

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

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.

BOE GOALS

- Ensure the completion and implementation of the Portrait of a Graduate Report.
- Foster a culture and climate that supports high levels of learning and engagement, promotes mental and physical wellbeing, and leads to individual student success.
- Assess our district needs and advocate for resources to meet them, while pursuing non-traditional sources of revenue, ensuring a quality education for all students.
- Nurture and support an inclusive community where every person, regardless of their identity, is acknowledged and respected. This will ensure that Tolland students have the necessary resources to thrive at school, in the community, and in our diverse world.

REGULAR MEETING

7:00 PM

AGENDA
May 26, 2021

<https://us02web.zoom.us/j/86358441213?pwd=dUJPbnVDV3BoZW1MT1ZJZ1F1K21XZz09>
Meeting ID: 863 5844 1213
Passcode: 5FgfFH

Dial by your location
+1 929 436 2866 US (New York)
Meeting ID: 863 5844 1213
Passcode: 582724

Find your local number: <https://us02web.zoom.us/j/86358441213?pwd=dUJPbnVDV3BoZW1MT1ZJZ1F1K21XZz09>

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF THE AGENDA

C. APPROVAL OF MINUTES

- April 28, 2021-Special Meeting
- May 6, 2021 – Special Meeting
- May 12, 2021
- May 17, 2021-Special Meeting

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 Announcement of AP at Tolland High School
- H.2 Covid Relief Fund Request
- H.3 Reconciliation EOY Phase II
- H.4 Consideration of Cancellation of Summer Meetings

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

- 2021-05-11 Regular Meeting Minutes

N. FUTURE

O. NEW BUSINESS

P. ADJOURNMENT

TOLLAND BOARD OF EDUCATION
ZOOM Meeting

SPECIAL MEETING – April 28, 2021

Members Present: Ashley Lundgren, Chair; Christina Plourd, Vice Chair; Renie Besaw, Christine Griffin, Madhu Renduchintala, Jacob Marie, Dana Philbin, Sophia Shaikh

Members Absent: Tony Holt

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER

Ashley Lundgren called the meeting to order at 6:30 PM.

B. EXECUTIVE SESSION

- A. Jacob Marie motioned to go into executive session at 6:35 PM for the purpose of discussion of pending legal matters to which the Tolland Board of Education is a party.

The Board came out of Executive Session at 6:58 pm

D. ADJOURNMENT

Madhu Renduchintala motioned to adjourn the meeting at 7:00 PM. Christina Plourd seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Walter Willett
Superintendent

TOLLAND BOARD OF EDUCATION
ZOOM Meeting

SPECIAL MEETING – May 6, 2021

Members Present: Ashley Lundgren, Chair; Christina Plourd, Vice Chair; Renie Besaw, Christine Griffin, Madhu Renduchintala, Jacob Marie, Dana Philbin, Sophia Shaikh

Absent:
Tony Holt

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER

Ashley Lundgren called the meeting to order at 7:00 PM.

B. EXECUTIVE SESSION

- A. Jacob Marie motioned to go into executive session at 7:05 PM for the purpose of discussion of an attorney client communication related to legal steps for addressing a personnel matter.

The Board came out of Executive Session at 8:27 PM.

D. ADJOURNMENT

Madhu Renduchintala motioned to adjourn the meeting at 8:30 PM Christina Plourd seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Walter Willett
Superintendent

TOLLAND BOARD OF EDUCATION
ZOOM Meeting

REGULAR MEETING – May 12, 2021

Members Present: Ashley Lundgren, Chair; Christina Plourd, Vice Chair; Christine Griffin, Madhu Renduchintala, Jacob Marie, Dana Philbin, Sophia Shaikh

Members Absent: Tony Holt, Renie Besaw

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Lundgren called the meeting to order at 7:05 PM. The Pledge of Allegiance was recited.

B. APPROVAL OF THE AGENDA - none

C. APPROVAL OF MINUTES

- April 28, 2021

Mr. Renduchintala motioned to approve the April 28th meeting minutes.

Mr. Marie seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

D. PUBLIC PARTICIPATION

Kate Howard-Bender, 103 Goose Lane, commented on the phone call regarding allergies and the similarity to COVID. She thanked Dr. Willett for putting the health of the district and the community first. She added that she is sure the school nurses are already inundated as they are at her school. Ms. Howard-Bender asked how they would ensure safety in regard to COVID and lunch since THS and TMS students are returning. She asked what the Board has done to ensure meetings can continue to be held via Zoom. She believes it empowers the community. Ms. Howard-Bender thanked the Board for its service and looking out for students first.

Colby Schultz, 634 Crystal Lake Road, noted that he is a junior at THS. He commented that he finds it concerning that such drastic schedule changes are being made at THS so late in the year with little time for students to adjust. Switching from remote to in-person, any schedule change can be a strain on the mental health of both students and teachers. Colby noted that his mother is a teacher so he has personal experience and knows this can be draining on teachers. While teachers will have more time to teach, he questioned how much of that time students will be engaged in class especially with the end of the school year coming up and the work ethic of many students going down. Colby commented that meaningful strides in coming closer to normal curriculum goals will be almost impossible even with the extra time. He explained that in his experience, he knows many remote students are struggling learning from home even with the best efforts of teachers. It cannot provide the same engagement necessary for a student to succeed. It will be draining for some remote students to stare at their computer screens for a longer period of time and he guarantees it will be reflected in their grades as well as the attendance. Colby commented that he does not feel the mental health of students has been fully taken into account in making the decision and reminded the Board that asking for the opinions of a variety of students can provide insight when decisions must be made. He added that the lack of communication with students on the decision is disappointing.

Kate Vallo, 90 Tolland Green, commented that she had the opportunity to attend an informational meeting on math placement at TMS. She noted that it was amazing to hear everything the district is doing to ensure the math program is student-centered and takes a collaborative approach among the administration, the math supervisor, and the teachers to ensure students are placed developmentally and academically in the math section that is right for them over the course of their 3 years at TMS and then preparing them for THS. Ms. Vallo thanked the Math Curriculum Coordinator, Ms. Grande, Dr. Willett, and the teachers for their efforts.

E. CORRESPONDENCE

- Email expressing concern over an incident involving a substitute teacher at Birch Grove. The writer felt that the district's communication on the matter was poor and would like a more comprehensive description of what occurred.
- Email expressing concern over an incident involving a substitute teacher at Birch Grove and the district's handling of the issue. The writer asked for more information about what key school officials knew about the incident and when they knew it. The writer also expressed disappointment in what he perceived as the school district's poor communication on this matter and in general.
- E-mail discussing a news article that ranked all the high schools in Connecticut. The author was pleased at THS's 100% graduation rate, but also highlighted areas for improvement for the district, and hopes that the Board will work to improve performance.
- E-mail [Note: Sent to 5 Board members (of both parties and enough for a quorum)] Student expressing concern over the decision to return to full day in-person learning. The author, among other things, does not feel that the additional time will make a big difference and believes it will upend students' work schedules and hurt remote learners.

F. POINTS OF INFORMATION

Mr. Renduchintala spoke in regard to Zoom meetings. This was discussed in the Policy Committee and will be discussed again at an upcoming Policy Committee meeting toward the end of the month. He added that a presentation of the math curriculum will be held at a Board meeting in June.

Ms. Griffin commented that Dr. Willett provided an excellent explanation to the Curriculum Committee to both Mr. Schultz's questions and those of Ms. Howard-Bender in regard to lunch and why Dr. Willett made the decision to move back. She asked Dr. Willett to provide a summary of the explanation. As a parent, it alleviated some of her fears regarding lunch.

Mr. Marie commented on the e-mails regarding the substitute teacher. He explained that they cannot comment on a lot since it is a pending legal matter but he understands the concerns. He asked that the Board be provided with a presentation in the future about some of the security measures that are in place to provide peace of mind. Mr. Marie added that he received an e-mail about a security system. It included information about grants and the American Rescue Plan. He will forward this to Board leadership.

Ms. Plourd thanked Colby for having the courage to speak up and she understands that schedule changes affect both students and parents. She hears what he said about the students' voice and the district has an internal COVID committee. Perhaps one of the student representatives could sit in on one those meetings. In regard to the safety of COVID and lunch, Ms. Plourd would like to hear what Dr. Willett explained to the Curriculum Committee. Regarding Zoom meetings, Ms. Plourd would like to return to in-person meetings but appreciates community engagement and it allows her to attend meetings she may otherwise not be able to attend. She asked that the Policy Committee review this. Ms. Plourd thanked Ms. Vallo for speaking about the math program and the Board is looking forward to a presentation from Jen Webster. In regard to safety, Mr. Sztaba did a presentation for the Finance and Facilities Committee a couple of years ago and Ms. Plourd recalled being confident in the administration's ability to protect students.

Ms. Philbin addressed Ms. Howard-Bender's concern regarding lunch. Ms. Philbin explained that she is a member of the COVID Committee and this was discussed in great detail by the administrators of TMS and THS, Dr. Willett, and the entire Committee. The safety of staff and students is important across the board. Ms. Philbin asked that anyone with concerns reach out to Dr. Willett or the respective principal or staff. In regard to the continuation of Zoom meetings, Ms. Philbin believes everyone is looking forward to getting back in-person in all aspects of life but Zoom has provided an opportunity for more community members to be involved. She believes having Zoom options is important so they can open the doors to more constituents who can participate from home. Ms. Philbin is an advocate for a hybrid model. Ms. Philbin thanked Ms. Vallo for bringing up the math program. Proper placement of students in the program is paramount. Ms. Philbin thanked the students who e-mailed and spoke. This is a time for them to advocate for themselves and their families and have their voices heard. The COVID Committee did not make the decision lightly and several stakeholders were involved including nursing staff, paras, and others. She encouraged the students to reach out to their administrators with any concerns to ensure a comfortable transition.

Dr. Willett noted that the Board members will continue to receive solicitation e-mails for products. People know about the American Rescue Plan and that ESSER III was passed. Dr. Willett asked that Board members not respond but forward the e-mails to him.

Dr. Willett spoke in regard to allergies. It is allergy season and some of the symptoms of allergies are similar to COVID. If a child has never had allergies and is showing symptoms, part of the district's responsibility is to consider this as a potential COVID situation. The e-mail regarding allergies was to bring awareness. The district must process this to ensure it mitigates any spread in the younger populations and avoids having large populations quarantined or schools shut down. Dr. Willett noted that a math presentation will be held at a Board meeting in June. In regard to the 5-day transition, Dr. Willett thanked students for the input and noted that this potential change and the reasoning for it was mentioned around mid-April or earlier, explaining that if things continued to move in a certain direction with respect to prevalence and numbers, this transition would be made. He understands that no one solution will make everyone happy but there are many reasons for the transition. In terms of lunches, they are being well-planned. The impact of a student at lunch now will not be much different than if the person is in class given the structure, with small groupings of students, and there will be opportunities for students to be outside dependent on the weather.

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

- National Honor Society (NHS) completed a trash walk service project today at Crandall's Park.
- NHS Induction Ceremony for new members is coming up and will be in-person at THS.
- DECA is working on a fundraising project to raise money for the Wings of Freedom Animal Rescue. Donations will be collected through Friday.
- AP testing has started at THS.
- Battle of the Broadway Bests virtual show was very successful.
- THS oceanography class is collecting bottle caps to help reduce micro plastics in the ocean. Students of any Tolland schools may bring bottle caps to their respective schools and place them in the drop boxes.
- Schedule – Simar commented that it has been a difficult year for teachers, students and parents and she has heard many opinions about the schedule change to be enacted next Monday and shared some of these with the Board. These concerns included: students' jobs and schedules; disruption in routine and in emotional growth which creates stress; acclimation and students' concerns about what time they will have to leave for school, when they will return, and work schedules. Simar expressed disappointment that students did not have a voice or input on this decision. She hopes the Board realizes that this is not a small change but a big disruption to the lives of students.

H. SUPERINTENDENT'S REPORT

H.1 Monthly Financial Report

The April 2021 Financial Report shows an available balance of \$755,633 or 1.89% of the BOE's current budget.

Dr. Willett noted that he will present the Phase II documents at the next Board meeting. The numbers are trending as expected.

Dr. Willett highlighted areas including the following:

- Salaries – under budget, due to pandemic; will continue to fluctuate
- Substitutes – under budget; impacts are expected
- Overtime Expenses – under budget
- Stipends – under budget; awaiting impacts
- Health Insurance/Employee Benefits – under budget; expected to remain under budget
- Retirement/Course Reimbursement/Unemployment – under budget; increase in unemployment expenses due to COVID; course reimbursement requests are starting to be submitted
- Legal/Audit/Tech Services – under budget; district has completed negotiations with the para bargaining unit; negotiations with the secretary bargaining unit are underway; expenditures are expected to be incurred
- Repairs/Maintenance/Custodial – expenses are typically cyclical; impacts are expected
- Student Transportation – under budget; expected to level out
- Special Ed Tuitions – under budget; fluctuations could still occur
- Public Officers and State Troopers – under budget; more incurrence expected

- Energy Expenses – transferred to the town as part of UISF agreement
- Textbooks – over budget; fully encumbered and expended
- New Instructional Equipment – over budget; due to encumbrances for the additional computers; \$10K grant was received

Dr. Willett noted that he will be providing a list of COVID impacts to the Board either at the end of May or in early June.

Ms. Plourd inquired about Policy 3010 and approvals of line items. She noted that she is not questioning the movement of funds but where the Board fits in with the decisions. For example, if the legal line item goes over budget, does the Board approve the movement of money from one line item to another? Dr. Willett responded that when a line item goes over budget it is represented as negative and is typically absorbed by the overall budget. The Board has the entire allocation no matter how it is subdivided. So long as the Board does not exceed the allocation, it is well within Section 10-222 to expend it as necessary.

Ms. Griffin commented that she spoke with Mr. Holt and they are going to look at Policy 3010. Ms. Griffin asked Dr. Willett about Food Service and if the \$75,000 has been encumbered. Dr. Willett responded that it will come out of Salaries. They were incurring \$187K but \$75,000 will come from Salaries to take the burden off the program. These are Board employees. Dr. Willett explained that they will likely make a request against the COVID fund for materials and supplies for Food Service. He is not sure ESSER will work for this situation. Ms. Griffin asked if this money was in the budget since Food Service is its own entity although it falls under Tolland Public Schools, it has never impacted the operating budget. Dr. Willett explained that Food Service is typically a self-sustaining program other than some capital items. Ms. Griffin cited Policy 3010 and asked if Food Service is a separate program code. She wants to ensure the Board is doing what is needed as far as approving anything being moved. Dr. Willett explained that with respect to this situation, because these are Board employees, there is no transfer of funds. They are expending the funds for these Board employees out of Salaries. Money from the COVID fund can backfill the operating budget. Ms. Griffin explained the confusion was that the employees were not in the original budget but they are employees so it seems it should be a transfer. Dr. Willett explained that a transfer would be moving dollars from one fund to another. In this case, the employees are being paid out of one line rather than another. He added that this was presented in the end of year Phase documents and the Board did not oppose the items presented in the Phase documents. Ms. Griffin responded that she understands that they need to pay the employees and there has been transparency. She wants to ensure the Board is doing what it needs to do regarding this. She asked if information about Food Service could be presented to the Board for an understanding of how they are in the hole by \$187K. Dr. Willett responded that he can make it part of the Phase document as an extrapolation.

Ms. Shaikh asked what happens when there is a surplus in a line item. Dr. Willett responded that it is part of the end of year balance and 1 of 3 things can happen. The Board can go through the phase document process and decide what it wants to expend from overall funds. The money can roll over and by request go into the Educational

Reserve Fund (ERF) or otherwise roll into the Town general fund. Lastly, the line can be completely expended by the end of year leaving no available balance. Ultimately, anything remaining either rolls back to the town or a request is made to add it to the ERF.

H.2 Pathways Presentation (no attachment)
Dr. Willett reviewed the following presentation:

Tolland Public School Pathways, May 12, 2021

- “By failing to prepare, you are preparing to fail.”, Benjamin Franklin
- The Challenge: The growth of a competitive environment for school funding in the State of Connecticut
 - Voucher Movement
- Other methods of public fund redistribution
 - Education Savings Accounts
 - Tax Credits
 - Scholarships
- The next wave: Charters & Magnets
 - Privately managed charter schools
 - Magnet schools
 - Private school programs
- The “Charter” advantage
 - Campaigns for privatization
 - Wealthy philanthropists
 - Funding advantages
- Advertising
 - Marketing and advertising departments and budgets
 - Advertising campaigns
- This comes at a cost (Interdistrict school tuition FY 21/22)
- Staying competitive, the Tolland Public Schools can maintain excellence and:
 - Continue the aggressive development of cost avoidance programs
 - Seek and develops partnerships with Choice program(s)
 - Expand SRBI/RTI resources
 - Maintain a school system that provides economic stimulation to the community
 - Avoid and mitigate attrition to magnets and charters
- Some local businesses patronized monthly by Tolland students, staff, and parents (1,100 responses)
- Avoiding and mitigating attrition to Magnets & Charters
 - Lighthouse programs
 - Pathways POS (Plan of Study)
 - Tolland Business Academy
 - Pathways to Success
 - Technology/Computer Science

Mr. Marie commented that regardless of what one thinks of charters and magnets, it is important that the district remains competitive. He asked if a senior graduates with

distinction in a particular category if it carries any weight as compared to a student who graduates from a magnet school in a similar area. He asked if there have been any efforts to reach out to NEASC to credential the district in the way that could be useful on a college application. Dr. Willett responded that they reach out to provide every possible advantage to Tolland students. If students can speak to, and include in their narrative, the various activities and experiences from their plan of study, and show that they have achieved a distinction, they have talking points and experiences that make them more competitive applicants. With a lot of schools going test-optional, they are looking for other ways that students distinguish themselves. The district will seek out credentials as well. Mr. Marie asked how many students are participating in the Tolland Business Academy. Dr. Willett responded that there have been 30-48 students. While due to the pandemic some students were unable to do internships in other places, some experienced them in the Board office and other locations in district. That said, Dr. Willett explained that he can see this moving forward quickly once the district returns to a typical year. Mr. Marie commented that he would like to continue to hear more about this in the Curriculum Committee and at the Board level.

Mr. Renduchintala asked about the difference between a charter and a magnet school. Dr. Willett explained that charters can be started by private individuals, corporations, and others and are more on a business model while magnets in CT are supported by the state. Typically the district would not lose dollars to a magnet per se but by funding magnets this is money that is not going to local public school districts. Charter schools can have a more direct impact because the district will have to transfer funds. Mr. Renduchintala confirmed that the district would need to use its funds to pay for a student to attend a charter school and part of the reason for these programs is to try to mitigate this attrition. Dr. Willett noted that there are direct and indirect impacts if enrollment is diminished.

Ms. Plourd commented that it costs \$184K to send students to magnet and charter schools. She asked if the district has resources already in place where the pathways could take off without a large investment so they can identify what they would like to work on first. Dr. Willett responded that a lot of resources are in place to be able to do a much of this. There may be some future investments but Tolland has great programs including robotics and the arts which are just as good as what is shown in the advertisements for charter schools but unless they give the kids the opportunity to say that they got a distinction, students going to other programs will have an advantage because it will be on their transcripts. Dr. Willett explained that the district needs to reframe and organize to leverage and maximize the advantages of structuring through co-curricular and grant opportunities. He estimated that 75% is already in place. Ms. Plourd asked if all students would receive the core curriculum and then the pathways would be at the high school level. Dr. Willett responded that they would be looking to capture hearts and minds in middle school but students would not engage in the plans of study until high school. Every child would have an opportunity to participate in pathways if they choose to do so. Ms. Plourd added that she likes the idea of advertising to one's own population. Dr. Willett noted that prior to the pandemic they had an aggressive video campaign and expects this to return next year.

Ms. Shaikh commented that aside from the monetary benefits, there are many other benefits and it sounds like a very forward-thinking program that would make the district and its students unique. She asked what the next steps would be for implementation. Dr. Willett responded that prior to the pandemic the curriculum supervisors and administration were discussing outlines for an engineering program. Business Academy will be another that would be addressed early. After those 2 they would strategically work through the other programs to reach a point where every student has something to address their passion.

Ms. Lundgren asked about the timeline if restructuring needs to take place. Dr. Willett responded that this was the last phase of the lighthouse programmatic changes. Once time and energy can be effectively applied to this, it should be able to be executed in no more than 5 years. They want to ensure it is done well and the intellectual capital is in the room to provide a quality program with full opportunities for students. Ms. Lundgren asked about the engineering program. Dr. Willett responded that it would take a year or two.

H.3 COVID Update (no enclosure)

Dr. Willett reviewed the data points.

The Eastern Highlands Health District (EHHD) has reported that the weekly case count is in its third week of decline. Nationally, statewide, and regionally the numbers are headed in a great direction. The 16-25 year-old group is the most prone to being effected and is why it is important to get them to the table for vaccinations so the quarantines do not affect them. In terms of learning models, 82.7%, including Tolland are now fully in-person. Approximately 139 students have been vaccinated and scheduling of vaccinations is starting for those ages 12+. At this time, almost all of the teachers in Tolland are vaccinated. Dr. Willett noted the Pandemic Continuity of Learning Plan (PCLP) and the included pandemic response education periods. As the district reached the time to discuss how to approach the next period, the DPH and EHHD were consulted as well as the Committee which included facilities, administration, teachers, paras, transportation, and medical personnel. Tolland was in-person more than most and made strategic and careful steps along the way taking into account the factors that needed to be considered with respect to prevalence and vaccination availability. When conditions changed, the district changed to match them. Nothing was done that was at odds with the conditions or the health district but when the time came that changes could be made, they were. This does change with 5 weeks remaining in the school year. Discussions about providing maximum in-person learning if the prevalence went down have taken place since April vacation. Dr. Willett explained that the district cannot continue doing something that is no longer supported by data or at odds with the prevalence. Thus, they are making the change, as has been done all year, to match the conditions.

Dr. Willett noted that in the health consortium \$640,000 has been spent on inpatient, outpatient, pharmacy, and overall meds in response to COVID. Dr. Willett explained that he understands the student's concerns. He wants as many opportunities as possible to speak with students and attends Student Council meetings to take input and answer questions. Any change is not easy and when there is a shift the district needs to adapt. The addition of 100 minutes a day for 5 weeks is important and will allow the

district to stabilize. A good portion of this gives young adults the opportunity to sit down again and share lunches which has been a socially emotionally powerful piece that has been communicated. If restaurants are totally open and if someone can go to Dunkin' Donuts Stadium and cheer for their favorite team with their mask off sitting next to people eating a hotdog, there is little justification for saying that students cannot eat together at lunch. The sector rules as of May 19th have significantly shifted. Dr. Willett explained that they need to end this year close to how they will start next year with standardized regular scheduling. He noted that now there are remote learning associate educators assigned to all of the buildings and there are additional supports for students and staff. Further, there are up to 3, and in some cases more, additional teaching staff working beyond contractual hours that are compensated for additional support with students. THS lunch waves will be spread out from multiple locations, and those locations have MERV 15 filtration systems. There will be 4 students per table. Under this model there is no greater impact than when students are in class.

Dr. Willett explained that the district has to adjust to the conditions. In terms of students' jobs, he respects the desire to work and understands that it will require an adjustment given the ending time of the school day. The schedule was announced on May 5th and will be implemented May 17th. Students will be back in school a little longer doing assignments, interacting with teachers, getting social emotional benefits, having lunch together, and becoming reacquainted with what school is in its traditional model. Schedules will be like this next year. Dr. Willett explained that his responsibility to ensure that students have the opportunity to be educated. Conditions support this at this time. He respects people's feelings but needs to ensure students are given the maximum opportunity to be educated.

Mr. Renduchintala asked how many student vaccinations were done at the last drive. Dr. Willett responded that almost 40 signed up; 100+ have reported having been vaccinated. Mr. Renduchintala asked if would be worth it to offer a second vaccination drive. Dr. Willett responded that they are exploring doing one for the 12+ age group. The second drive for Age 16+ students will be held on June 1st with more details to come. Mr. Renduchintala asked if students are vaccinated if they should report this. Dr. Willett responded that this can be shared by the parents with the nurses. A communication was sent but he will ensure more are sent.

Mr. Marie commented that he understands the frustration with things changing but understands why the transition is being made during this last period and believes it is a smart move. Mr. Marie asked about the number of remote learners. Dr. Willett estimated that it is in the 100 range. This number was in the 500 range.

Ms. Plourd addressed Simar regarding the schedule changes. Students are on the cusp of adulthood and are working and helping their families. She feels for them and understands the concern about the schedule change but it is time to move forward and this is a lot of time to be in front of teachers. Ms. Plourd believes this is the right move and supports Dr. Willett's decision. She asked Dr. Willett when the quarantining will stop. He responded that there may be a different model in the next few weeks. Until the DPH and the state changes the requirements, the district needs to continue current practices.

Simar explained that the concerns she noted were not only coming from her but from students approaching her. Dr. Willett responded that she did a fantastic job representing the students and he greatly appreciates it. Ms. Lundgren added that as the Student Representative she brought the concerns to the Board and this is what she is supposed to do. Mr. Renduchintala added that he felt she did a good job as well. Ms. Philbin commented that she is sure Simar's peers are appreciative of her and it takes courage to speak an opposing point of view especially to the Superintendent. She and Alexandra have a large role in Tolland Public Schools and have taken ownership and stood up for their peers. She encouraged Simar to continue to stand up for what she believes in and keep the doors of communication open.

Ms. Griffin asked if Dr. Willett knew, of all the students placed in quarantine, how many tested positive. Dr. Willett responded that he did not see a lot of students who were quarantined test positive and noted that he was speaking from only his personal experience, but it appears it is reflected state wide.

Ms. Philbin asked about the grade levels of the remote learning population. Dr. Willett responded that the majority are in the upper grades. In terms of quarantines, Ms. Philbin commented that they cannot get a true pulse of how many test positive because some quarantined students might not get tested. Much of what has been done with the quarantine has been on the faith and support of the community. Dr. Willett noted that his experience is what he observationally saw and is not scientific. He did not see a lot of quarantined students reporting that they tested positive but some could have been asymptomatic and not tested. He added that a very controlled environment like a school is very different than being in a public environment. Ms. Philbin commented that she believes it is a good opportunity to offer another clinic and it makes it more easily accessible and equitable. Ms. Philbin commented on the communication about allergies having symptoms similar to COVID, this is where they are looking to lean on each other as a community. She thanked the nursing staff which is working tirelessly to get students into class and not unnecessarily sending them home to quarantine.

H.4 Update on Superintendent Evaluation (no attachment)

Dr. Willett recommended that an Executive Session be held on June 9th for the purpose of discussing the Superintendent evaluation. The Board may invite him and he will present an informational document with highlights from the year. In mid-June, the Board members can review the materials and provide feedback to the Chair and Vice Chair. In late June, the Superintendent will meet with the Chair and Vice Chair to discuss feedback and questions. At the last meeting in June, an Executive Session would be scheduled where the Chair and Vice Chair would present the Superintendent with a document which is the culmination of the questions/answers, and items reviewed throughout the month to provide information to the Board members. Ultimately they will meet to sign off on what has been agreed upon at the end of June and a conversation about the Superintendent's contract will take place in July.

The Chair was in agreement.

I. COMMITTEE & LIAISON REPORTS

- Birch Grove Building Committee – Ms. Philbin provide an update and highlighted items including: the Committee will be meeting weekly since the project is coming to an end and change order approvals will be needed; FF&E and Technology will be discussed next week; several areas of the building are ahead of schedule; another opportunity may arise to tour the school; the old play scape was moved to Crandall
- Curriculum Committee – Mr. Renduchintala noted that discussions took place on items including: reasons for returning to an all-day schedule; ways to encourage students to take personal finance classes; the SBAC letter; math presentation in June
- Mental Health and Substance Use Task Force – Mr. Marie noted that they met and discussions included the following: talking with town and school staff; creating a list of questions for interviewing staff; creating a survey. Will meet again on Monday.
- Communications – will meet the last week of the month
- Policy – will meet the last week of the month

J. CHAIRPERSON'S REPORT - none

K. PROPOSED FOR EXECUTIVE SESSION: Discussion concerning strategy with respect to a pending CIRMA claim involving a claimed loss at the following property: The Birch Grove Primary School

Mr. Marie motioned to enter executive session to discuss strategy with respect to a pending CIRMA claim involving a claimed loss at the following property: The Birch Grove Primary School

Ms. Plourd seconded the motion.

Discussion: Ms. Philbin suggested moving up Public Participation. Mr. Renduchintala agreed with Ms. Philbin. Ms. Lundgren responded that she does not expect the executive session to run long and will keep the agenda as it is.

A roll call vote was taken. Motion passed unanimously.

The Chair invited the Superintendent to attend the executive session.

The Board exited executive session at 10:14PM.

Mr. Renduchintala motioned to extend the meeting past 10:00PM.

Ms. Plourd seconded them motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

L. BOARD ACTION

- a. Proposed action concerning the pending CIRMA claim involving a claimed loss at the Birch Grove Primary School

Mr. Renduchintala motioned to have the Board authorize the Town Manager to execute, on the Board's behalf, the Confidential Settlement Agreement and Specific Release entered into between the Town and CIRMA, as it relates to a claimed loss at the Birch Grove Primary School.

Ms. Plourd seconded the motion.

Discussion: none

A roll call vote was taken.

	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
<i>Griffin</i>	x		
<i>Lundgren</i>	x		
<i>Marie</i>			x
<i>Philbin</i>	x		
<i>Plourd</i>			x
<i>Renduchintala</i>	x		
<i>Shaikh</i>	x		

Motion passed.

M. PUBLIC PARTICIPATION - none

N. POINTS OF INFORMATION

- 2021-04-19 Annual Budget Presentation Meeting Minutes
- 2021-04-27 Regular Meeting Minutes

- Mr. Renduchintala thanked those who voted in the referendum and the town for passing the budget. It was appreciated and a lot of work went into creating the budget.

N. FUTURE

- Math Curriculum Presentation
- Superintendent's Evaluation

O. NEW BUSINESS – none

P. ADJOURNMENT

Mr. Marie motioned to adjourn at 10:19PM.
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

SPECIAL MEETING – May 17, 2021

Members Present: Ashley Lundgren, Chair; Christina Plourd, Vice Chair; Renie Besaw, Christine Griffin, Madhu Renduchintala, Jacob Marie, Dana Philbin, Sophia Shaikh, Tony Holt

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER

Ashley Lundgren called the meeting to order at 6:05 PM.

B. EXECUTIVE SESSION

- A. Christina Plourd motioned to go into executive session at 6:05 PM for the purpose of discussion of an interview with candidate(s) for assistant principal of Tolland High School. Dr. Willett was invited to join. Madhu Renduchintala seconded.

The Board came out of Executive Session at 8:04 PM.

- B. Madhu Renduchintala seconded.

C. Vote:

- a. Madhu – Aye
- b. Dana – Aye
- c. Jacob – Aye
- d. Sophia – Aye
- e. Christina – Aye
- f. Ashley – Aye
- g. Christine – Aye
- h. Tony – Aye
- i. Renie - Aye

D. ADJOURNMENT

Christina Plourd motioned to adjourn the meeting at 8:07 PM. Madhu Renduchintala seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Walter Willett
Superintendent

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Covid Relief fund Request

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

FOR BOE MEETING: May 26, 2021

ITEM SUMMARY:

At the end of FY20 the Tolland Board of Education opted to roll \$283,508 into the Town General Fund as the Town and BOE were working on the creation of an Education COVID Relief Fund for Tolland. An agreement was proposed in December of 2020 and established in the new year.

Provision III.A(1) stipulates that before submitting for reimbursement from the fund, the Superintendent shall present the proposed requested funds first to the Board of Education.

FINANCIAL SUMMARY:

COVID items presented are in two documents, *BOE COVID Request P1* and *BOE COVID Request P2 FS*, both are attached. These documents provide the information in accordance with III.A.(1) of the Education COVID Relief Fund agreement. Together these total \$283,352.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Proposed Motion: *Motion to approve the funds and related fund request under section III.A.(1) of the Education Covid Relief Fund Agreement as articulated in the attachments BOE COVID Request P1 and P2 FS respectively of this agenda item, totaling \$283,352.20, and accordingly seek reimbursement.*

SUPPORTING MATERIALS ATTACHED:

BOE COVID Request P1, BOE COVID Request P2 FS

Tolland Public Schools

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

From Date: 7/1/2020

To Date: 5/19/2021

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
0120.0000.110.00.000.1	Salaries	\$0.00	\$12,427.65	\$12,427.65	(\$12,427.65)	\$19,032.38	(\$31,460.03)	0.00%
0120.0000.111.00.000.1	Certified Salaries	\$0.00	\$4,198.66	\$4,198.66	(\$4,198.66)	\$0.00	(\$4,198.66)	0.00%
0120.0000.112.00.000.1	Non-Certified Salaries	\$0.00	\$1,671.99	\$1,671.99	(\$1,671.99)	\$0.00	(\$1,671.99)	0.00%
0120.0000.113.00.000.1	Paraprofessional Salaries	\$0.00	\$16,669.43	\$16,669.43	(\$16,669.43)	\$791.78	(\$17,461.21)	0.00%
0120.0000.114.00.000.1	Nurses Salaries	\$0.00	\$1,866.08	\$1,866.08	(\$1,866.08)	\$0.00	(\$1,866.08)	0.00%
0120.0000.118.00.000.1	Maintenance/Custodial Salaries	\$0.00	\$57.75	\$57.75	(\$57.75)	\$0.00	(\$57.75)	0.00%
0120.0000.122.00.000.1	Non-Certified Substitutes	\$0.00	\$861.02	\$861.02	(\$861.02)	\$0.00	(\$861.02)	0.00%
0120.0000.132.00.000.1	Overtime Non-certified Salarie	\$0.00	\$308.16	\$308.16	(\$308.16)	\$0.00	(\$308.16)	0.00%
0120.0000.138.00.000.1	OVT Maintenance/Custodial Sala	\$0.00	\$1,392.61	\$1,392.61	(\$1,392.61)	\$0.00	(\$1,392.61)	0.00%
0120.0000.139.00.000.1	Custodian Substitutes	\$0.00	\$251.30	\$251.30	(\$251.30)	\$0.00	(\$251.30)	0.00%
0120.0000.153.00.000.1	Dept Liaison Salaries	\$0.00	\$104.79	\$104.79	(\$104.79)	\$0.00	(\$104.79)	0.00%
0120.0000.359.00.000.1	Other Tech. Services	\$0.00	(\$1,400.00)	(\$1,400.00)	\$1,400.00	\$0.00	\$1,400.00	0.00%
0120.0000.420.00.000.1	Cleaning/Rubbish Services	\$0.00	\$18,170.25	\$18,170.25	(\$18,170.25)	\$0.00	(\$18,170.25)	0.00%
0120.0000.430.00.000.1	Repair and Maint Servs (Facil)	\$0.00	\$1,190.06	\$1,190.06	(\$1,190.06)	\$0.00	(\$1,190.06)	0.00%
0120.0000.433.00.000.1	Equip Rep Instr/Office	\$0.00	\$168.10	\$168.10	(\$168.10)	\$521.90	(\$690.00)	0.00%
0120.0000.510.00.000.1	Student Transp Svcs	\$0.00	\$10,678.24	\$10,678.24	(\$10,678.24)	\$0.00	(\$10,678.24)	0.00%
0120.0000.530.00.000.1	Telephone/ Postage	\$0.00	\$130.80	\$130.80	(\$130.80)	\$0.00	(\$130.80)	0.00%
0120.0000.550.00.000.1	Printing and Binding	\$0.00	\$0.00	\$0.00	\$0.00	\$201.70	(\$201.70)	0.00%
0120.0000.561.00.000.1	Tuition Schl Dist w/in State	\$0.00	\$112.45	\$112.45	(\$112.45)	\$0.00	(\$112.45)	0.00%
0120.0000.580.00.000.1	Travel and Conference	\$0.00	\$5,065.21	\$5,065.21	(\$5,065.21)	\$0.00	(\$5,065.21)	0.00%
0120.0000.608.00.000.1	Operation/Maintenance Supplies	\$0.00	\$26,564.72	\$26,564.72	(\$26,564.72)	\$6,127.49	(\$32,692.21)	0.00%
0120.0000.611.00.000.1	Instr Supl/Mtls	\$0.00	\$19,397.09	\$19,397.09	(\$19,397.09)	\$84.95	(\$19,482.04)	0.00%
0120.0000.612.00.000.1	Office Supl/Mtls	\$0.00	\$2,623.37	\$2,623.37	(\$2,623.37)	\$0.00	(\$2,623.37)	0.00%
0120.0000.614.00.000.1	AV Supl/Mtls	\$0.00	\$89.88	\$89.88	(\$89.88)	\$0.00	(\$89.88)	0.00%
0120.0000.615.00.000.1	Medical Supl/Mtls	\$0.00	\$2,370.74	\$2,370.74	(\$2,370.74)	\$0.00	(\$2,370.74)	0.00%
0120.0000.616.00.000.1	Computer Supl/Mtls	\$0.00	\$2,601.70	\$2,601.70	(\$2,601.70)	\$0.00	(\$2,601.70)	0.00%
0120.0000.660.00.000.1	Computer Software	\$0.00	\$2,055.60	\$2,055.60	(\$2,055.60)	\$0.00	(\$2,055.60)	0.00%
0120.0000.691.00.000.1	Graduation Supplies	\$0.00	\$15,200.00	\$15,200.00	(\$15,200.00)	\$0.00	(\$15,200.00)	0.00%
0120.0000.692.00.000.1	Misc Supplies	\$0.00	\$563.85	\$563.85	(\$563.85)	\$0.00	(\$563.85)	0.00%
0120.0000.731.00.000.1	Equip- Non-Instruct- New	\$0.00	\$16,043.75	\$16,043.75	(\$16,043.75)	\$0.00	(\$16,043.75)	0.00%
0120.0000.733.00.000.1	Furniture and Fixtures - New	\$0.00	\$3,326.20	\$3,326.20	(\$3,326.20)	\$0.00	(\$3,326.20)	0.00%
0120.0000.735.00.000.1	Equip - Non-Instruct Repl	\$0.00	\$255.18	\$255.18	(\$255.18)	\$0.00	(\$255.18)	0.00%
Grand Total:		\$0.00	\$165,016.63	\$165,016.63	(\$165,016.63)	\$26,760.20	(\$191,776.83)	0.00%

End of Report

Vendor	Description	Amount
Fresh point Connecticut Foods	Grapes Melons Pineapple Peppers, Apples	\$265.92
	Bannana's Cut Carrots, Grapes	\$418.02
Calise Bakery	Whole Grain Breads	\$410.09
HPC Food Service	Yogurts, popcorn Chicken	\$771.49
	Snack chips Frozen OJ	
Mansfield Paper	Servin Gloves, Film roll, trays,hair nets	\$1,511.50
Thurston Foods	Cereal, cheese, choc chips,Doritos,muffins cream cheese	\$2,548.39
Wades Dairy	Milk	\$1,513.45
Calise Bakery	Whole Grain Breads	\$777.74
HPC Food Service	Yogurts, popcorn Chicken, pickles	\$4,005.14
	Snack chips Frozen OJ	
Mansfield Paper	Servin Gloves, Film roll, trays,hair nets, food storage bags	\$1,831.10
Thurston Foods	Cereal, cheese, choc chips,Doritos,muffins cream cheese pizza , cheese rolls,french toast,lunch meats juice	\$10,543.59
Wades Dairy	Milk	\$3,067.35
Calise Bakery	Whole Grain Breads	\$957.19
HPC Food Service	Yogurts, popcorn Chicken	\$1,294.29
	Snack chips Frozen OJ	
Mansfield Paper	Serving Gloves, Film roll, trays,hair nets,foil, paper bags	\$2,963.83
Thurston Foods	Cereal, cheese, choc chips,Doritos,muffins cream cheese Hamburg, bagels	\$4,926.95
Wades Dairy	Milk	\$4,272.82
Calise Bakery	Whole Grain Breads	\$474.34
Fresh point Connecticut Foods	Grapes Melons Pineapple Peppers, Apples	\$509.14
	Bannana's Cut Carrots, Grapes	
HPC Food Service	Yogurts, popcorn Chicken	\$3,405.50
	Snack chips Frozen OJ	
Mansfield Paper	Serving Gloves, Film roll, trays,hair nets,foil, paper bags	\$375.59
Thurston Foods	Cereal, cheese, choc chips,Doritos,muffins cream cheese Hamburg, bagels	\$7,389.60
Wades Dairy	Milk	\$2,179.66
Calise Bakery	Whole Grain Breads	\$326.51
Fresh point Connecticut Foods	Grapes Melons Pineapple Peppers, Apples	\$1,086.26
	Bannana's Cut Carrots, Grapes	
HPC Food Service	Yogurts, popcorn Chicken	\$2,018.03
	Snack chips Frozen OJ	
Mansfield Paper	Serving Gloves, Film roll, trays,hair nets,foil, paper bags	\$1,563.30
Thurston Foods	Cereal, cheese, choc chips,Doritos,muffins cream cheese pizza , cheese rolls,french toast,lunch meats juice	\$7,719.22
Wades Dairy	Milk	\$3,863.20
Calise Bakery	Whole Grain Breads	\$653.40
Fresh point Connecticut Foods	Grapes Melons Pineapple Peppers, Apples	\$1,070.78
	Bannana's Cut Carrots, Grapes	
HPC Food Service	Yogurts, popcorn Chicken	\$2,106.89
	Snack chips Frozen OJ	
Mansfield Paper	Serving Gloves, Film roll, trays,hair nets,foil, paper bags	\$1,758.23
Thurston Foods	Cereal, cheese, choc chips,Doritos,muffins cream cheese pizza , cheese rolls,french toast,lunch meats juice	\$5,901.15
Wades Dairy	Milk	\$3,557.70
Thurston Foods	Cereal, cheese, choc chips,Doritos,muffins cream cheese pizza , cheese rolls,french toast,lunch meats juice	
HPC Food Service	Yogurts, popcorn Chicken	\$3,538.01
	Total Food Service	\$91,575.37

To: FFC
 From: W.Willett
 Date: May 19, 2021
 RE: END OF YEAR PHASE II – MAY – RECONCILIATION DOCUMENT

*Please note numbers are subject to change as we draw to year end close. This information represents an estimative overview, not a complete itemization.

SECTION 1: BOE budget allocation & Reduction

Consideration	Budget Figure	Description/Information
FY2020-2021 BOE Budget	\$40,017,290	
Superintendent Proposed Budget FY22	\$41,452,479 budget \$1,435,189 increase 3.59%	
Board of Education Budget FY22	\$41,293,289 \$1,275,999 increase 3.19%	Reduction of \$159,190 from SPB
Town Council allocation for the Board of Education included in Town Budget for referendum May 2021.	\$40,817,635 \$800,345 2.0% Confirmed with Lisa H: \$40,819,289 \$801,999 2.00413%	Reduction of \$475,654 from BOEB Reduction of \$634,844 from SPB Reduction from Lisa Hancock: \$474,000

Target amount for adjustment: **\$474,000**

SECTION 2: Current Estimated Balance for FY21 *(Please note these numbers subject to change)*

As of Date:	Amount
5/19/2021 balance	\$610,844
2021-5 Anticipated Excess Cost Payment	\$150,000
Coronavirus Relief Reimbursement (supplies)	\$91,575
CREC Reimbursement	\$64,042
Food Services COVID impact (recovered through BOE/TC CRF)	\$91,575
Food services* Impact (supplies)	\$16,800
Police Services for End of Year	\$15,000
TIS Concrete Work (entry)	\$30,000
TOTAL	\$763,086
*Note - Salaries are already incurred (75k)	

SECTION 3: Potential EOY Expenditures & Related Balance using Section 2 information

Item for consideration	Amount
Adopted Math Program Training K-8 (Bridge/SF/IM)	\$38,610
SEL – RULER Program	\$37,160
Graduation 2nd payment	\$7,500
THS Projects (Scoreboard)	\$15,000
BGP Skylift	\$15,000
BGP Exterior Storage Shed	\$10,288
Athletic Uniforms	\$35,931
Curriculum Work	\$23,067
TIS Fencing for Playground	\$12,000
Wit and Wisdom Social Studies / ELA	\$20,830
TOTAL	\$215,386

SECTION 4: Potential EOY FY21 Investments/Reductions for FY22

Please note items made as pre-investments in FY22 in this section can have FY 23 impacts

Item for consideration	Type	Amount
Investment into Insurance Fund	FY22 Investment	\$100,000
BGP / TIS	FY22 Investment	\$35,771
LIBRARY Books Library books \$10,000.00		
COMP. ED. online Typing Club \$2,000.00		
LA on line services/subscriptions Razz Kids \$5,542.00		
ART Instructional Supl./Mats. Art materials \$1,000.00		
COMP. ED. Computer Supl./Mats. Head sets \$1,000.00		
SPEC. ED. Instructional Supl./Mats. Materials \$1,000.00		
PRIN. OFF. Inst. Supl./Mtls. Lexia subscription renewal \$9,900.00 PRIN. OFF. Inst. Supl./Mtls. Laminator start up kit 1371177 \$2,143.00		
PRIN. OFF. Inst. Supl./Mtls. Colored Butcher Paper rolls 36" \$216.00		
PRIN. OFF. Inst. Supl./Mtls. Butcher paper carousel \$634.28		
PRIN. OFF. Inst. Supl./Mtls. Paper cutter 36" inch \$562.79		
PRIN. OFF. Inst. Supl./Mtls. Radios \$354.60ea x 5 \$1,773.00		
TMS	FY22 Investment	\$20,500
ART Instructional consumable supplies \$4,000.00		
MUSIC Instructional supplies band scores, choral octavo scores \$2,000.00		
PE Instructional supplies, snow shoes \$4,000.00		
WORLD LANGUAGE Instructional supplies \$1,000.00		
1 TECH ED Instructional supplies, consumable materials for projects \$3,700.00		

ROPE Instructional supplies, consumable materials for students/teacher \$1,700.00		
LIBRARY, books \$2,500.00		
LIBRARY, periodical \$600.00		
PRIN OFF , Paper for building printing \$1,000.00		
THS	FY22 Investment	\$38,670
Big Y Encumber for food purchases, \$6,000.00		
Downes and Reader Purchase of lumber \$2000.00		
SPEC ED testing - WJ IV Protocols, \$620.00		
SPEC ED Instructional Supl/Mtls - Scanners, \$1200.00		
TALC Textbooks,\$400.00		
TALC ""TALC instructional Supplies"" , \$500.00		
Discovery Education \$3750; Newsela \$1692		
(Art Instructional Supplies) 2. Kiln: the kiln at the high school is being replaced over the summer.. \$1000		
Studies Instructional Supplies- Books for student/classroom use \$1976.00		
Social Studies On-Line services- subscriptions -Edhelper.com \$70.00		
Shure PGADRUMKIT7 7-piece Drum Microphone Kit - \$499		
2x Audio-Technical ATM350PL Cardioid Condenser Piano Microphone \$349 ea, \$698 total		
Behringer X32 40-channel Digital Mixer - \$1,999		
1 pack of 24"" Laminate for Current Laminator, \$325.00		

1 roll of Blue on White Poster Printer Paper, \$109 (the price of the laminate is accurate, but the poster printer paper cost is based on last year's price)		
BUS ED Equip Instr - NEW, \$1,100.00		
BUS ED Computer Suppl/Mtls., \$350.00		
Phys. Ed Audio Visual Supplies- \$575		
Principal's Office Supplies and Materials - \$1,500.00		
Principal's Office Supplies and Materials - \$9,807.00		
Student Activities Improvement -\$2,000		
Student Activities Supplies & Materials \$500		
CURRICULUM	FY22 Investments	\$48,300
MATH On-Line Services - Subscriptions \$4500 IXL Subscription		
MATH Workbooks \$7400		
MATH Workbooks 3-5 pilot adoption purchase \$24000		
MATH Instructional Supl/Mtls. TI-84 Plus EZ-Spot Calculators - replacements and additions \$3500		
MATH Audio-Visual Supl/Mtls. AAA batteries - replacements for used/dead batteries for calculators for the department \$400		
MATH On-Line Services - Subscriptions \$8500 online coaching support through CREC to support implementation of Illustrative Math		
PROGRAM FY22 Investments	FY22 Investments	\$132,000
Literacy How Special Education \$72,000		
Literacy How BGP \$30,000		
Literacy How TIS \$30,000		
Science- Textbooks, \$3100 Science- Textbooks, \$19,500 Science- Textbooks- \$9,083	FY22 Reduction	\$31,683
MA7 Hiring Differential - 2 recent retirements	FY22 Reduction by differential	\$67,076
TOTAL		\$474,000

SECTION 5: Sections 3 and 4 Total

SECTION	Amount
Section 3 – Potential Expenditures	\$215,386
Section 4 – Potential EOY Investments	\$474,000
TOTAL	\$689,386

SECTION 6: FY21 Potential Remaining Balance

Section 2 - Current Balance after credits and debits	\$763,086
Section 5 - Allocations (Purchases & Investments)	\$689,386
Remaining	\$73,700

SECTION 7: RECOMMENDATION for REMAINING FUNDS (beyond Section 5 allocations):

A “percentage split” of 50% to ERF, 50% to COVID/PANDEMIC ACCOUNT CREATION, and **0% rolling over** to town.

- 1) **ERF TRANSFER REQUEST:** Request transfer of funds in accordance with Ordinance 86 Chapter 8 into the Educational Reserve Fund (for use in mitigating future Special Education, Technology, Capital needs). Once checked by auditors in the 3rd quarter of FY22 and allocated by the Town Council, these funds would remain BOE funds in the ERF until spent. These funds are important to help manage potential impacts of COVID-19 on special education, technology, and capital considerations.
- 2) **COVID/PANDEMIC/ACCOUNT INVESTMENT:** Continuation of COVID-19 fund for use for education needs during the COVID pandemic (as discussed in the 6/8/2020 Town Council meeting). Any remaining funds could be requested to be reclassified as ERF funds (up to the total amount allowed for that year @ 1% of budget) at the end of the period of need.
- 3) **ROLLOVER:** Allow a certain amount of end of year funds to remain in the accounts through the end of the fiscal year without making a request on them – effectively “rolling” those funds over to the town as of June 30, 2021. This can help offset budget impacts and help limit what is utilized from the town’s fund balance.

Breakdown of Sections and Remaining Funds

SECTION & CONSIDERATION	DESCRIPTION	AMOUNT
SECTION 1	<u>BOE budget allocation & Reduction</u>	\$40,819,289 Budget
	-	\$474,000 Reduction
SECTION 2	<u>Current Estimated Balance for FY21</u>	\$763,086
SECTION 3	<u>Potential EOY Expenditures & Related Balance</u>	\$215,386
SECTION 4	<u>Potential EOY FY21 Investments/Reductions for FY22</u>	\$474,000
SECTION 5	<u>Total Potential Expenditures and Investments</u>	\$689,386
SECTION 6	<u>Potential Remaining Balance</u>	\$73,700
SECTION 7	<u>Recommendation for Remaining Funds</u>	
	1.Educational Reserve Fund 50%	\$36,850
	2.COVID/Pandemic/Emergency Fund with Town 50%	\$36,850

CURRENT EDUCATIONAL RESERVE FUND BALANCE: \$503,014

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Cancellation of the July 14 BOE Meeting

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

FOR BOE MEETING: May 26, 2021

ITEM SUMMARY:

Annually the Board of Education considers the cancellation of some of the summer meetings. Under consideration:

- July 14, 2021*
- July 28, 2021
- August 11, 2021

*This has been identified in particular as a time of vacations and/or family/personal obligations.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Consideration of BOE meetings and dates. If cancellation is desired:
Potential Move to Action.

Potential Motion: Motion to cancel the Board of Education meeting of (e.g. July 14, 2021).

First, Second, Discussion, and Vote.

SUPPORTING MATERIALS ATTACHED:

None

MINUTES

TOLLAND TOWN COUNCIL ZOOM REMOTE MEETING May 11, 2021 – 7:00 P.M.

MEMBERS PRESENT: Steve Jones, Vice Chair; Brenda Falusi, Sophia Johnson; Lou Luba, John Reagan, Kurt Schenher

MEMBERS ABSENT: Tammy Nuccio, Chair.

OTHERS PRESENT: Michael Rosen, Town Manager; Lisa Hancock, Director, Finance & Records/Treasurer; Mike Wilkinson, Director of Administrative Services.

1. **CALL TO ORDER:** Mr. Jones called the meeting to order at 7:00 p.m.

2. **PLEDGE OF ALLEGIANCE:** Recited

3. **MOMENT OF SILENCE:** Observed

4. **PROCLAMATIONS/PRESENTATIONS:**

4.1 Proclamation Recognizing May 4th as International Firefighters' Day

Mr. Rosen provided background information and noted that in regard to the proclamations in items 4.1 and 4.2, both were approved at prior Council meetings. The language was drafted and both are being presented this evening for finalization.

Mr. Jones read the Proclamation.

Mr. Rosen noted that it is now after May 4th and this was mentioned when the Proclamation was approved at the last meeting. This is due to the timeline for proclamation approval.

Mr. Rosen asked if there was any objection to the language presented. There were no objections.

4.2 Proclamation Recognizing May 15th as Peace Officers Memorial Day

Mr. Jones read the Proclamation

Mr. Rosen asked if there was any objection to the language presented. There were no objections.

Mr. Luba recommended for future proclamations such as those in 4.1 and 4.2 that they look at doing enduring ones.

5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2-minute limit) - none

6. **PUBLIC HEARING ITEMS:** none

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

Tourism – Ms. Falusi provided an update. Highlights included the following: May 7th brochure exchange, marketing meeting, Tolland Tourism Facebook page metrics and invitation to like the page.

Sustainable CT – Ms. Falusi noted that another meeting will be scheduled where they will discuss items including the following: approving the procedure for designating a poet laureate, approving a procedure for recognizing town artists, reviewing communications throughout the town, looking at creating a community equity statement.

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

- Permanent Celebration Committee – Ms. Johnson provided an update of the May 6th meeting.
- Blight Committee – no meeting
- Board of Education – Ms. Falusi provided an update.
- Planning & Zoning Commission – Ms. Falusi provided an update of the May 10th meeting.

- Mental Health and Substance Use Task Force – Mr. Schenher and Mr. Reagan provided an update of the May 3rd meeting.
- Agriculture Commission – Mr. Schenher referenced the minutes.
- Economic Development Commission – Mr. Schenher provided an update of the Wednesday meeting.
- Parks & Recreation – Mr. Schenher provided an update of the May 10th meeting.
- Birch Grove Building Committee – Mr. Luba provided an update.
- WPCA – no meeting
- Conservation Commission – Mr. Jones provided information about what will be discussed at the next meeting.

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

8.1 General budget discussion and consideration of a resolution to establish a mill rate.

Mr. Rosen provided background information.

The referendum held last Tuesday passed favorably for both questions – budget and firehouse improvement project.

The operating and capital budget, including the Board of Education and debt, summed to \$58,214,882 was approved at the May 4th referendum. This is a spending increase of 1.81%. In order to shoulder this increase, there will be a tax rate of 37.11 mills (2.94% overall increase to the tax rate).

The requirement to set the mill rate is in Section 9-7 of the Charter and the Council has up to 10 days after the budget referendum to pass the new mill rate. Approval of the resolution will set the mill rate for the following year and will authorize the Town Manager, the Finance Department, and the Tax Collector to mail out the bills reflecting the final rate.

Mr. Luba motioned:

WHEREAS, the proposed FY 2021-2022 budget of \$58,214,882 passed at referendum on May 4, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby sets a mill rate of 37.11 mills and authorizes the Town Manager or his designee to mail out tax bills reflecting this final rate with an assigned due date of July 1, 2021.

Mr. Reagan seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

8.2 Consideration of a resolution to approve the necessary funds to ratify IAFF (Firefighters) AFL-CIO Local 3954 Collective Bargaining Agreement extension for the period dated July 1, 2020 through June 30, 2023.

Mr. Rosen provided background information on this item.

Mr. Rosen explained that that is a collective bargaining agreement. The IAFF (International Association of Firefighters) Local Chapter 3954 ratified an extension to the collective bargaining agreement. The new agreement will run until June 30, 2023.

Mr. Wilkinson noted that it is a 3-year agreement and they are almost through the first year. Similar to the guidance provided, the wage increase is 2% per year over the next 3 years and is about \$7,600/year. Funding has been budgeted. Mr. Wilkinson highlighted that there were language changes regarding holidays and the exchanging of shifts and there was no change in medical insurance.

Ms. Falusi asked if the firefighters were invited to the meeting and if their pay would be retroactive. Mr. Wilkinson responded that the pay will be retroactive. He noted that the agreement has been ratified and the firefighters were welcome to attend the meeting if wanted to do so. Ms. Falusi explained that the Proclamation for the firefighters was also addressed this evening. She expects they would have notified the firefighters that the contract was being discussed this evening. Mr. Wilkinson responded that the firefighters know the contract is being discussed this evening.

Mr. Luba motioned:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the necessary funds to ratify IAFF (Firefighters) AFL-CIO Local 3954 Collective Bargaining Agreement extension for the period dated July 1, 2020 through June 30, 2023 and authorizes the Town Manager to execute said agreement on behalf of the Town of Tolland.

Ms. Falusi seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

8.3 Discussion on current Proclamation Process and its Issues.

Mr. Jones explained that the intent of this item, based on discussions with the Chair and the Town Manager, is to discuss some of the concerns and have a discussion about what the Council believes would be ideal in an updated proclamation policy.

Mr. Rosen explained that proclamations have been issued by councils for decades. Historically, they were presented primarily for items such as a resident's 100th birthday, Fair Housing Month, civic organization recognitions, and retirement of a municipal employee. Prior to June, when discussing ways to recognize service in the community, proclamations were seen as something that could be bolstered and that residents could request. When created, a policy was not put in place. Only a process was established at the June 9, 2020 meeting. Mr. Rosen reviewed the process which includes approval by the Council, finalization of the language, possible edits, finalization with amendments, and signature of the Chair. Mr. Rosen recommended either tightening the process or creating a policy. He noted that the online form has been working well and added that it is preferable when draft language is provided to establish a base. The original 4 reasons for issuing a proclamation do not require approval from the Council to draft the language but the current process has many steps and Mr. Rosen suggested tightening the timeline so as to avoid missing deadlines. Mr. Rosen reviewed the Summary of Town of Tolland Proclamation Process and Issues and asked to formalize the latter. In regard to the issues, currently the staff is the arbiter of what does and does not belong on the Council agenda for proclamations and who drafts the language if it is not provided. Further, he would like the Council to discuss the sign policy for the Green and its relation to proclamations as well as if recurring items need Council approval.

Mr. Jones took a straw poll regarding if the Councilors believe revisions should be made to the policy.

- Mr. Schenher – in favor, would like to provide guidance to the town staff
- Mr. Luba – in favor, supports a policy and revision of current practices; supports continued use of the online form
- Mr. Reagan – in favor, town staff may be spending time on things that are unnecessary
- Ms. Johnson – in favor, proclamations can be overused and she has seen them be late
- Ms. Falusi – in favor, would like a less restrictive policy that is not exclusionary so they celebrate, recognize, and commemorate what is important to residents; would like to see a quicker process
- Mr. Jones – in favor

Mr. Luba explained that a policy is needed with clear guidance for the town staff and residents. Regarding recurring requests once recognized through a presidential proclamation or a recurring event recognized by the Council, they could be fast-tracked once approved unless there is an objection by a Council member. In regard to the draft language, if no language is submitted, a reply should be made requesting sample language or a referral to a proclamation. Mr. Luba noted that he drafted a proclamation policy in June and submitted it to the Town Manager. Mr. Luba will forward it once again to the Town Manager to be sent to the Council. He noted that the issuance of proclamations is a discretionary action taken by the Council, and moreover, the Chair and does not create a precedent.

Mr. Reagan commented on what can be on an agenda and supports tying it to presidential proclamations similar to the Sign Policy. Further, town staff should not be tasked with coming up with language. If an application does not include draft language, it should not move forward. For those aligned with presidential proclamations, the language can be changed to suit the town's needs.

Ms. Falusi suggested creating a committee to review proclamations as they are submitted and to draft language. In terms of procedure, she would like to have appropriate members invited, including the person who submitted the request. Further, she suggested that the business of approving first readings be listed under New Business to avoid confusion and the proclamation item be reserved for the reading of the proclamations. Ms. Falusi suggested adding to the form a request for a link with information about the timespan of the commemoration for the proclamation. She commented that she is nervous about creating a policy that is exclusionary and would like it to state what is not allowed vs. what is allowed.

Ms. Johnson commented that there are many presidential proclamations that will cover the broader scope of all of the celebrations and many more. Citations from the Council or the Town Manager's Office may be more appropriate for a general acknowledgement. She commented that the process for a citation can be more flexible and less restrictive than for a proclamation. Something that is not a presidential proclamation could likely be a citation.

Mr. Schenher explained that he does not want town staff to be tasked with the decisions – it is not their role. He recommended that perhaps a subcommittee could review requests that fall outside of those aligned with presidential proclamations or the normal 4 noted by Mr. Rosen.

Mr. Luba supports having a subcommittee that would review some of the proclamation requests that are out of the norm so they do not go directly onto an agenda. He supports issuing citations for those items that can be addressed by the Town Manager. Further, the subcommittee could send a request to the Town Manager for the issuance of a citation upon its review.

Mr. Jones summarized that the Council would like to find a way to fast track recurring requests and presidential proclamations and require or request resources/links for potential language if the information is not provided. He supports the idea of having a subcommittee and would like to have a delineation of citations, proclamations, resolutions.

Mr. Jones noted that he would like to see proclamations, when presented, to be listed as a separate item under New Business.

Ms. Falusi commented that they need to be cognizant of plagiarism in regard to the language for proclamations. She added that it may be easier for residents to draft language for resolutions and citations.

Mr. Luba explained that if a direct quote is taken, one can list attribution but there is not a legal issue regarding plagiarism in a proclamation. He noted that the way resolutions have been set up in town, they are legal issues with legal obligations and standing. Thus, he does not want to conflate resolutions and citations. "Be it resolved" does not constitute a resolution.

Mr. Rosen noted that he will check with the Town Attorney in regard to the question about plagiarism.

Mr. Rosen noted that a request has been submitted for a Pride Proclamation for June. He asked the Council if this could be fast tracked since it was the first proclamation request approved last year. A straw poll was taken regarding fast tracking this request. All members were in support.

Ms. Falusi motioned to indefinitely postpone this topic.

Mr. Luba seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

8.4 Appointments to vacancies on various municipal boards/commissions

8.4.a. Appointment to Tolland Mental Health & Substance Use Advisory Task Force - Alternate

8.4.b. Appointment to Blight Review Committee

8.4.c. Appointment to Delinquent Tax Collection Enforcement

8.4.d. Appointment to Land Acquisition Advisory Committee

Mr. Rosen reviewed the appointments. He noted that there were 3 applicants for the alternate role on the Tolland Mental Health & Substance Use Advisory Task Force. He added that by nature of the position, the Director of Planning and Community Development is a voting member on the following 2 boards: Delinquent Tax Collection Enforcement and Land Acquisition Advisory Committee and needs to be appointed.

Mr. Jones noted that they had good discussions with the applicants and introduced Ms. Catharine McDonald and recognized Ms. Duberek.

Mr. Luba noted that all of the applicants were very qualified and asked that the Council support the candidates that are being put forward.

Ms. Falusi motioned to approve the list of applicants for vacancies and commissions to be approved as outlined in 8.4a through 8.4d.

Mr. Luba seconded the motion.

Discussion: Ms. Falusi thanked everyone for applying and noted that there are other vacancies. She added that 2 vacancies will open up during the summer for the Agriculture Commission. Mr. Jones noted that there may be 1 or 2 additional upcoming vacancies on the Nonprofit Housing Corporation. Ms. Falusi noted that the Tourism role will need to be renewed in July. A roll call vote was taken. Motion passed unanimously.

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

10. **REPORT OF THE TOWN MANAGER**

- Town Manager's Office: Megan Massa was promoted to Executive Assistant
- Referendum: held last Tuesday and had favorable results; the firehouse improvement project passed with a 3:1 margin and the process is starting with identification of stakeholders
- Permanent Celebration Memorial Day event: walking tour with a gathering on the Green and laying of a wreath; Town Hall's back entrance will be open 12:00PM-3:00PM to view the Wall of Honor
- Upcoming Town Council Meeting: will begin with an Executive Session at 6:45PM
- Bottle Cap Challenge: The oceanography class at THS is participating in a statewide challenge to collect 1 million bottle caps to fight against waste and litter found on beaches. Town Hall will participate in the program.

Mr. Jones asked about publicizing the mill rate and the special projects grant administrator position. Mr. Rosen responded that this position is slated to start on January 1, 2022 and they are discussing ideas for the American Rescue Plan (ARP) funds. Once the money becomes more tangible, he will ask the Council if the position can be advertised and start sooner than January 1st since the position will assist with FEMA-related items.

Mr. Jones commented that in the budget, under the Library, a grant for \$17,000 was received under the ARP. He asked if the funds allocated in the budget will be lumped into this amount. Mr. Rosen responded that the \$2,500 budgeted was for programming. The ARP funds are for COVID offsets.

11. **ADOPTION OF MINUTES**

11.1 April 27, 2021 Remote Regular Meeting Minutes

Mr. Luba motioned to adopt the April 27th Remote Regular Meeting Minutes as laid out in 11.1.

Ms. Falusi seconded the motion.

Discussion: none

A roll call vote was taken.

Motion passed unanimously.

12. **CORRESPONDENCE TO COUNCIL**

- 2 e-mails regarding Ryan Road and its condition; both e-mails received a response
- e-mail regarding electric transportation solutions

13. CHAIRPERSON'S REPORT

Mr. Jones noted the following:

- June 3rd Chair Hour has been cancelled and postponed to July

14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS

- Ms. Johnson asked if there could be a co-liasion for Tourism since they work together with the Permanent Celebration Committee. She noted that Facebook will be removing analytics that are currently available and this will affect how they can gauge engagement. Ms. Falusi explained that the Tourism role is state-appointed and offers 1 appointment per town. That said, everyone can partner with Tolland Tourism by sharing the page and letting businesses know that they can interact with the page. The Council can create ideas of what to share on the page.
- Ms. Falusi recommended that in July, when the Tourism role comes up, that they look to select a non-elected official since the meetings conflict with Council meeting dates. Once in-person meetings take place, it will be difficult for a Council member to attend. The Central Regional Tourism Commission asks for a representative from each town. It is a state-appointed position where one works for the Commission and not the town. She recommended selecting someone from the Economic Development Commission with ties to the hospitality, restaurant or tourism industry and having them report to the Council. Ms. Falusi recognized that May is Asian American and Pacific Islander month. They have provided great contributions to the community. Ms. Falusi recognized Teacher Appreciation Week last week. She noted that teachers have risen in unprecedented times to the challenges not only in their work but also in their personal lives. Many teachers are in the role of taking care of their own children as well as those of others and Ms. Falusi appreciates all they have done. Ms. Falusi recognized Nurse Appreciation Week. Nurses have a crucial role in the health care system and have routinely gone above and beyond what they would normally do. She noted that words cannot express her gratitude for their professionalism, commitment, and support to the community during the crisis. Ms. Falusi asked that when applicants do not receive appointments that they are contacted prior to the Council packet being released. It is an opportunity for them to volunteer in other roles. Ms. Falusi asked that the Council consider how the town's civic health can be improved. She explained that the turnout rate for the budget was only 16.84% and the town does not have residents who seem to be as engaged as they have been in past years. She would like to find ways to engage, educate, and encourage residents to be involved with civic responsibilities. Mr. Jones noted that the Library has a display of resources for Asian American and Pacific Islander Month. In regard to notifying residents who are not selected for appointment, there is an issue if the person selected withdraws at the last moment. Ms. Falusi explained that she wants them to be delicate and appreciative of the time and efforts that candidates put forth. Mr. Jones responded that he can discuss this with Mr. Luba and Mr. Rosen about how they can smooth the process so that it is more effective.
- Mr. Luba noted that the issue is that if someone is proposed and they are not approved by the Council it puts people in a difficult position but is something the Appointments Committee can review. Mr. Luba echoed Nurse Appreciation Week. His wife is a nurse who has been working through the pandemic and it is a thankless job that is under-recognized. He added that he would like to make a proclamation request in the future. Mr. Luba commented on civic health. A council should always strive for more involvement. He explained that it shows that the town has confidence in its elected officials and believe they worked together to put together the best budget they could but they should strive to have people be involved and vote on important issues.
- Mr. Jones commented on civic health and noted that one of the Council's goals was to consider having a civic engagement commission or task force that could address issues of public participation and community engagement. He will discuss this with the Chair and the Town Manager. Mr. Jones commented that they can speculate on why people did or did not vote but it is a good discussion on how the budget and other topics are communicated to engage and inform the community.
- In regard to appointments, Mr. Rosen explained that they let candidates know who will be up for appointment. They only send e-mails to those not selected after the meeting in case someone slated to be appointed withdraws. Ms. Falusi asked that this be shared with the applicants. Mr. Luba noted that he and Mr. Jones have done this throughout the interview process. Mr. Jones added that they will discuss this and the language.

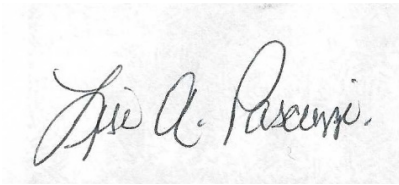
15. **PUBLIC LISTED PARTICIPATION** *(on any subject within the jurisdiction of the Town Council)*
(3 minute limit)

Jason Philbin, Harvest Lane, thanked the Councilors for their hard work. He spoke to Mr. Luba's comments on the 16% turnout having something to do with the belief that the public supports the hard work of the Council. Mr. Philbin commented that he believes it is a bit far-fetched and if that was the case people would go out in droves. He thinks it is something that needs to be addressed and that people have confidence in what was proposed but he does not think that is why the turnout was so low. Mr. Philbin asked for an update on where the Council is in regard to continuing the video option for public participation moving forward once meetings are in-person again. *Mr. Jones responded that it is an ongoing discussion. Mr. Rosen noted that it is a future agenda item for the Council to effectively end the State of Emergency and he does not believe it is at that point yet.*

16. **ADJOURNMENT**

Mr. Luba motioned to adjourn the meeting at 8:49 PM
Ms. Falusi seconded the motion.
A roll call vote was taken.
Motion passed unanimously.

Respectfully submitted by,



Lisa Pascuzzi
Town Council Clerk

Town Council Chair