m. Parents/guardians will do a drive-thru pick up at THS. The traffic pattern is noted in the blog and information will be included in the Superintendent's Bulletin. Mr. Marie commented that he is pleased that they received the technology grant and asked when they will be delivered. Dr. Willett noted that some will replace older units but he does not know when they will arrive.

Ms. Griffin asked if in-person classes will be recorded on video so students can watch it later in the day. She expressed concern if a student has technical difficulties. Dr. Willett explained that in some cases it could be a video of the entire span of the class while in longer blocks certain, and the most crucial pieces, could be videos. The teacher will also have office hours or other times for interaction to assist students with questions.

Ms. Lundgren asked if the district will be purchasing cases for the technology being received via the grant. Dr. Willett responded that they are preparing so they can deploy the devices as soon as possible so they may not. Ms. Lundgren asked Dr. Willett to

address busing. Dr. Willett responded that it will not be much different for students. There will be far fewer students on the buses and the bus company (First Student) is in the process of analyzing the information provided by the district. Information about protocols will be provided to students when they board and provided in documentation. The goal is to maximize space between students and keep everyone safe. Information on transportation will be available August 31st or September 1st.

Ms. Howard-Bender asked if the grant covers money for cases for the technology. Dr. Willett responded that it does not. Ms. Howard-Bender commented that it is fantastic that the state is giving them 800+ computers and they should have planned ahead of time and put money toward it. She commented that they just won the grant, need to wait for the money to come through, put through a purchase order, wait for the embargo to be lifted, wait for delivery, wait for them to be imaged, and then they can be deployed to the students. She asked if this is correct. Dr. Willett responded that the district is receiving specific configurations of the devices. Currently there are 3 people working on this as well as another individual. Ms. Howard-Bender commented that Mr. Powell has noted in that past that the Technology Advisory Board may be able to help as well. Dr. Willett explained that it is a great brain trust but they may not be available for deployment.

Ms. Griffin commented that they spoke at the Finance and Facilities Committee meeting last week about possibly using the ERF (Education Reserve Fund) to pay for Chromebooks. Could the ERF be used to pay for cases for the devices coming from the state? Dr. Willett responded that he believes so – it is an extension of the technology.

I. COMMITTEE & LIAISON REPORTS

- Finance and Facilities – Ms. Griffin noted that the Committee met on August 19th and discussed the following: facility agreement with the town, COVID expenses to date, Chromebook Grants, daycare options
- Birch Grove Building Committee – Ms. Philbin noted that they met last week. Progress is being made and on the Superintendent's page there are photos of the construction site. The new playground will be able to be utilized this year for students at Birch Grove once approved by the state. Ms. Philbin confirmed that the playground only needs to be inspected by the state and another entity. The warranty begins when the playground is put into use.
- Communications – Ms. Moran noted that the Committee did not meet. The next meeting is scheduled for September 9th. Ms. Moran commented that everyone should have been notified by the party committee chairs of information that came from the Town Manager. Ms. Moran read the following, "encourage the elected officials in town to be careful with posting misinformation or untrue statements on social media. While elected officials are ultimately accountable to the residents of Tolland for their actions, free speech does not necessarily cover untrue information."

J. CHAIRPERSON'S REPORT

Ms. Lundgren commented that she knows all of the students are excited to go back to school and everyone is excited to start and have some normalcy, have friends around, and learn. She wants to ensure that parents' fear and anxiety does not reflect on the students who are already nervous about going into classrooms and getting on the bus.

K. BOARD ACTION

K.1 Policy 1030 -Non-Discrimination

Dr. Willett reviewed this attachment K.1.

Mr. Holt motioned to approve Policy 1030.

Ms. Philbin seconded the motion.

Discussion:

Ms. Moran asked Dr. Willett if this, as an index policy, means that there needs to be a single place to find all of the policies that refer to non-discrimination. Dr. Willett explained that these are typically referred to as index policies so someone can have a reference point for where all of the other policies are located and their respective numbers. It also identifies the Director of Human Resources.

Mr. Marie asked if since the name of the Director of Human Resources is included, if the person in the position changes would they have to change the Policy? Dr. Willett responded that they would. It is a requirement that the name of the person assigned be included.

A roll call vote was taken. Motion passed unanimously.

K.2 Civility Policy

Dr. Willett reviewed attachment K.2.

Mr. Holt motioned to accept the Civility Policy as written.

Mr. Marie seconded the motion.

Discussion:

Ms. Howard-Bender commented that there was an edit on #11 and she is surprised it is not included. The Policy was not updated and she is not comfortable continuing with the Policy as-is. Additionally, she is concerned because she does not know if the Policy has any teeth and if it is even worthwhile to consider it when they do not have any recourse for discussing when members violate the civility code.

Ms. Moran commented that they can create any policy around civility but if it does not have any accountability attached to it she is not comfortable supporting it. She would not support it if there is not a connection to social media within the Policy – either direct language or a connection to a separate policy. She suggested that they adhere to the same policy as the district employees.

Mr. Holt commented that #11 was edited but it appears that the final draft did not go through. As far as the other points, it has been requested that the Committee look at a social media policy. Social media was not intended by the Committee to be a part of this Policy and will be on a future agenda. He added that the Policy seen with the edit to #11 was voted on to be brought to the Board. It had the approval and support of the Committee.

Ms. Lundgren expressed concern that the edit of #11 is not included in the version presented and that she is not comfortable voting on something that is not complete. She recommended that the motion be withdrawn but she would like the Board to have a discussion.

Mr. Marie asked about the edit to #11. Mr. Holt commented that they edited the wording while trying to maintain the integrity. He is looking for the updated information. Mr. Marie commented that this is a good first step and effort to have a civility policy even if it is more a code that one tries to live by than rules. There are inherent difficulties trying to enforce Board members to do something but having items articulated is still useful.

Ms. Griffin commented that there is a certain amount of personal accountability that everyone should hold themselves to. She likes the Policy but would like to see #11. She does not have a problem agreeing to this – it is a way to hold themselves to a higher standard.

Ms. Philbin read #11 and looks forward to the revision. The letter sent to the Commissioner without being forwarded to all Board members is indicative of including the minority and respecting the rights of the minority while working toward achieving consensus. Everyone needs to have their own accountability but how would they manage it and how would accountability work? Ms. Lundgren responded that even as written (#1-#22) she still feels people will read a number and "twist it" to however they would like to use it. A list is a way of acting and holding oneself accountable. She noted that many boards have civility policies. This seems to be what they had before the working agreement between the Board and the Town Council. Ms. Philbin explained that she does not disagree with the Policy. It is needed and the Board needs to lead by example and act appropriately. Ms. Philbin commented that she had a conversation with the Chair in regard to civility and respectfulness and the response was that they are all adults and will behave the way they are going to behave. Her concern is in this case why roll out a civility policy if they are not going to adhere to it or be held accountable by it. Once instituted how will accountability be held with the Policy? Ms. Lundgren responded that it is a good question. It is a list of rules that everyone should be required to at least somewhat fulfill. The Board does not work well together and this is a good stepping stool to at least have everyone on the same page. People are adults and she cannot tell people how to behave or react. She has brought things up to people and it is not always taken well. Ms. Philbin asked then why should there be a policy if it is not going to be upheld, monitored, or includes accountability. She hopes the leader would try to drive cohesiveness, civility, and respect. She hopes they can work an accountability aspect into this Policy.

Ms. Lundgren asked Mr. Holt if accountability was discussed. Mr. Holt explained that in regard to accountability, the Policy is not intended to be punitive. Many Board policies are similar. They have declarations of how the Board intends to operate. In the case of this Policy it is how the Board can and should act and declare this to themselves and the community. If they look to have all policies have a punitive aspect or a level of accountability then they will have to rewrite many of them. The Committee settled on this Policy being a declaration of what it believed to be important. As far as the 22 items, they were based on the format presented by CAGE and 6 other districts.

Mr. Holt noted the following as the update for #11, "Respect the diverse opinions of the community while working toward the will of the majority of the community via elected

officials. Recognize the importance of achieving consensus as a tool in community-building". He noted that this is reiterated in #12.

Ms. Howard-Bender commented that the Chair said that people are just going to "twist" this to their own devices so why are they bothering? Are they just giving each other more tools to "beat each other up"? She commented that she does not want to do that anymore. She wants to work toward the welfare of the students. She addressed Mr. Holt in regard to all policies being punitive and said that this was not the point. She wants to know the teeth. If a Board member takes it upon themselves to speak for the Board, what will happen? If she looks at the 2 communiques that came from "various and sundry groups of Board members", she believes #4, #5, and #7 were already violated. Will this Policy have merit or change anyone's behavior? She does not understand how it will make education better in Tolland.

Ms. Lundgren commented that the Policy should be looked upon as a positive and used to have the Board come together and move forward.

Ms. Moran commented that when the Board worked with the Town Council on something like this it was a working agreement. It was not a policy. She recommended doing the goals and coming up with a working agreement among themselves. She believes a policy like this, if it does not include specific language around social media, will not work. They need to have faith that the Chair will follow through with accountability. It is not worth anything without accountability.

Ms. Griffin commented that the Board read this weeks ago and she is surprised there is so much pushback on it now. She still thinks it is a good idea whether they need the Chair to slap them on the wrist if they do something against it she does not know but the Board needs something and it needs it now. This has been "probably one of the most frustrating experiences I have ever had being on any sort of board or committee or anything in my professional work" with the amount of divisiveness of the Board. If this Policy is the first step she is willing to take this first step to try to figure out how they can all work together.

Ms. Philbin commented that she does not think there should be surprise about the pushback. She explained that she has been vocal about the civility clause as well as adhering to it and how it is needed. She and Ms. Besaw spoke meetings ago about being respectful whether it is on social media or in the board room. The pushback comes from it needing to be a proper working agreement and an accurate working agreement. Ms. Philbin is not looking to intend it to be punitive but where there is a policy there needs to be structure driven by leadership. There needs to be accountability or there is no reason for a policy. She asked how the policy would be structured. People crave structure, accountability, feedback, and positive reinforcement. She asked how this would be done in this policy. She wants the Board to move forward, work respectfully, and hear diverse thoughts and opinions so they can succeed. It could be a first step but it needs more structure and detail with tangibility and guidelines.

Mr. Holt motioned to withdraw his motion to accept the Policy as written.

Mr. Marie seconded the motion.

Discussion: none

	Aye	Nay	abstain
Lundgren	x		
Holt	x		
Griffin			x
Howard-Bender	x		
Marie	x		
Moran	x		
Philbin	x		

Motion passed.

Ms. Philbin motioned to extend the meeting past 10:00 p.m.

Ms. Moran seconded the motion.

A roll call vote was taken. Motion passed unanimously.

Mr. Holt motioned to approve the Civility Policy with the amendment striking #11 and #12 and replacing with the language, "Respect the diverse opinions of the community while working toward the will of the majority of the community via elected officials and recognize the importance of achieving consensus as a tool in community- building."

Mr. Marie seconded the motion.

Discussion:

Mr. Holt commented that he believes in having a civility policy, even one like this. There is importance in stepping forward and declaring that this is the right thing to do and recognizing that people are going to work to achieve it. He disagreed that there have been violations of it but that is a conversation for another time. As the Committee discussed before bringing the Policy before the Board, there is value in putting these in from of themselves and being that model.

Ms. Howard-Bender commented that the fact that 2 members are not here to vote is going to be a problem. If this is going to be a tool for the Board to work together and move forward then she believes they should have a say. Further, Board members should understand what will happen if there is a violation. It bothers her to say that they will "twist this to our own devices". There is enough negativity and general anxiety as they transition to open schools and they should not be adding to it. Ms. Howard-Bender added that in a normal procedure it is completely within the norm to have a first read and a second read at a subsequent meeting. They should discuss it and make a group decision. Then they vote, say their conscious, and move forward. This is how they work together. The worst offender is as good as the policy is. She noted that she does not feel right about this.

Ms. Griffin commented that the Board did talk this Policy through and this is the second read. This is why she is ready to vote on it tonight.

Ms. Philbin commented that as far as the 2 full reads she would like to ensure it is 2 full reads with accuracy. There are 2 Board members who will be complying/following this who have not been part of this robust discussion. Ms. Philbin added that she is appreciative of this discussion and there is value in having it and asking questions. The Board needs to continue asking questions and no one should be taken back that some are asking questions since they will be held to a standard with this Policy. In order to be unanimously committed as a team they need to understand the Policy. It needs to be accurate regardless as to the number of readings. Everyone is craving structure, unity, and inclusivity and they are in chaos right now with the accuracy of a civility policy. She does not feel comfortable voting on it and that it is not appropriate for the Board to commit to something multiple people are confused about. It needs to be dissected, put together properly, have a robust discussion again, and put it to a vote.

Ms. Lundgren commented that the Board has subcommittees and a lot of work is done to present items to the Board. This Policy was presented at the last meeting and tonight was the opportunity to have those discussions and decide. She feels the Board needs to take the first step and have something written so it can move forward. It is a very difficult time and she would like to see people working together.

Ms. Moran commented that as Board members they have every right to hash things out. Just because they had a first reading does not mean they cannot think more on something and have concerns. Even reading #11 and #12 combined she feels it is a role and responsibility of the Board anyway and they should be doing this. A lot of the Policy is about roles and responsibilities as a Board. She would like to do roles and responsibilities over again with Shipman & Goodwin and understand the Board as a whole. There have been violations. In regard to the letter, it was not a unified effort. It came off as very partisan because it was only members of the majority of the Board that signed it. It does not look good to the community. The Board needs to understand what its roles and responsibilities are to the community. Work needs to be done on roles and responsibilities or the social media policy. She does not support the Policy unless it has a social media component.

Ms. Griffin clarified that she was not confused about the Civility Policy itself. She was confused on whether they would vote this evening on it if #11 would be updated with the amended version that Mr. Holt sent to Dr. Willett.

Mr. Holt responded to Ms. Moran. Roles and responsibilities of the Board and the social media policy have been identified and are in the queue to be reviewed. He can send her an e-mail when they are on the agenda and would be happy to have her participate and be a part of the discussion. Additionally, in regard to 2 members not being present, Policy 9170 addresses this and transactional business may take place.

	Aye	Nay	abstain
Lundgren	x		
Griffin	x		
Holt	x		
Howard-Bender		x	
Marie	x		
Moran		x	
Philbin		x	

Motion passed.

L. PUBLIC PARTICIPATION

Mary Rose Dubarek, 37 Ryan Road, commented that she would like to build upon what Ms. Griffin said about social media. It goes both ways. The public has to be careful about expressing opinions as well as they have been disrespected and bullied by Tolland elected officials. She has gotten caught up in conversations. It is a little emotional and takes unexpected turns when discussing complex and emotional issues such as education. She believes the elected officials have an opportunity to build consensus in the community through responsible social media usage. The children are watching.

Colleen Yudichak, 12 Blueberry Hill Road, thanked the clerk for taking the notes and commented that she wanted to show appreciation to Dr. Willett and everyone involved with the schools in getting the grant for the Chromebooks. The devices will be very helpful for a lot of people. She actually purchased one and if she knew would have saved \$300. She addressed the Civility Policy as well. Ms. Yudichak asked Dr. Willett about backpacks. Students are now able to bring them into the classrooms and she understood that they always had to be kept in the lockers for safety reasons. Are there any new safety measures, particularly for the high school students, in the classrooms?

M. POINTS OF INFORMATION

- Dr. Willett explained that Birch Grove students have desks so they have an area to store things but the vast majority of students will need the backpacks. It has been recommended as a way for students to keep their items such as ppe in one place. They have a Safety and Security Committee on both the school and district levels which looks at these things. Right now, compliance and adherence to items that will make things better from a COVID perspective are what they are leaning toward. They will still be very vigilant and watch carefully in regard to what is in the backpacks. Often students will be more careful with what is in their backpacks if they know that they are under constant use and scrutiny. In a way there will be more energy focused on what is in the backpacks due to the nature of how they will need to be used this year.

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)

Ms. Moran spoke in regard to what Ms. Semerzaki asked during Public Participation and asked Dr. Willett if there could be something on the agenda about racism and inclusivity such as an update to the Board.

O. NEW BUSINESS - none

P. ADJOURNMENT

Mr. Marie motioned to adjourn the meeting 10:18 p.m.

Mr. Holt seconded the motion.

A roll call vote was taken. Motion passed unanimously.

Respectfully submitted,

Lisa Pascuzzi
Clerk



TOLLAND PUBLIC SCHOOLS

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OFFICE OF THE
SUPERINTENDENT OF SCHOOLS

Walter Willett, Ph.D.
Superintendent

TO: Tolland Board of Education

H.1

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

RE: EOY Financial Report for June 2020

Date: September 4, 2020

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

The Fiscal Year 19-20 has been a very challenging year. The FY19-20 budget began as a normal year and was on track until the COVID Pandemic hit in January 2020. This COVID Pandemic changed the normal spending patterns of how we operate and shifted the education process to distance learning while requiring staff to work from home. This created huge challenges to the everyday operations of the district.

This year's financial attachment is in an object format that clearly shows 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, YTD expenses, encumbrances and available balances as generated through the financial software.

In a typical/normal 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 FY19-20 Budget was approved for \$39,975,605. The BOE did anticipate spending the allocated budget by the year-end in accordance with CGS 10-222. As in the past, any balances may be returned to the town, or the BOE can request those funds transferred to the Educational Reserve Fund based upon final approval by the auditors.

During the shortened FY19-20 spending period, (July 2019- January 2020) all staff were moving forward with their normal spending. By January, COVID became the primary concern of the district. This change in thought process influenced how and when funds were to be spent. Once schools were mandate to provide remote learning, that left only 4-5 months to spend the remainder of the budget. Working from home and under the state issued pandemic guidelines, severely hampered the staff's ability to spend as normal and delayed many general purchases for programs, services, supplies, and equipment. Since many purchase are cyclical in nature the delay in purchase orders skewed the purchasing process from January thru June.

If the pandemic did not happen, the district would have been on target to spend down the budget before June. All areas of the budget were impacted do to the pandemic. Some line items were under spent and some over spent. This year it is extremely difficult to identify the causes of funding variances in the budget do to this unprecedented pandemic. To functionality analyze each line item in the budget and determine how the pandemic affected needs, purchases, encumbrances, distance learning, student supports would be an enormous undertaking. If the pandemic never happened, the available balance of \$708,772 would have been spent down like any normal year.

Finch

Tolland Public Schools

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

From Date: 7/1/2019

To Date: 6/30/2020

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	\$22,108,353.52	\$22,108,353.52	\$274,953.57	\$0.00	\$274,953.57	1.23%
0100.0000.120.00.000.1	Substitutes	\$437,670.00	\$251,746.07	\$251,746.07	\$185,923.93	\$0.00	\$185,923.93	42.48%
0100.0000.130.00.000.1	Overtime	\$176,358.00	\$223,693.54	\$223,693.54	(\$47,335.54)	\$0.00	(\$47,335.54)	-26.84%
0100.0000.150.00.000.1	Stipends	\$346,129.94	\$369,706.67	\$369,706.67	(\$23,576.73)	\$0.00	(\$23,576.73)	-6.81%
0100.0000.190.00.000.1	Pension/Severance	\$195,561.00	\$255,019.95	\$255,019.95	(\$59,458.95)	\$62,188.00	(\$121,646.95)	-62.20%
0100.0000.200.00.000.1	Employee Benefits	\$567,750.00	\$526,866.67	\$526,866.67	\$40,883.33	\$0.00	\$40,883.33	7.20%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$4,851,629.94	\$4,888,819.46	\$4,888,819.46	(\$37,189.52)	\$0.00	(\$37,189.52)	-0.77%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$693,223.97	\$618,013.44	\$618,013.44	\$75,210.53	\$0.00	\$75,210.53	10.85%
0100.0000.240.00.000.1	Retirement (ICMA)	\$251,884.43	\$242,072.15	\$242,072.15	\$9,812.28	\$0.00	\$9,812.28	3.90%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$20,000.00	\$20,450.00	\$20,450.00	(\$450.00)	\$0.00	(\$450.00)	-2.25%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,681.00	\$55,544.00	\$55,544.00	\$1,137.00	\$52,106.00	(\$50,969.00)	-89.92%
0100.0000.270.00.000.1	Workers' Compensation	\$265,612.00	\$272,424.00	\$272,424.00	(\$6,812.00)	\$0.00	(\$6,812.00)	-2.56%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$48,675.50	\$24,584.61	\$24,584.61	\$24,090.89	\$0.00	\$24,090.89	49.49%
0100.0000.310.00.000.1	Benefits Consultant Services	\$57,000.00	\$66,363.34	\$66,363.34	(\$9,363.34)	\$11,526.70	(\$20,890.04)	-36.65%
0100.0000.320.00.000.1	Prof Educ Svcs	\$239,271.00	\$202,537.78	\$202,537.78	\$36,733.22	\$270,330.08	(\$233,596.86)	-97.63%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$12,157.16	\$12,157.16	\$22,324.84	\$2,135.90	\$20,188.94	58.55%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$153,343.00	\$207,335.03	\$207,335.03	(\$53,992.03)	\$36,173.00	(\$90,165.03)	-58.80%
0100.0000.350.00.000.1	Tech Services	\$502,876.00	\$536,467.00	\$536,467.00	(\$33,591.00)	\$133,192.38	(\$166,783.38)	-33.17%
0100.0000.410.00.000.1	Sewer/Water	\$34,762.00	\$34,762.00	\$34,762.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$135,080.00	\$67,613.52	\$67,613.52	\$67,466.48	\$32,764.00	\$34,702.48	25.69%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$259,450.00	\$131,232.16	\$131,232.16	\$128,217.84	\$36,021.19	\$92,196.65	35.54%
0100.0000.440.00.000.1	Rentals	\$165,256.00	\$174,120.82	\$174,120.82	(\$8,864.82)	\$2,415.97	(\$11,280.79)	-6.83%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,862,041.00	\$2,277,783.31	\$2,277,783.31	\$584,257.69	\$0.00	\$584,257.69	20.41%
0100.0000.520.00.000.1	Property/Liability Insurance	\$202,427.10	\$196,083.51	\$196,083.51	\$6,343.59	\$0.00	\$6,343.59	3.13%
0100.0000.530.00.000.1	Telephone/ Postage	\$57,905.00	\$60,623.83	\$60,623.83	(\$2,718.83)	\$38,855.70	(\$41,574.53)	-71.80%
0100.0000.540.00.000.1	Advertising	\$18,000.00	\$17,026.47	\$17,026.47	\$973.53	\$0.00	\$973.53	5.41%
0100.0000.550.00.000.1	Printing and Binding	\$18,405.00	\$13,866.10	\$13,866.10	\$4,538.90	\$0.00	\$4,538.90	24.66%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,163,282.00	\$2,002,419.58	\$2,002,419.58	\$160,862.42	\$0.00	\$160,862.42	7.44%
0100.0000.580.00.000.1	Travel and Conference	\$33,942.00	\$53,146.82	\$53,146.82	(\$19,204.82)	\$1,200.00	(\$20,404.82)	-60.12%
0100.0000.590.00.000.1	Public Officers & State Troope	\$92,994.00	\$45,706.39	\$45,706.39	\$47,287.61	\$0.00	\$47,287.61	50.85%
0100.0000.600.00.000.1	General Supplies	\$191,452.00	\$135,681.38	\$135,681.38	\$55,770.62	\$133,831.09	(\$78,060.47)	-40.77%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$367,242.00	\$313,193.22	\$313,193.22	\$54,048.78	\$30,115.65	\$23,933.13	6.52%
0100.0000.620.00.000.1	Energy	\$1,621,810.00	\$1,591,234.68	\$1,591,234.68	\$30,575.32	\$500.00	\$30,075.32	1.85%
0100.0000.640.00.000.1	Textbooks	\$127,861.70	\$106,491.79	\$106,491.79	\$21,369.91	\$34,692.20	(\$13,322.29)	-10.42%
0100.0000.650.00.000.1	Films and Videos Supl	\$550.00	\$495.40	\$495.40	\$54.60	\$0.00	\$54.60	9.93%
0100.0000.660.00.000.1	Computer Software	\$81,677.72	\$53,607.70	\$53,607.70	\$28,070.02	\$0.00	\$28,070.02	34.37%
0100.0000.690.00.000.1	Misc Supplies	\$55,286.00	\$31,644.38	\$31,644.38	\$23,641.62	\$0.00	\$23,641.62	42.76%
0100.0000.730.00.000.1	Equip Instruct - New	\$150,208.00	\$109,362.47	\$109,362.47	\$40,845.53	\$36,127.41	\$4,718.12	3.14%
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	\$53,813.17	\$53,813.17	(\$884.17)	\$594.75	(\$1,478.92)	-2.79%
Grand Total:		\$39,975,605.39	\$38,352,063.09	\$38,352,063.09	\$1,623,542.30	\$914,770.02	\$708,772.28	1.77%

End of Report



TOLLAND PUBLIC SCHOOLS

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OFFICE OF THE
SUPERINTENDENT OF SCHOOLS

Walter Willett, Ph.D.
Superintendent

TO: Board of Education

H.2

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

RE: Monthly Financial Report for August 2020

Date: September 4, 2020

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

Please find attached the first financial report for the FY 2020-2021 fiscal year. The month of August 2020 is the 2nd month of the 2020-2021 fiscal year. The monthly financials for this school year may look a little different due to the COVID pandemic but the goal remains to provide for student needs and success. The attached report is only a temporary financial snapshot identifying two months of summer activity. As with any financial report that is generated this early in the year, 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, 2 months of expenses, encumbrances and available balances as generated through the financial software.

Since this report is exceptionally early, many line items such as salaries, health insurance, FICA/Medicaid & Social Security, retirements, legal and audit services, utilities, tuition, transportation, textbooks, professional services etc. have not all been encumbered or spent. This is normal for this time of year. The budget balance of \$7.8 million will be converted to encumbrances or expenditures over the next several of months.

The attached August 2020 financial report shows an available balance of \$7,836,644 or 19.58% 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, needs of the students and expense patterns are cyclical in nature. Health Insurances will only be booked after teachers return to school, substitute expenses start in September, special education student tuitions will continue to increase, transportation routes have not been fully booked or adjusted, 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 such as substitutes, overtime, course reimbursement, consultants, unemployment compensation, workers compensation, and severance.

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 FY20-21 was Town Council approved for \$40,017,290. The BOE is anticipating spending the allocated budget by year-end in accordance with CGS 10-222. As in the past, any balances may be returned to the town or the BOE will request to transfer the balance to the Educational Reserve Fund after final approval. It is anticipated that the district will receive the first excess cost payment in February 2021 from the state. The second payment is due in May.

Tolland Public Schools

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

From Date: 7/1/2020

To Date: 8/31/2020

Fiscal Year: 2020-2021

☐ 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	\$22,522,117.53	\$1,607,950.05	\$1,607,950.05	\$20,914,167.48	\$20,602,632.07	\$311,535.41	1.38%
0100.0000.120.00.000.1	Substitutes	\$367,228.00	\$554.48	\$554.48	\$366,673.52	\$18,900.00	\$347,773.52	94.70%
0100.0000.130.00.000.1	Overtime	\$218,870.00	\$56,489.82	\$56,489.82	\$162,380.18	\$0.00	\$162,380.18	74.19%
0100.0000.150.00.000.1	Stipends	\$389,839.90	\$9,625.52	\$9,625.52	\$380,214.38	\$430,405.58	(\$50,191.20)	-12.87%
0100.0000.190.00.000.1	Pension/Severance	\$205,561.00	\$42,932.75	\$42,932.75	\$162,628.25	\$50,098.40	\$112,529.85	54.74%
0100.0000.200.00.000.1	Employee Benefits	\$535,750.00	\$267,016.72	\$267,016.72	\$268,733.28	\$231,923.08	\$36,810.20	6.87%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$5,252,093.00	\$129,924.49	\$129,924.49	\$5,122,168.51	\$4,128,387.44	\$993,781.07	18.92%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$727,048.40	\$54,469.73	\$54,469.73	\$672,578.67	\$527,527.38	\$145,051.29	19.95%
0100.0000.240.00.000.1	Retirement (ICMA)	\$262,917.61	\$24,967.32	\$24,967.32	\$237,950.29	\$208,196.77	\$29,753.52	11.32%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
0100.0000.260.00.000.1	Unemployment Compensation	\$50,981.00	\$0.00	\$0.00	\$50,981.00	\$0.00	\$50,981.00	100.00%
0100.0000.270.00.000.1	Workers' Compensation	\$265,612.00	\$64,234.53	\$64,234.53	\$201,377.47	\$192,703.59	\$8,673.88	3.27%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$55,842.00	\$6,838.68	\$6,838.68	\$49,003.32	\$0.00	\$49,003.32	87.75%
0100.0000.310.00.000.1	Benefits Consultant Services	\$65,280.00	\$1,668.30	\$1,668.30	\$63,611.70	\$0.00	\$63,611.70	97.44%
0100.0000.320.00.000.1	Prof Educ Svcs	\$241,004.00	\$8,625.00	\$8,625.00	\$232,379.00	\$32,663.91	\$199,715.09	82.87%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$5,074.18	\$5,074.18	\$29,407.82	\$1,530.00	\$27,877.82	80.85%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$203,145.00	\$33,830.01	\$33,830.01	\$169,314.99	\$90,000.00	\$79,314.99	39.04%
0100.0000.350.00.000.1	Tech Services	\$470,460.50	\$134,074.31	\$134,074.31	\$336,386.19	\$67,653.27	\$268,732.92	57.12%
0100.0000.410.00.000.1	Sewer/Water	\$33,931.00	\$33,931.00	\$33,931.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$135,458.00	\$9,056.92	\$9,056.92	\$126,401.08	\$72,160.52	\$54,240.56	40.04%
0100.0000.430.00.000.1	Repair and Maint Servs (Facili	\$246,783.00	\$19,982.36	\$19,982.36	\$226,800.64	\$29,262.75	\$197,537.89	80.05%
0100.0000.440.00.000.1	Rentals	\$173,565.00	\$28,435.81	\$28,435.81	\$145,129.19	\$100,807.72	\$44,321.47	25.54%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,808,995.00	\$6,076.86	\$6,076.86	\$2,802,918.14	\$750.00	\$2,802,168.14	99.76%
0100.0000.520.00.000.1	Property/Liability Insurance	\$204,069.00	\$56,103.58	\$56,103.58	\$147,965.42	\$135,014.61	\$12,950.81	6.35%
0100.0000.530.00.000.1	Telephone/ Postage	\$66,870.00	\$6,846.47	\$6,846.47	\$60,023.53	\$42,245.59	\$17,777.94	26.59%
0100.0000.540.00.000.1	Advertising	\$18,000.00	\$7,745.00	\$7,745.00	\$10,255.00	\$14,352.00	(\$4,097.00)	-22.76%
0100.0000.550.00.000.1	Printing and Binding	\$19,327.00	\$635.55	\$635.55	\$18,691.45	\$3,382.10	\$15,309.35	79.21%
0100.0000.560.00.000.1	Tuition Educ Agency	\$1,844,555.00	\$69,499.87	\$69,499.87	\$1,775,055.13	\$692,403.00	\$1,082,652.13	58.69%
0100.0000.580.00.000.1	Travel and Conference	\$26,159.00	\$1,203.18	\$1,203.18	\$24,955.82	\$279.00	\$24,676.82	94.33%
0100.0000.590.00.000.1	Public Officers & State Troope	\$91,994.00	\$2,269.91	\$2,269.91	\$89,724.09	\$2,500.00	\$87,224.09	94.81%
0100.0000.600.00.000.1	General Supplies	\$140,753.00	\$14,914.67	\$14,914.67	\$125,838.33	\$14,607.69	\$111,230.64	79.03%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$317,986.37	\$21,571.87	\$21,571.87	\$296,414.50	\$62,999.82	\$233,414.68	73.40%
0100.0000.620.00.000.1	Energy	\$1,611,759.00	\$1,410,586.43	\$1,410,586.43	\$201,172.57	\$196,042.53	\$5,130.04	0.32%
0100.0000.640.00.000.1	Textbooks	\$121,123.99	\$34,138.97	\$34,138.97	\$86,985.02	\$11,235.28	\$75,749.74	62.54%
0100.0000.650.00.000.1	Films and Videos Supl	\$1,050.00	\$0.00	\$0.00	\$1,050.00	\$0.00	\$1,050.00	100.00%
0100.0000.660.00.000.1	Computer Software	\$44,690.00	\$95.00	\$95.00	\$44,595.00	\$7,442.93	\$37,152.07	83.13%
0100.0000.690.00.000.1	Misc Supplies	\$49,059.00	\$324.35	\$324.35	\$48,734.65	\$4,978.77	\$43,755.88	89.19%
0100.0000.730.00.000.1	Equip Instruct - New	\$89,734.00	\$2,080.20	\$2,080.20	\$87,653.80	\$3,924.49	\$83,729.31	93.31%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$850.00	\$0.00	\$0.00	\$850.00	\$0.00	\$850.00	100.00%
0100.0000.810.00.000.1	Dues and Fees	\$52,346.95	\$23,030.98	\$23,030.98	\$29,315.97	\$6,830.47	\$22,485.50	42.95%
Grand Total:		\$40,017,290.25	\$4,196,804.87	\$4,196,804.87	\$35,820,485.38	\$27,983,840.76	\$7,836,644.62	19.58%

End of Report

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: 2021 Budget Comparison

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

FOR BOE MEETING: 9/9/2020

ITEM SUMMARY:

The Budget Comparison provides the adjusted FY21 budget. It demonstrates the difference between the 1.54 % budget increase requested by the Board of Education through its budget adoption process on or around February 12, 2020 and the 0.1% Town Council budget allocation of late June.

FINANCIAL SUMMARY:

Please see attached.

BOARD ATTORNEY REVIEW:

BOE ACTION DESIRED:

Review.

SUPPORTING MATERIALS ATTACHED:

Budget Comparison FY21 BOE request to TC allocation

FY2018-19	Actuals	#	Object Description	Adopted Budget	FY2019-20	Actuals	BOE FY2020-21	FY2020-21	FY2020-21	Budget % Chg	Budget Dollar Reduction for BOE vs Town
\$17,866,722	111		Certified Salaries	\$18,692,050	\$18,285,853	\$18,614,623	\$18,614,623	\$18,614,623	\$18,614,623	0.00%	\$0
\$1,868,354	112		Non-Certified Salaries	\$1,915,308	\$2,003,951	\$2,047,645	\$2,047,645	\$2,047,645	\$2,047,645	0.00%	\$0
\$1,114,253	113		Paraprofessional Salaries	\$1,243,443	\$1,171,370	\$1,371,203	\$1,371,203	\$1,326,041	\$1,326,041	-3.29%	(\$45,162)
\$384,996	115		Certified Substitutes	\$330,398	\$344,888	\$315,898	\$315,898	\$315,898	\$315,898	0.00%	\$0
\$822,355	118		Maintenance/Custodial Salaries	\$801,640	\$857,648	\$864,735	\$864,735	\$864,735	\$864,735	0.00%	\$0
\$129,264	122		Non-Certified Substitutes	\$205,990	\$114,227	\$139,653	\$139,653	\$139,653	\$139,653	0.00%	\$0
\$166,216	151		Stipends	\$154,636	\$175,563	\$189,460	\$189,460	\$189,460	\$189,460	0.00%	\$0
\$95,378	195		Severance Pay	\$99,950	\$221,597	\$99,950	\$99,950	\$99,950	\$99,950	0.00%	\$0
\$308,956	197		Pensions/OPFB	\$347,495	\$337,683	\$368,529	\$368,529	\$368,529	\$368,529	0.00%	\$0
\$4,730,927	202		Health Insurance	\$4,787,352	\$4,822,047	\$5,277,556	\$5,277,556	\$5,187,815	\$5,187,815	-1.70%	(\$89,741)
\$609,117	209		HI - HSA Deductible	\$530,500	\$491,104	\$500,500	\$500,500	\$498,500	\$498,500	-0.40%	(\$2,000)
\$87,359	211		Life Insurance	\$101,528	\$102,535	\$101,528	\$101,528	\$101,528	\$101,528	0.00%	\$0
\$597,982	221		Medicare/FICA	\$693,224	\$618,013	\$727,048	\$727,048	\$727,048	\$727,048	0.00%	\$0
\$30,391	250		Course Reimbursement-Degree Chang	\$20,000	\$20,450	\$50,000	\$50,000	\$50,000	\$50,000	0.00%	\$0
\$32,650	260		Unemployment Compensation	\$56,681	\$107,650	\$50,981	\$50,981	\$50,981	\$50,981	0.00%	\$0
\$263,060	270		Workers' Compensation	\$265,612	\$272,424	\$265,612	\$265,612	\$265,612	\$265,612	0.00%	\$0
\$121,045	300		Purchased Prof. Technical Consulting	\$105,676	\$102,475	\$121,122	\$121,122	\$121,122	\$121,122	0.00%	\$0
\$10,500	321		Tutors	\$21,500	\$5,053	\$8,500	\$8,500	\$8,500	\$8,500	0.00%	\$0
\$451,419	325		PD & Other Prof Educ Srvs	\$151,371	\$402,037	\$405,424	\$405,424	\$148,654	\$148,654	-63.33%	(\$256,770)
\$102,527	330		Pupil Services Testing & Prof Services	\$100,882	\$80,070	\$118,332	\$118,332	\$118,332	\$118,332	0.00%	\$0
\$139,569	342		Audit, Legal & Consultation Services	\$153,343	\$243,508	\$213,145	\$213,145	\$203,145	\$203,145	-4.69%	(\$10,000)
\$46,049	351		Athletic Officials	\$51,737	\$40,000	\$49,803	\$49,803	\$370,287	\$370,287	-7.25%	(\$28,957)
\$728,503	359		Prof Services Tech,Online & Maint. Co	\$393,653	\$275,081	\$440,696	\$440,696	\$379,828	\$379,828	-13.81%	(\$60,868)
\$17,678	432		Technology Rep/Maintenance	\$35,639	\$27,313	\$36,344	\$36,344	\$36,344	\$36,344	0.00%	\$0
\$176,742	442		Rentals of Equipment	\$165,256	\$176,537	\$173,565	\$173,565	\$173,565	\$173,565	0.00%	\$0
\$2,418,118	510		Student Transp Srvs	\$2,792,116	\$2,239,925	\$2,739,628	\$2,739,628	\$2,739,628	\$2,739,628	0.00%	\$0
\$66,745	516		Athletic & Student Activity Transp.	\$69,925	\$37,858	\$69,367	\$69,367	\$69,367	\$69,367	0.00%	\$0
\$204,448	520		Property/Liability Insurance	\$202,427	\$196,084	\$204,069	\$204,069	\$204,069	\$204,069	0.00%	\$0
\$40,333	530		Telephone & Internet Services	\$35,415	\$86,096	\$37,347	\$37,347	\$37,347	\$37,347	0.00%	\$0
\$45,963	535		Postage/Advertising/Printing	\$58,895	\$4,276	\$66,850	\$66,850	\$66,850	\$66,850	0.00%	\$0
\$1,480,925	561		Tuition Educ Agency	\$1,384,387	\$1,213,409	\$1,260,288	\$1,260,288	\$1,260,288	\$1,260,288	0.00%	\$0
\$405,667	564		Tuition Schl Dist w/in State	\$722,227	\$756,460	\$519,733	\$519,733	\$64,534	\$64,534	0.00%	\$0
\$238,625	564		Tuition Educ Agency w/in State	\$56,668	\$32,551	\$64,534	\$64,534	\$26,159	\$26,159	0.00%	\$0
\$99,917	580		Travel and Conference	\$33,942	\$54,347	\$26,159	\$26,159	\$14,000	\$14,000	0.00%	\$0
\$2,000	591		Public Safety Officers & Trooper Assig	\$15,000	\$0	\$14,000	\$14,000	\$0	\$0	0.00%	\$0
\$67,760	592		School Resource Officer	\$77,994	\$45,706	\$77,994	\$77,994	\$77,994	\$77,994	0.00%	\$0
\$390,569	611		Inst Supl/Mills	\$242,929	\$223,123	\$223,123	\$223,123	\$220,123	\$220,123	-1.34%	(\$3,000)
\$188,515	608		Operation/Maintenance Supplies	\$190,681	\$267,776	\$167,182	\$167,182	\$140,182	\$140,182	-16.15%	(\$27,000)
\$152,156	612		Office & Classroom Supl/Mills	\$152,084	\$121,736	\$100,434	\$100,434	\$98,434	\$98,434	-1.99%	(\$2,000)
\$1,282,868	620		Electricity - Eversource/TransCanada	\$1,321,531	\$1,321,531	\$1,344,765	\$1,344,765	\$1,191,181	\$1,191,181	0.00%	\$0
\$153,307	624		Heating Oil & Gas	\$148,031	\$147,712	\$119,181	\$119,181	\$198,184	\$198,184	0.00%	\$0
\$178,445	626		Diesel/Gasoline (Vehicles)	\$198,891	\$169,135	\$198,184	\$198,184	\$24,039	\$24,039	0.00%	\$0
\$253,594	641		Textbooks	\$46,055	\$62,527	\$24,842	\$24,842	\$20,738	\$20,738	0.00%	\$0
\$14,975	642		Library & Professional Books	\$26,772	\$15,346	\$20,738	\$20,738	\$25,553	\$25,553	0.00%	\$0
\$114,337	645		Testing, Evaluations & PSAT	\$24,086	\$18,048	\$25,553	\$25,553	\$55,294	\$55,294	-8.14%	(\$4,500)
\$29,348	646		Curriculum Workbook Mills	\$30,949	\$45,264	\$55,294	\$55,294	\$1,050	\$1,050	0.00%	\$0
\$538	650		Films and Videos Supl	\$550	\$495	\$1,050	\$1,050	\$44,690	\$44,690	0.00%	\$0
\$45,239	660		Computer Software License Agreemen	\$81,678	\$53,608	\$44,690	\$44,690	\$49,059	\$49,059	0.00%	\$0
\$72,409	690		Athletic, Graduation, Student Activity S	\$55,266	\$31,644	\$49,059	\$49,059	\$90,584	\$90,584	-31.84%	(\$42,317)
\$430,870	730		Equip Instruct - New	\$151,798	\$145,490	\$132,901	\$132,901	\$52,347	\$52,347	0.00%	\$0
\$57,219	810		Dues and Fees - Misc Expense	\$52,929	\$54,408	\$52,347	\$52,347			-1.41%	(\$573,118)
\$39,557,496			TOTAL BASE	\$39,975,605	\$39,266,833	\$40,590,408	\$40,590,408	\$40,017,290	\$40,017,290	-1.41%	(\$573,118)
			GRAND TOTAL	\$39,975,605	\$39,266,833	\$40,590,408	\$40,590,408	\$40,017,290	\$40,017,290	-1.41%	(\$573,118)

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: TPS COVID 19 Team Representative

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

FOR BOE MEETING:

ITEM SUMMARY:

As per the Tolland Public Schools Pandemic Continuity of Learning Plan and state requirements, a TPS COVID19 team has been formed. This team will help advise the Superintendent on COVID related matters, and offer perspectives on the school status with respect to remote, partial in person, or in-person option determinations for each Pandemic Response Evaluation Period. Please see the plan for more details by going to:

http://www.tolland.k12.ct.us/DistrictOffices/superintendent/superintendent_willett_s_page

and selecting the left menu option for the Tolland Pandemic Continuity of Learning Plan.

The Superintendent is requesting that up to two BOE members join the team to help advise the Superintendent in the education option determination meetings.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Selection of up to two BOE members to be part of the education option determination meetings to share perspective and recommendations.

SUPPORTING MATERIALS ATTACHED:

N/A

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: BOE Goal Meeting

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

FOR BOE MEETING: 9/9/2020

ITEM SUMMARY:

Determine the final goal setting meeting for the Board of Education and determine whether this will be an in-person, virtual/remote, or both meeting format. Nick Caruso (CABE facilitator) is available on both October 14th and October 28th.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Select a BOE meeting date, and format, for the final goal setting session.

SUPPORTING MATERIALS ATTACHED:

N/A

**TOLLAND TOWN COUNCIL
ZOOM REMOTE MEETING
August 25, 2020 – 7:00 P.M.**

RECEIVED FOR RECORD
TOLLAND, CT
2022 AUG 27 AM 11:40

MEMBERS PRESENT: Tammy Nuccio, Chair; Steven Jones, Vice Chair; Brenda Falusi, Lou Lub, John Reagan, Kurt Schenher, Cassandra York

MEMBERS ABSENT: none

OTHERS PRESENT: Michael Rosen, Town Manager; Lisa Hancock, Director, Finance & Records; John Littell, Fire Chief/Director of Public Safety; Michael Wilkinson, Director of Administrative Services

1. **CALL TO ORDER:** Ms. Nuccio called the meeting to order at 7:01 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited
3. **MOMENT OF SILENCE:** Observed
4. **PROCLAMATIONS/PRESENTATIONS:** None
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** *(on any subject within the jurisdiction of the Town Council) (2 minute limit)*

Karen Moran, 50 Merlot Way, inquired about the life expectancy of the fire rescue truck, noted in item 9.2. She explained that she would consider a vehicle to be a capital investment. At a time of so much uncertainty right now and when it is highly likely that they will be in a worse situation as a community she asked the Council why it would be suddenly changing the stance on using \$750K from the fund balance for this item; a fund that is meant for emergencies. Ms. Moran explained that if she needed a car during this public health emergency, because hers was broken down, and she needed to get to work to help her family, she would not deplete her savings account to buy one with cash. She would like her taxes, that have been invested and sitting in a fund balance, to go toward the families and small business owners in the community that may be hurting. Why are they not thinking outside the box, a term the Council uses quite often to help the people the Council says it is advocating for? If any of the fund balance is used she would like to see it be used to help the community in that way.
6. **PUBLIC HEARING ITEMS:**
 - 6.1 Consideration of a resolution authorizing the issue of \$3,000,000 bonds to refund certain prior bonds of the Town and to finance such additional amounts as are needed to pay all fees, costs, expenses and premium in connection with the refunding of the prior bonds and appropriating the proceeds of such bonds for the foregoing purpose.

Mr. Rosen reviewed this item.

He explained that this is a continuation of the last meeting where the public hearing was set for this evening. Originally the town issued \$3M in general obligation bonds. This item is to refund future maturities of the prior bond issue. The yield is a savings of approximately \$194,076 in debt service payments.

Ms. Hancock asked the Town's Financial Advisor Mr. Barry Bernabe to provide further information.

Mr. Bernabe explained that the town will enter the bond market to issue new money bonds for various capital projects. They will piggy back this refinancing opportunity along with this and hopefully refinance the remaining portion of the 2010 and 2011 bond issues. Interest rates are very

favorable and the town has an AAA bond rating, which Mr. Bernabe believes will be affirmed, so they are looking to generate over \$200K in savings for the town.

Mr. Schenher asked Ms. Hancock how often a review such as this is done. Ms. Hancock responded that she and Mr. Bernabe are always reviewing this. It has been limited due to federal laws that changed the town's ability to refinance bonds. They have a call on these 2 bonds so they are in a position where they are allowed to do this; otherwise, they are very limited. The interest rate environment right now is very good so they are in a position where the town can save money. Ms. Hancock noted that another analysis was performed today which showed that over \$200K can be saved. They will not know the exact amount until the day of the sale. If at that time it is not worth it they can decide not to do it.

Mr. Luba inquired if it is correct that there are no guarantees that the town would be able to refinance bonds in the future due to federal restrictions because of the change in policy. Mr. Bernabe explained that the new federal law says that one cannot refinance bonds until the call date is reached. They are at the call date for the 2010 and 2011 bond issues. When the call date is reached for other bond issues in a couple of years, if rates are still low, the town will have another opportunity to refinance. When you reach the call date you have the opportunity to refinance bond issues. If rates are not favorable he would not recommend refinancing because there would not be a savings. Further, when bonds are issued it can be rather expensive and time consuming. In this situation they are able to combine the new money issue with the refinancing which will generate synergies from a cost of issuing standpoint. In regard to the town's AAA bond rating, it is the highest bond rating possible. In fact, they had the bond rating agency call today and it is his expectation that the town's AAA bond rating will be affirmed later this week. Mr. Luba inquired if taking out additional bonds would affect the bond rating. Mr. Bernabe explained that the overall debt ratios are one factor that is looked at in conjunction with the financial ratios, management team, and long term liabilities. When looked at overall, Tolland is very favorable and has one of the highest FMA (financial management assessment) scores not only in the state but across the country. This was conveyed in a past rating review given the town's management practices, budgeting discipline, and adoption of formal policies and procedures.

Mr. Jones moved to open the Public Hearing.

Mr. Schenher seconded the motion.

A roll call vote was taken. Motion passed unanimously.

Discussion: none

Mr. Jones moved to close the Public Hearing.

Ms. Falusi seconded the motion.

A roll call vote was taken. Motion passed unanimously.

Ms. Falusi thanked Ms. Hancock and Mr. Bernabe for their due diligence and Mr. Rosen for preparing this for the Council.

Mr. Jones motioned to authorize the following resolution:

BE IT RESOLVED, by the Tolland Town Council that it hereby appropriates as follows:

A resolution authorizing the issue of \$3,000,000 bonds to refund certain prior bonds of the Town and to finance such additional amounts as are needed to pay all fees, costs, expenses and premium in connection with the refunding of the prior bonds and appropriating the proceeds of

such bonds for the foregoing purpose. A copy of the full text of the resolution is recorded following these meeting minutes.

Mr. Luba seconded the motion.

Discussion:

Ms. Nuccio clarified that this does not extend the life of the debt; it only lowers the amount of interest the town will pay.

A roll call vote was taken. Motion passed unanimously.

7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL

- Birch Grove Building Committee – Ms. Nuccio requested that Mr. Rosen asked the Chair of the Committee to join the Council at the next meeting.
- Birch Grove Building Committee – Mr. Luba provided an update. Discussions included bringing a modification proposal to the Committee for additional funding on a particular issue. This was not approved by the Committee. Construction is on track and everything is going well at this point. Updates are being provided to the Committee which is concerned about cost overruns. To this point there have not been any. Mr. Rosen noted that the change order was tabled to the next meeting.
- Sustainable CT – no meeting
- Tourism – Ms. Falusi noted that she is in charge of creating a cultural tourism brochure for the central region of CT and will reach out to groups to see if they fit the criteria for the brochure.
- Complete Count Census Committee – Ms. Falusi noted that census workers are in town and knocking on doors of those who have not responded to the census. They are also trying to do proxy to achieve an accurate count.

7b. REPORTS OF TOWN COUNCIL LIAISONS

- Planning & Zoning Commission – Ms. Falusi provided an update.
- Board of Education – Mr. Jones provided an update (meeting date August 12, 2020) and Ms. Nuccio provided additional information including the school reopening date of September 8th and the district will be awarded another \$150K from the state for COVID expenses.
- Water Commission – Mr. Jones provided an update (meeting date August 17, 2020).
- Commission on People with Disabilities – Mr. Jones provided an update and Ms. Nuccio provided additional information. The Commission set its meetings for the third Thursday of every month at 7:00 p.m.
- Conservation Commission – Mr. Jones provided an update (meeting date August 20, 2020).
- WPCA – Mr. Reagan provided an update (meeting date August 18, 2020).
- EHHD – Ms. Nuccio provided an update.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

- 8.1 Consideration of a resolution approving the revised Building Official and Director of Planning/Development Job Descriptions.

Mr. Rosen reviewed the item summary and noted that Ms. Samokar will leave her position on September 3, 2020 and he would like to take this opportunity to revise the job description for the Planning Director and Building Official roles. They would like to change the latter so that the Building Official reports to the Town Manager and in turn the Planning Director position will no longer supervise the Building Official. Further, in the job description of the Planning Director, item 8, strike Building Official and replace with Assistant Town Planner.
A brief discussion took place.

Mr. Jones motioned to authorize the following:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached revised non-union group Building Official and Director of Planning and Community Development Job Descriptions.

Mr. Luba seconded the motion.

A roll call vote was taken. Motion passed unanimously.

- 8.2 Consideration of a resolution authorizing an appropriation from the Ambulance Reserve Fund to a Capital Improvements account to purchase (2) two 24' x 24' Craftsman garages for \$39,500 (\$19,750 each) for storage purposes.

Mr. Rosen explained that Tolland Emergency Management has identified that permanent storage is needed for shelter supplies, equipment, emergency response gear, and COVID-19 supplies which need to be stored in temperature controlled and dry environments that are protected from the weather and safe. Currently storage is 2 steel crates located behind the Fire Training Center but items inside are often damaged due to mold and dampness in the containers. Mr. Rosen noted that the fire department is undergoing a space needs study and they will discuss how these items will interact. The craftsman-style garages being discussed are portable and would be placed behind the Fire Training Center. The steel containers would be relocated and repurposed if possible.

Chief Littell explained that the COVID epidemic has placed a huge burden and he is fortunate to hold the titles of Fire Chief, Director of Public Safety, and Emergency Management Director. Cots were previously stored at the former Birch Grove School and he has had to remove 4-5 large rolling containers which each housed 25 cots and brought them to the fire houses. This has impacted the space available for personnel. Due to the condition of the steel containers, over the last 4-5 years Chief Littell has had to throw away \$4K-\$5K in donations that he would have used to supply shelters. He added that they have received complaints from the Stone Pond Association that when fall arrives they see the steel containers behind the Training Center. The Chief noted that they have been fortunate with the space and community support but now the Training Center is a storage center. He has been doing everything he can to get as much PPE as possible. Hopefully it will not be needed but if the pandemic increases in the fall he wants to ensure they have enough supplies to protect the emergency responders. Further, they have received supplies for other town employees but in terms of space they are gridlocked. Chief Littell explained that they had cost savings with the SCBA (self-contained breathing apparatus) project in the amount of approximately \$43K. Instead of turning this over to the ambulance fund he would like to use this for the storage buildings. While the space needs study moves forward he would like to clean the property, relocate the steel units, and have professional storage buildings behind the Fire Training Center. Chief Littell noted that the funds are generated by ambulance fees, not taxpayer dollars. The storage buildings will allow him to prepare and properly provide enough emergency management supplies for the community.

Mr. Rosen explained that they got 3 quotes for the storage buildings. The lowest quote was significantly lower than the other 2 bidders. They will be able to get 2 buildings for the amount of a competitor's quote for one building. In regard to funding, the SCBA project came in significantly under budget almost to the extent that it offsets the request. The transaction would happen through the ambulance reserve fund and Chief Littell is diligent and disciplined when it comes to quotes and budgets. Thus, they would be able to purchase the units without feeling an impact on the ambulance reserve fund. Lastly, they are currently engaged with a consultant for the space needs study on the 3 fire stations. If a permanent addition is recommended, the PPE can be placed in that location and since the buildings are portable they can be repurposed in town. Chief Littell noted that Chairman Ruest

from the Tolland Fire Department Board of Directors is online tonight as well. The stations have allowed the Chief to store and stock items and other storage options have been considered.

Ms. Nuccio inquired about the balance of the ambulance fund after these funds are used. Ms. Hancock responded that she will need to check but believes it is approximately \$640K.

Ms. Falusi asked Chief Littell what kind of weather the sheds can withstand. Can they withstand a wind event and does he anticipate any issues with winter weather clearing up to the sheds? Chief Littell explained that the sheds are solidly constructed. Ms. Falusi inquired about inventory turnover and what he anticipates in this regard and if it is built into the budget. Chief Littell explained that they were fortunate the exemptions were made in regard to ppe expiration dates. They try to cycle water and he purchases 1-2 pallets on a yearly basis. If he had to do something differently and funds are available at the end of the year he would purchase portable water tanks and have them in areas where the community needs them.

Mr. Jones asked what they will do with the 2 steel containers and assuming this is approved what the timeline is for completion. Chief Littell explained that hopefully the steel containers will be repurposed to another town department. Some items can still be stored in them. In regard to the timeline it is uncertain but he would like to have them in place before winter if possible. Mr. Rosen noted that the bid has a lead time of 5-7 weeks.

Mr. Jones motioned to authorize the following:

BE IT RESOLVED by the Tolland Town Council that it hereby authorizes an appropriation of \$39,500 from the Ambulance Reserve Fund to a Capital Improvements account to purchase (2) two 24' x 24' Craftsman Garages for storage purposes.

Mr. Luba seconded the motion.

A roll call vote was taken. Motion passed unanimously.

8.3 Appointments to vacancies on various municipal boards/commissions.

8.3. a. Re-appointment to Water Pollution Control Authority

Mr. Jones motioned to reappoint Bruce Allen of 13 Bakos Road to the Water Pollution Control Authority for a term 08/26/20-08/26/23.

Ms. Falusi seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

9. OLD BUSINESS (ACTION/DISCUSSION ITEMS)

9.1 Discussion and consideration of a resolution to update §A176-15 of the Town Code, Town Green and Fire Training Center Sign Policy and the setting of a Public Hearing thereon for September 8, 2020.

Mr. Rosen reviewed this item.

Mr. Rosen provided a red-lined version and recommended discussing the provided list of annual special days, weeks, and months recognized by presidential proclamation and possibly building it into the policy.

The red-lined version was discussed.

Mr. Luba commented that he reviewed the red-lined version and supports Mr. Rosen's proposal to include language that would incorporate the list provided. Anything beyond the list would need to be presented as a request to the Town Council.

Ms. Falusi explained that her concern is that the recognition list can change based on presidential proclamations and they may need to update the list every time there is a new presidential proclamation. She added that she would want to include language to include Town of Tolland recognized holidays or observances and have open-ended language rather than restrictive.

Ms. Nuccio addressed the red-lined version and recommended the following edit: item B.4, 1st sentence, strike "if placed at the Green". In regard to item B.6 she would like to see language about special recognized days by presidential proclamation. In regard to item D.2 she would like to strike, "at either designated site" since there is now only one designated site.

A discussion took place regarding the presidential recognition list.

Ms. Nuccio commented that she is in support of leaving it as "the presidential proclamation list" and asked members if they would like to list what will be used for recognition, and if so state that it is the presidential recognition list, or leave it open-ended?

Ms. Falusi commented that she likes leaving it open-ended but is looking forward to hearing what the residents want and if this list is inclusive enough or not.

Mr. Luba commented that he believes if the Council is going to make the proposal that it should include the language and if it is decided that it should be left open-ended then a change can be made. He recommended including some delineation of the language and believes the presidential recognition list is appropriate.

Mr. Reagan commented that he does not support leaving this open-ended. It has the potential of becoming "messy". He supports the presidential proclamation list. It is very comprehensive.

Mr. Jones commented that he is split on whether it should be open-ended. The middle ground might be more effective - to leave it to the Town Manager's office or another body to do an annual or biannual review to see if there are any changes and report back to the Council if anything needs to be added or removed.

Ms. York recommended stating that they are recognizing everything that is by presidential proclamation and that the list is subject to change.

Mr. Schenher noted that he is in favor of including the language and it can be changed based on public input. If left open-ended, who would decide what will be recognized? He would like the decision to be made by the Council.

Ms. Nuccio suggested including language that recognition is based on the presidential proclamation list and that it may be subject to change. If someone wants to recognize something that is not on the list then she assumes it would need to go before the Council so the Town Manager's office does not need to make the decision. Mr. Rosen explained that if a request comes in for a recognition day, week, or month he, or the staff, will go to the list to ensure it is on the list. If it is not on the list the policy does not have an outlet for this and currently would be a rejection. The Council may create another outlet where it would go before the Council for consideration. Mr. Rosen noted that this

would take additional time and may extend past the period requested for recognition so people would need to present the request in a timely manner.

Mr. Reagan commented that he believes they should have a definitive list that people can choose from and if something is not on the list it is not permissible. Some restrictions are needed. He supports the presidential proclamation list and nothing beyond it.

Mr. Schenher inquired if once they start allowing signs like this could they deny future recognition events that are not on the list? If an item is not on the list he does not want the town manager or staff to need to be put in the position of having to make the decision and recommended that a petition be presented to the Town Council.

Mr. Luba commented that they need to have this delineated. Once they go outside the list it gets into a "murky" area and he would rather have a clearly delineated line noting that these are the recognitions that will be followed. Anything beyond this opens them up to various issues.

Ms. Nuccio commented that she is in support of the presidential proclamation list and recognizing that it can change. The list is very inclusive.

Mr. Rosen asked that they discuss keeping track of signs on the Green. The policy indicates that there is a limit of no more than 5 total signs per day. While the policy gives preference to events over recognitions, he envisions a scenario where they have multiple days, weeks, and months that coincide and if limited to 5 signs including events, which is bumped? A mechanism is not in place for this.

Ms. Nuccio explained that in her opinion events have priority and it is first come, first served.

Ms. Falusi recommended that if there are number of recognition items coming up and they vary from one day, one week, one month, that they explain the restrictions to those putting the signs up and ask them to work together to select days that are not overlapping. She believes residents would be amenable to this and willing to work together to celebrate differences and recognitions.

Mr. Luba commented that as the Council they need to look at the worst-case scenario where people do not agree. This is why parameters are needed. If there are overlapping requests the town manager's office would need to review it. If it is a month-long request and an event comes up then the sign up for weeks already would be removed. Thus, it would be first one in, first one removed. The one that has been in place the longest would be removed.

Mr. Rosen summarized that it will be left to a situation by situation basis and administratively something they will need to track. He noted that the organization or group that places the sign will also need to remove the sign. He agrees with Ms. Falusi and hopes that everyone will be amenable to the situation and not take it personally.

Ms. Nuccio commented that they can add that there cannot be any more than 5 signs. If there are more than 5 signs then a schedule will be worked out.

Mr. Rosen noted that the following will become item D.2, "The Town has the right to limit the number of signs to no more than 5 signs on any day. If there are requests for more than 5 signs on a given day a schedule will be worked out by the Town Manager's Office."

The proposed language for B.6 is as follows, "Requests for a day, week, or month recognition sign must be scheduled with the Town Manager's office and preference will be given to events over

recognition if there are more than 5 signs on the Green. A recognition can be up to the day before and be taken down within 2 days after the recognized day, week, or month. The approved list is the presidential proclamation list and is subject to change."

A **straw poll** was taken in regard to the proposed language for item B.6, specifically adding the sentence, "The approved list is the presidential proclamation list and is subject to change."

Results:

Tammy Nuccio, yes

Steven Jones, yes

Brenda Falusi, yes (with reservation)

Lou Luba, yes

John Reagan, yes

Kurt Schenher, yes

Cassandra York, yes

Mr. Jones-

MOTION that the following resolution be introduced and set down for a Public Hearing on September 8, 2020 at 7:00 p.m. via Zoom Remote Meeting:

DRAFT RESOLUTION

BE IT RESOLVED, by the Tolland Town Council that it hereby approves the amendment to the attached Town Green and Fire Training Center Sign Policy in Chapter A176-15 of the Town Code originally adopted on January 23, 2001

Mr. Luba seconded the motion.

A roll call vote was taken. Motion passed unanimously.

- 9.2 Consideration of a resolution to rescind the issuance of bonds approved by resolution on July 9, 2019 for a fire rescue truck and approval to provide \$750,000 from general fund - unassigned fund balance for the financing of the fire rescue truck and the setting of a Public Hearing thereon for September 8, 2020.

Mr. Rosen reviewed this item.

In February the Council discussed possibly using fund balance to pay for the fire rescue truck which was originally part of the capital budget for FY 2019/20. It was originally slated to be paid for via bond authorization but Mr. Rosen believes the previous town manager noted that the truck could be paid for either partially or in full with cash. It was placed on the agenda for the first meeting that was cancelled due to the COVID-19 pandemic. In turn the public hearing was cancelled. They opted to wait until the books were closed for fiscal year ending June 30, 2020. The Chief is doing what needs to be done so the bid documents can go out so they can get the truck but the Council will need to determine the funding source. Currently, the funding source is still bonding but it could change based on this evening's conversation and the public hearing. Mr. Rosen noted that the useful life of the truck is 15-20 years with the hope that it will go 20 years.

Ms. Nuccio inquired about the 2020/21 estimated budget year. The sheet shows the full \$708,772 that the Board of Education turned back but in their meeting the Board decided on a 30/40/30 split to be assigned respectively as follows: 1% fund, COVID fund, general fund. Ms. Nuccio asked that the number be changed to \$496,140. With the 30/40/30 split the \$708,772 is \$212, 632 which would stay in the unassigned fund. Thus, the total for transfers to the educational reserve fund is \$496,140 and \$283,509 for COVID, and \$212,632 for the 1% fund. In turn, on the 2019/2020 estimated actual Committed for Education & Other Funds Use line the \$1,215,407 would become \$1,002,775. With the

assumption that the \$283,509 for COVID would be a one-time situation and not repeat would change the 2020/2021 Adopted Budget Committed for Education & Other Funds Use to \$719,267 from \$958,407. Thus, at the end of the year it is 11.83% rather than 11.49%.

Ms. Nuccio addressed the "Assigned with designation for specific purpose in future budget" line. A reduction in the usage of the fund if more of the tax stabilization fund is used, depending on what is left at the end of the year, would reduce the fund usage of further years out. This would keep them around the 12% mark for total unassigned. She asked Mr. Rosen to look at the step down for the next couple of years.

Mr. Luba commented that he reviewed the minutes of the July 9, 2019 meeting. It stated clearly that at that time, the funding would be known, and the Council would take the appropriate action to appropriate funds from the fund balance, rather than this particular authorization. In turn, some of the items being discussed tonight were already decided by the prior Town Council. In regard to concern that this is a recent change in direction by the Council, he does not believe it is accurate. What is being discussed this evening concurs with the prior Council and has merit. When looking at the numbers Mr. Luba noted that they would be saving \$200K in interest over the life of the bond for the fire truck and based on previous conversations they do not know if the bond could be renegotiated at a later time. It is a feasible and appropriate action and he supports it.

Ms. Falusi commented that just because a discussion took place does not mean that there was a favorable or unfavorable outcome of the discussion. It does not mean that it was unanimous. She did not support using the fund balance back then and again is very hesitant to do so. They had a public hearing where the Council and the public agreed to bond for this item. The previous Council approved the bonding and the public approved it as well. There is a longer history than only since July 9th. Further, in the July 9th discussion it was not noted who approved or did not approve.

Ms. York asked if the fire department could provide information on the need for the truck at this time and the life of the truck in regard to the interest rate. Mr. Rosen explained that when the bill is invoiced they need to know where to make the payment from. The truck, regardless of funding, would be the same with the same timeframe.

Chief Littell explained that he sent people to the FDIC in 2013 to start replacing the truck and provided a history. The rescue truck took a back seat for a few years due to other factors. The Chief explained that they budget for trucks to last 20 years; the oldest responding truck right now is 32 years old. When he started they purchased a different rescue truck by another manufacturer that is not lasting as long as their other apparatus where they spent the extra money and further costs \$5K - \$20K/year to maintain/repair. This is the truck that brings revenue to the community. They are also being proactive to cut the cost down by putting the squad type of unit in the community that can end up ensuring they have 2 trucks set up the same for standardization to respond and not worry about replacing one major truck from year to year. They have built the specs more than once and every year that goes by the cost increases by 20%.-30%. In regard to the bid process, it was heavily delayed due to the COVID-19 pandemic. Two weeks ago, the Chief was able to work with manufacturers to select which truck, body, style, and features they would like to procure. He is currently working on two sets of specs for the new truck.

Mr. Schenher commented that the fire truck is needed and he does not want to slow the process down. He would prefer to use bonding. They would give up somewhat of an opportunity cost by using the reserve fund to pay for the truck. He would prefer to have the money available and there are unprecedented low interest rates right now. If there is any time to bond for this item it is now. He understands that they will not be setting aside any money for appreciation and he understands why and it makes sense but they will be in the same boat in 20 years trying to figure out a way to

purchase it. He would like to have the liquidity going forward in this unprecedented time. Either way, he would like this item to go to public hearing at the next meeting and there to be a decision either way sooner rather than later.

Mr. Jones commented that he too would like this decision to be expedited. When reviewing the minutes it seemed that there was a discussion about allocating from the fund balance to the capital non-recurring account versus using the unassigned fund balance. Is there any real difference between the two? Mr. Rosen explained that they used both the general fund and the capital non-recurring fund during the budget process. The CNRE fund is used for certain projects and has been used before. He cited examples and noted that it is not a fund that replenishes itself. Ms. Hancock commented that she would not recommend going to the CNRE because that fund has planned use throughout the CIP. If they were looking to make a cash purchase she recommended using the general fund fund balance. It is a policy decision if they want to bond or use the general fund. Mr. Jones would like this item to go to a public hearing but feels it sets a bad precedent to use an unassigned fund balance for something that is a long term piece of equipment. The fund is an emergency fund and the project has been pushed so far out that it has become an emergency vs. appropriately taking care of it when it was needed several years ago.

Ms. Nuccio commented that she is in favor of using cash and has been since over a year ago. With Birch Grove coming online the debt plan has increased higher than was planned and it will take about 5 years for it to return to a regular number. Adding more debt right now does not seem wise. It will put more of an undue burden on the taxpayers when they should be looking to minimize the tax impact in coming years. There may be unprecedented low interest rates but there is also unprecedented low interest that is being earned. The money being earned on the fund balance is very low right now and they are paying more interest than is being earned. The intent of the debt plan has always been to be able to buy things in cash and that is what she is looking at. They have the availability to look at this money that has been saved over the last 2 years. Using cash, after the debt table is adjusted, will keep them at around 12% of unallocated funds. She is in favor of lowering debt. Tolland has one of the highest debts of nearby towns with a single exception which is a significantly larger town. They are adding a lot more debt with the school and the truck may last 15-20 years with a 20 year debt payment. She would like to set the public hearing and move forward with taking it out of the fund. Ms. Nuccio added that she does not believe they have changed their stance on bonding. They had to give the Chief a secure source of funding so the truck could be ordered but every conversation circled around that they would give the bond approval and then review what was left at the end of the year that could be put toward the purchase.

Ms. Falusi commented that intentionally or unintentionally it seems as if they have delayed the Chief from going forward with the specs and being able to purchase the very much needed truck for the safety of the community. She does not believe they should go forward with looking at purchasing with cash instead of bonding and they should not go forward with the public hearing. They should keep with what the previous Council and public had decided so they can move forward.

Mr. Luba asked if with the approved bonding if they could have gone forward with a purchase order. Ms. Nuccio responded that she was under the impression that it could. That is why they did the bond at the time. They had to guarantee that they had a funding source so they said yes to the bond with the understanding that they would review the end of year numbers to possibly rescind the bond and pay for it in cash. Her understanding was that there was approval to go forward with the purchase of the truck. Mr. Rosen was in agreement. Mr. Luba clarified that there is no reason the truck could not have been ordered earlier. Now it is just a matter of deciding what funding source to use – bonding or cash. Thus, it is not being delayed by having a public hearing. Mr. Rosen and Ms. Hancock agreed.

Chief Littell commented that if it was his fault for waiting with the COVID over the past couple of months he apologizes. In all fairness, he has had frustration since 2013 when the prior town manager said to wait for a bond resolution to go out and the Chief never saw one. He explained that prices are increasing and he has reached out to 26 other departments that were looking to purchase 2 or 3 trucks at the same time to save the town money. If he needs to push the committee to move faster he can do so and a set of specs can be finalized. Mr. Rosen responded that if the purchase process can be expedited; a funding source is available. The Chief commented that they are in deficit times right now. His concern is that he does not know what will happen in the next 2 or 3 weeks and is worried about sitting down with a manufacturer and making a commitment and then backing out.

Mr. Jones motioned:

MOTION that the following resolution be introduced and set down for a Public Hearing on September 8, 2020 at 7:00 p.m. via Zoom Remote Meeting:

WHEREAS, the Tolland Town Council approved by resolution a capital project Fire Rescue Truck appropriation and bonding authorization on July 9, 2019 (the "Original Resolution"); and

WHEREAS, the Tolland Town Council now would like to fund the purchase of this vehicle through the use of the General Fund - unassigned fund balance; and

WHEREAS, this resolution would approve the use of the General Fund - unassigned fund balance in the amount of \$750,000 to finance the appropriation approved under the Original Resolution for the acquisition of the Fire Rescue Truck and rescind the authorization for the issuance of bonds under the Original Resolution; and

WHEREAS, after the foregoing financing source changes are made, the appropriation under the Original Resolution will remain in effect in the amount of \$750,000 to be financed by the General Fund - unassigned fund balance and the resulting authorized bond amount for the Fire Rescue Truck will be zero dollars (\$0.00).

NOW THEREFORE, BE IT RESOLVED,

- (1) That the Tolland Town Council rescind the authorization for the issuance of bonds under the Original Resolution and authorize the \$750,000 appropriation approved under such Original Authorization to be financed with the use of the General Fund - unassigned fund balance.*
- (2) That all terms of the Original Resolution relating to the issuance of bonds are hereby deleted.*
- (3) That the appropriation approved by the Original Resolution and all other terms of the Original Resolution, except as amended hereby, shall remain in full force and effect.*

Mr. Luba seconded the motion.

A roll call vote was taken.

	Aye	Nay	Abstain			Aye	Nay	Abstain
Nuccio	x				Reagan	x		
Jones	x				Schenher	x		
Falusi		x			York	x		
Luba	x							

Motion passed 6:1.

Ms. Nuccio noted that Chief Littell can go ahead and move forward. He has a funding source.

10. REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY)

- The bond rating call took place today with Standard & Poor's, the rating agency. All signs are that they have a favorable review but the official report will not be available for about a week. Mr. Rosen expects to hear preliminary information by the end of this week and noted that they discussed economic development, crumbling foundations, COVID-19 pandemic, the strong management team, and the town's financial position.
- Small Town Economic Assistance Program (STEAP) – the deadline is Friday at noon. They are almost ready to sign off on it. Mr. Rosen reminded the Council that it authorized the Town Manager to apply for the STEAP grant in the amount of \$128,205. If received, the grant will be put toward the recreation center and storage needs, including for items related to COVID-19, for the fire department.
- Planning Director Interim Search – the posting has been live for about 1 week and an application has been received. The candidate will be interviewed. Mr. Rosen noted that the position is rolling and does not have an end date.
- The Council received an invitation to do a site walk of the TVA parcel with the developer, Stephen Williams. This would need to be a Special Meeting and a date was not discussed.

Ms. Nuccio inquired about the Standard & Poor's call and asked if they reviewed the unallocated fund balance and expectations for the step down and usage. Mr. Rosen noted that Ms. Hancock provided a comprehensive information packet and full access to the financials. Mr. Rosen explained that the agency said that with the AAA rating Tolland is in a good league as a community.

11. ADOPTION OF MINUTES

11.1 August 11, 2020 Remote Special Meeting Minutes

11.2 August 11, 2020 Remote Regular Meeting Minutes

Mr. Jones motioned to adopt the minutes as presented in items 11.1 and 11.2.

Ms. Falusi seconded the motion.

Discussion: none

A roll call vote was taken.

	Aye	Nay	Abstain
Nuccio	x		
Jones	x		
Falusi	x		
Luba			x
Reagan	x		
Schenher	x		
York	x		

Motion passed 6:1.

12. CORRESPONDENCE TO COUNCIL

- e-mail regarding signs on the Green; writer was not in favor of having signs for recognitions
- correspondence regarding Crandall Pond
- e-mail regarding bonding questions for the fire truck
- e-mail regarding a misunderstanding about the flag that was flown at the fire station

13. CHAIRPERSON'S REPORT

- The debris (storm) pile access has been extended through August 27th at 287 Baxter Street.
- Chair Hour – September 3rd at 6:30 p.m.

14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS

Ms. Nuccio noted that she sent an e-mail to everyone today about a request from 2 Councilors about a debriefing for Eversource. She is working to get that meeting on an agenda and asked the Councilors to respond to her with what topics they would like to have discussed. This will allow them time to arrange to have people come in to speak to the concerns. The public is welcome to submit topics of discussion as well.

Mr. Jones commented that an event will be held next Monday for the Municipal Pedestrian Pathway Projects. He added that Celebrate Tolland will be held virtually and will look to offer a promotional code for discounts at participating businesses. A house decorating contest is also taking place.

Mr. Luba expressed thanks to the entire town staff: town hall, public safety, Chief Littell and his crews, and public works. The past few months have been extremely trying for the entire town and the town staff has really borne the brunt of it with Chief Littell and his crews providing water, MREs, and assistance to those in need and Mr. Lappen and his crews clearing the roads to maintain the safety of the town including cleanings at town buildings to ensure they are safe as well. Town Hall workers have continued to carry out day to day business and Mr. Luba expressed his appreciation. When Tolland works together it can accomplish pretty much anything. Mr. Luba noted that he will be proposing to have a proclamation from the Council regarding Veterans Day. This is a perfect opportunity to work with the Veterans Recognition Commission and recognize through proclamation all of the past and present veterans who have lived in Tolland. Recognition could be brought up to date so that going forward every Veterans Day they can recognize new veterans who move into town.

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

Karen Moran, 50 Merlot Way, clarified that the COVID funds going to the Board of Education in the amount of \$149K have not been distributed yet. They have \$46K that seems to be on its way but has not yet been received. She expressed that care should be taken with giving the perception that the Board has an additional \$149K in its hands because it is not true. Everyone knows things can change with the state so she asked that they be careful about the perception when this is discussed.

16. ADJOURNMENT

Mr. Jones motioned to adjourn the meeting at 9:53 p.m.

Ms. Falusi seconded the motion.

A roll call vote was taken. Motion passed unanimously.

Tammy Nuccio, Council Chair

TOWN OF TOLLAND

TOWN COUNCIL

RESOLUTION AUTHORIZING THE ISSUE OF \$3,000,000 BONDS TO REFUND CERTAIN PRIOR BONDS OF THE TOWN AND TO FINANCE SUCH ADDITIONAL AMOUNTS AS ARE NEEDED TO PAY ALL FEES, COSTS, EXPENSES AND PREMIUM IN CONNECTION WITH THE REFUNDING OF THE PRIOR BONDS AND APPROPRIATING THE PROCEEDS OF SUCH BONDS FOR THE FOREGOING PURPOSE.

MOTION that the following resolution has been introduced and set down for a Public Hearing on August 25, 2020 at 7:00 p.m. in the Tolland Town Council Meeting to be held as a Zoom remote meeting to be provided with the Town Council Agenda:

WHEREAS, Section 7-370c of the Connecticut General Statutes provides authority for any municipality to issue refunding bonds for the payment, funding or refunding of bonds, notes or other obligations previously issued; and

WHEREAS, Section 7-370c provides that such refunding bonds shall be authorized and issued by resolution of the legislative body of the municipality; and

WHEREAS, the Town of Tolland, Connecticut (the "Town") desires to refund all or any portion of any one or more series of the Town's outstanding general obligation bonds (the "Prior Bonds").

NOW THEREFORE, BE IT RESOLVED,

(1) That the Town issue its general obligation bonds in the aggregate principal amount of up to \$3,000,000 (the "Bonds") to refund certain of the Prior Bonds and to finance such additional amounts as are needed to pay all fees, costs, expenses and premium in connection with the refunding of the Prior Bonds and the authorization, issuance and sale of the Bonds, including, but not limited to, legal, advisory, printing and administrative expenses, underwriter's discount, net interest on borrowings and other financing costs, and expenses in connection with credit enhancement, if necessary, and the proceeds of the Bonds be appropriated for the foregoing purposes; provided, however, that the refunding of the Prior Bonds provides net present value savings to the Town and that the amount of the Bonds issued does not exceed the amount needed to refund the Prior Bonds and to pay the costs authorized herein.

(2) That the Town Manager and the Treasurer of the Town (the "Officials") are hereby authorized to determine the date, amounts, rates of interest, maturities, dates of principal and interest payments on such Bonds, the form of such Bonds, the provisions for protecting and enforcing the rights and remedies of the holders of such Bonds and all other terms, conditions and particular matters regarding the Bonds and the issuance and securing thereof, all in accordance

with the Connecticut General Statutes and the Charter of the Town, and to take such actions and execute such documents including, but not limited to, a contract of purchase and to provide all supporting documentation as may be necessary or desirable to accomplish such purposes and to comply with the requirements of the Internal Revenue Code of 1986, as amended, U.S. Securities and Exchange Commission Rule 15c2-12 ("Rule 15c2-12"), and any other applicable provision of law thereto enabling. The Bonds authorized hereby shall be general obligations of the Town secured by the full faith and credit of the Town.

(3) That the Bonds shall be signed by the Officials either by their manual signatures or by facsimiles of such signatures printed on the Bonds and that the law firm of Updike, Kelly & Spellacy, P.C., Hartford, Connecticut, is designated as bond counsel to render an opinion approving the legality of the issuance of the Bonds.

(4) That the Officials are hereby authorized to designate a bank or trust company to be the certifying bank, registrar, escrow agent, transfer agent and paying agent for such Bonds; to provide for the keeping of a record of the Bonds; to designate a municipal advisor to the Town in connection with the sale and issuance of the Bonds; and to designate an underwriter in connection with any negotiated sale and purchase of the Bonds.

(5) That the Officials are hereby authorized to sell the Bonds at a public or negotiated sale; to deliver the Bonds and to perform all other acts which are necessary or appropriate to issue the Bonds; to make representations and covenants on behalf of the Town for the benefit of the holders of the Bonds to provide secondary market disclosure information in accordance with Rule 15c2-12, as it may be amended from time to time, including, but not limited to, executing and delivering a continuing disclosure agreement; their respective approvals to be conclusively evidenced by their signature on any such agreements relating thereto.

(6) That the Officials are hereby authorized to refund the Prior Bonds from the proceeds of the Bonds and other moneys as they may determine to make available for this purpose, and to defease the Prior Bonds by executing and delivering an escrow agreement in such form and upon such terms as they shall approve, such approval to be conclusively evidenced by their execution thereof.

(7) That the Officials are hereby authorized on behalf of the Town to make such representations and covenants for the benefit of the holders of the Bonds which are necessary or appropriate to ensure the exemption of interest on the Bonds from taxation under the Internal Revenue Code of 1986, as amended, including, but not limited to, covenants to pay rebates of investment earnings to the United States in future years; their respective approvals to be conclusively evidenced by their signature on any such agreements relating thereto.

(8) That the Officials are hereby authorized to designate other officials or employees of the Town to take such actions and execute such documents, as are determined to be necessary or advisable and in the best interests of the Town in order to refund the Prior Bonds and to issue, sell and deliver the Bonds, and that the execution and delivery of such documents shall be conclusive evidence of such determination.

Upon Motion duly made and seconded, the foregoing Resolution was adopted by the following roll call vote:

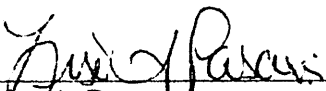
In Favor:

Tammy Nuccio
Steven Jones
Brenda Falusi
Lou Luba
John Reagan
Kurt Schenher
Cassandra York

Opposed: none

I, Lisa A. Pascuzzi, duly qualified Clerk of the Town Council of the Town of Tolland, hereby certify that the foregoing is a true copy of the Resolution adopted at the meeting of the Town Council held on August 25, 2020 authorizing the issuance of refunding bonds in an aggregate principal amount not to exceed \$3,000,000; that said Council consists of seven members; a quorum consists of four members and the minimum number of affirmative votes required to adopt said Resolution was four; 7 members were present at said meeting; a roll call vote was taken and 7 members voted in favor of said Resolution and 0 members voted against the adoption of said Resolution; the entire meeting exclusive of executive sessions was open to the public and no one was excluded from the portion of the meeting pertaining to the consideration and adoption of said Resolution.

Dated at Tolland, Connecticut, this 27th day of August, 2020.



Lisa A. Pascuzzi
Clerk
Town Council
Tolland, Connecticut

**Town of Tolland, Connecticut
Job Description**

Position Title:	Building Official	Grade Level:	NU - 4
Department:	Community Development	Date:	4/14/09
Reports to:	Director of Planning and Community Development <u>Town Manager or Designee</u>	FLSA Status:	Salaried Exempt

Statement of Duties: Employee is responsible for the planning, organizing and supervision of a building advisory, inspection and enforcement program to ensure compliance with the state building code; oversees the review of required permits applicable to building or structure construction and/or renovation plans, zoning ordinance compliance and municipal building projects and initiatives. Employee is required to perform all similar or related duties as directed by the department head.

Supervision Required: Under general direction of the ~~Director of Planning and Community Development Coordinator~~ Town Manager or designee, the employee plans, prioritizes, and carries out the regular work in accordance with standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements.

Supervisory Responsibility: Employee is not responsible for the supervision of any Town employees, but does supply guidelines and information to team members.

Confidentiality: Employee does not have access to confidential information.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and enforcement of state laws and local ordinances.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: Working conditions involve exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat,

Town of Tolland, Connecticut

Job Description

cold, oil, dirt or grease. Work may involve occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Employee may be required to work beyond normal business hours to attend evening meetings or to respond to emergency situations.

Nature and Purpose of Contacts: Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; or one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, personal injury, danger to public safety, legal repercussions, monetary losses, damage to buildings and equipment or personal injuries.

Occupational Risk: Duties generally do not present occupational risk to the employee. Minor injury could occur as a result of the employee's failure to properly follow safety precautions or procedures such as wearing protective clothing or hard hats when accessing job sites. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains while accessing construction sites.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Observes conditions and issues notices for correction to persons responsible for conformance with the state building code and/or local ordinances in conjunction with the Town's Zoning Enforcement Officer, Fire Marshall, health, planning and engineering staff; Researches, obtains evidence and prepares informational reports concerning compliance or violations which have not been corrected.
2. Reviews architectural building plans for building code requirements and approves plan for issuance of building permits.
3. Explains requirements, policies, procedures and ordinances; recommends compliance procedures to contractors, architects and engineers, craft workers and owners relative to the mode or manner of construction and materials to be used in construction, reconstruction, alteration, repair, demolition, removal, installation of equipment and the location, use, occupancy and maintenance of all buildings and structures.
4. Prepares and maintains inspection records and prepares reports for use by other Town and state officials, administrative or judicial authorities; confers with other code inspectors when necessary.

Town of Tolland, Connecticut
Job Description

5. Works with Town Zoning Enforcement Officers in enforcement of Zoning Regulations.
6. Attends public meetings as necessary to discuss building codes, flood zones, building construction or renovation plan reviews and other related issues.
7. Inspects residential, commercial, industrial and other buildings during and after construction to ensure that components such as footings, floor framing, completed framing, chimneys and stairways meet provisions of building, grading, and safety laws and approved plans, specifications and standards as needed.
8. Works with Town Staff, contractors and consultants to provide oversight of municipal building projects and participates in related grant applications.
9. Responds to natural disaster emergencies; supervises damage team members and volunteers.
10. Oversees the processing of building permit applications for the construction of buildings and structures and the inputting information into department databases.
11. Prepares and administers an annual operating budget

Recommended Minimum Qualifications

Education and Experience: High School/Vocational Diploma or equivalent and five (5) years of prior work experience in the construction field plus journeyman ability in a trade or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

Class D Motor Vehicle Operator's License
State Certification as a Building Official

Knowledge, Abilities and Skill

Knowledge: Working knowledge of applicable state, local and federal laws and regulations and department practices and services including HVAC, building, subdivision, and trade practices (i.e. electrical, plumbing, mechanical); working knowledge of the principles and practices of building construction and inspection; knowledge of principles and policies of personnel management and supervision; knowledge of the Town's geography, related building code enforcement agencies and surrounding jurisdictions. Working knowledge of personal computer and office software (i.e. word processing and spread sheet applications).

Abilities: Ability to interpret and enforce state, local and federal laws (A.D.A.) including the State Building Code and the federal Flood Plains Act (FEMA). Ability to manage multiple tasks in a detailed and effective manner; ability to deal tactfully with disgruntled members of the public; ability to establish effective working relationships with department staff, professionals, property owners, designers, contractors, subcontractors and other regulatory agencies. Ability to enforce laws and regulations in an impartial manner.

Skills: Proficient oral and written communication skills; efficient data processing skills.

Town of Tolland, Connecticut
Job Description

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions

Physical Skills: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting objects and carrying them.

Motor Skills: Duties are largely mental rather than physical, but the job may require minimal motor skills for activities such as accessing rough terrain and construction sites, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, sorting of papers and operating a motor vehicle.

Visual Skills: Employee is routinely required to read documents for general understanding and for analytical purposes. Must be able to distinguish colors.

Town of Tolland, Connecticut
Job Description

Position Title:	Director of Planning & Community Development	Grade Level:	NU - 7
Department:	Planning and Community Development	Date:	5/12/15
Reports to:	Town Manager <u>or Designee</u>	FLSA Status:	Salaried Exempt

Statement of Duties: The Director of Planning and Community Development oversees and performs work in the areas of land use, planning, zoning enforcement, grants administration, economic development, GIS administration, open space conservation, agriculture and other areas as referenced in the Town Charter or as assigned by the Town Manager. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the administrative direction of the Town Manager or designee, working from organizational policies and objectives, establishing short-range plans and objectives, personal performance standards, and assumes direct accountability for the results of a major department of the Town. Employee consults with supervisor only where clarification, interpretation, or exception to organizational policy may be required. The employee exercises responsibility for the development of department policies, procedures, goals, objectives and operating budgets. The employee is also expected to attempt to resolve conflicts that arise and coordinate with others as necessary.

Supervisory Responsibility: The employee is accountable for the direction and success of programs accomplished through others. Analyzes program objectives, determines work operations, estimates and allocates the financial and staff resources required. Prepares budgets and related reports. Assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees. The employee is responsible for the supervision of two (2) full-time employees who work at the same location and the same work shift as well as coordinating staff from the Eastern Highlands Health District.

Confidentiality: Employee has regular access at the departmental level to a wide variety of confidential information including personnel records, law suits, land acquisition, client records and financial records.

Judgment: Work is performed based on administrative or organizational policies, general principals, legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

Complexity: The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating and integrating activities and programs for more than one major function of the Town.

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Work Environment: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements when conducting field inspections. Employee must exercise caution when conducting field inspections. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Contacts: Employee has constant interaction with local, state, and federal government officials, community leaders and any other individuals to protect and promote the municipality's overall interest. Employees must possess a high degree of diplomacy and judgment. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well being of the municipality.

Accountability: Duties include department level responsibility for technical processes, service delivery, and contribution to municipal-wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have adverse public relations, jeopardize programs, extensive financial and legal repercussions to the Town.

Occupational Risks: Duties generally do not present occupational risk to the employee. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures when conducting field inspections. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Serves as technical advisor to the Town Planning & Zoning Commission, Design Advisory Board, Conservation Commission, Zoning Board of Appeals, Agriculture Commission, Economic Development Commission and Land Acquisition Committee.
2. Acts as principal contact for all manner of development proposals in town and coordinates the review of sub divisions, site plans and special permit applications for commercial, recreational, office, industrial and residential development with pertinent staff members and members of other departments.
3. Administers the Open Space Program by evaluating land for strategic and ecological significance; maintaining contact with property owners.
4. Acts as Zoning Enforcement Officer.
5. Works with Town Manager and EDC on economic development projects.
6. Oversees the administration of all awarded grants; coordinating legal documents, surveys and appraisal requirements and with State officials to secure grant funding.
7. Conducts field inspections for planning studies, development proposals and zoning enforcement to ensure compliance with approvals and regulations.

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8. Serves as supervisor to ~~Building Official~~Assistant Town Planner and Executive Secretary.
9. Provides comments and advice to the Town Manager, Town Council, Town Planning and Zoning Commission and other Town Boards and Commissions as requested; researches and writes zoning and subdivision regulations and design guidelines.
10. Maintains inventory of maps and related information concerning wetlands, open space and areas of ecological, biological, geological or hydrological significance.
11. Conducts independent statistical and narrative research pertaining to economic, social and physical factors affecting the Town.
12. Provides information and guidance to members of the public and land use owners as required pertaining to land use and zoning matters.
13. Attends classes and educational seminars to maintain certification as a Town Planner and to maintain knowledge of changes in planning laws and/or regulations.
14. Prepares documents for legal appeals and provides legal testimony in court as required.
15. Serves as staff advisor and coordinates planning studies.
16. Coordinates the Town's GIS mapping program.
17. Prepares and administers operating budgets for the department and land use commissions.

Recommended Minimum Qualifications

Education and Experience: Master's Degree in Urban Planning or a related field; five to seven (5-7) year municipal planning experience or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

Certification as Planner by the AICP is desirable.

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of municipal planning, research data and the collection of data in support of the Town's planning services. Working knowledge of personal computer systems including office software and the application of GIS data systems. Working knowledge of town and state land use regulations and permit procedures.

Abilities: Ability to manage a team of interdisciplinary professionals and work with the public, government officials and staff. Ability to meet and deal with the public effectively to accomplish the Town's planning goals and objectives; ability to take the initiative required to handle problems effectively; ability to communicate clearly, both orally and in writing; ability to operate a computer; ability to maintain confidential information; ability to maintain, manage, and organize records; ability to deal appropriately with clients, town employees, town officials and other governmental agencies. Ability to deal with sensitive inquiries and complaints. The ability to conduct short- and long-term planning goals and results.

Skill: Proficient written and oral communication skills. Excellent data processing skills.

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Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Work requires little or no physical demands except when occasionally in the field accessing construction work sites or standing or walking for extended periods of time.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, personal computer and/or most other office equipment.

Visual Skills: Visual demands require the employee to constantly read documents for general understanding and analytical purposes as well as to interpret non-written materials such as maps; employee must be able to distinguish colors.

SPECIAL MEETING MINUTES

TOLLAND TOWN COUNCIL

ZOOM REMOTE MEETING

AUGUST 25, 2020 – 6:30 PM

Council Members Present: Tammy Nuccio, Steven Jones, Kurt Schenher, Cassandra York, John Reagan, Lou Luba, Brenda Falusi (arrived at 6:33 PM)

Others Present: Michael Rosen, Town Manager, Mike Wilkinson, Director of Administrative Services, Rick Conti, Town Attorney

- 1) **Call to Order:** The meeting was called to order at 6:31 PM.
- 2) **New Business:**
 - a. S. Jones motioned, seconded by L. Luba, to go into Executive Session to discuss pending litigation at 6:32 PM. The Executive Session concluded at 6:53 PM.
- 3) **Adjournment:** S. Jones motioned, seconded by B. Falusi, to adjourn at 6:54 PM.

Tammy Nuccio, Chairman