

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

REGULAR MEETING

7:30 – 10:00 P.M.

REVISED AGENDA
June 22, 2011

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. STUDENT REPRESENTATIVE REPORT
- C. APPROVAL OF MINUTES
 - June 8, 2011 – Regular Meeting
- D. SUPERINTENDENT'S REPORT
 - D.1. State Champions – Class M Boys Tennis Doubles
 - D.2. Announcement of Retiring Staff
 - D.3. Request for Unpaid Leave of Absence
 - D.4. Field Trip Report
 - D.5. Leave of Absence Report
 - D.6. Survey Results – Tolland High School and Tolland Middle School
 - D.7. 2011/2012 – Budget Adjustments (no enclosure)
- E. PUBLIC PARTICIPATION
- F. POINTS OF INFORMATION
- G. COMMITTEE REPORTS
- H. BOARD ACTION
 - H.1. Town Council and Board of Education Agreement on the Use of Parker School
 - H.2. Town Council and Board of Education Agreement for Fields and Grounds Maintenance
 - H.3. Board Policy 5080 – Student Discipline
 - H.4. Cancellation of Summer Board Meetings
- I. INFORMATIONAL ITEMS
 - CASBO
 - Science Center
- J. OLD BUSINESS
- K. COMMUNICATIONS
 - Town Council Minutes of June 1, 2011 Special Meeting
 - Town Council Minutes of June 14, 2011 Regular Meeting
- L. CHAIRPERSON'S REPORT
- M. FUTURE AGENDA ITEMS
- N. EXECUTIVE SESSION – Personnel Matters
- O. ADJOURNMENT

D.1.

TO: Members of Board of Education

FROM: William D. Guzman

DATE: June 22, 2011

SUBJECT: State Champions – Class M Boys Tennis Doubles

Eric Venezia and Dylan Roman, Class M Boys Tennis Doubles Champions, will be at the Board Meeting.

David Chassanoff, coach of the Boys' Tennis team, will also be present at the meeting.

WDG:ca

TO: Members of Board of Education
FROM: William D. Guzman
DATE: June 22, 2011
SUBJECT: Announcement of Retiring Staff

The following ten individuals have announced their retirement from the Tolland Public School system. These individuals have served the Tolland student in a variety of capacities throughout the years. We thank them for their years of service, professionalism and dedication.

| | | | |
|------------------|---|----------|------------------------|
| Roger Leege | - | 40 years | Director of Technology |
| Dorothy Hernberg | - | 37 years | Paraprofessional |
| James Tanquay | - | 37 years | Custodian |
| Marilyn Dwire | - | 32 years | Secretary |
| Jane Hoffman | - | 31 years | Paraprofessional |
| Lisa Horsfield | - | 31 years | Speech Pathologist |
| Jan Augusta | - | 30 years | Teacher |
| Susan Leege | - | 28 years | Teacher |
| Jane Hillebrecht | - | 24 years | Teacher |
| Diane Zirolli | - | 16 years | Teacher |
| Sharon Mozzer | - | 14 years | Paraprofessional |

WDG:ca

D.3.

TO: Members of Board of Education
FROM: William D. Guzman
DATE: June 22, 2011
SUBJECT: Request for Unpaid Leave of Absence

Mr. Ronald Ridolfo, Tolland High School World Language teacher, is requesting an unpaid leave of absence for the 2011/2012 School Year.

The Administration recommends approval of this request.

WDG:ca

D.4.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: June 22, 2011

SUBJECT: Field Trip Report

In accordance with the Board of Education Policy 5150, Field Trips, the following is a listing of field trips approved for the 2010 -11 school year.

| SCHOOL | DATE(S) | TRIP DESTINATION | PURPOSE |
|-----------------------|-------------------------|-------------------------------------|---|
| Tolland High School | February 16-27, 2011 | Costa Rica | To provide experiential learning activities for both Spanish and Environmental Science Students |
| Tolland High School | April 15 – 24, 2011 | Dublin, Ireland and London, England | To experience both the literary and cultural traditions of Ireland and England |
| Tolland High School | April 14-20, 2011 | Orlando, Florida | To participate in the Disney Adjudication Festival |
| Tolland Middle School | May 11-17, 2011 | Bermuda – B-105 | Exposure to field research techniques |
| Tolland Middle School | June 7-10, 2011 | Washington, D.C. | To visit the Nation's capital and incorporate social studies curriculum |

WDG:ca

TO: Members of Board of Education

FROM: William D. Guzman

DATE: June 22, 2011

SUBJECT: Leave of Absence Report

As per Board of Education resolution adopted on July 11, 2007, below is a status report on requests for unpaid Leaves of Absences for the past year.

| POSITION | DATES OF REQUEST | RATIONALE | GRANTED/ REJECTED |
|------------------|-------------------------|-----------------------------------|--------------------------|
| Paraprofessional | March 7-8, 2011 | Family Illness | Granted |
| Paraprofessional | March 7-18, 2011 | Family Member Hospitalized | Granted |
| Teacher | April 1, 4 and 5, 2011 | Son in NCAA Basketball Finals | Granted |
| Paraprofessional | April 15, 2011 | Son in NCAA Gymnastics Final | Granted |
| Paraprofessional | May 10-13, 2011 | Family Wedding | Granted |
| Teacher | May 16-17, 2011 | Surgery for Family Member | Granted |
| Teacher | May 18, 2011 | Family Obligation | Granted |
| Secretary | May 18-20, 2011 | Son's Graduation | Granted |
| Custodian | June 6-17, 2011 | Trip to Africa for Family Matters | Granted |
| Paraprofessional | 9 days as needed | Family Illness | Granted |

Please note that none of these leaves resulted in a cost to the District. There was a cumulative savings to the District of \$3,268.

WDG:ca

D.6.

TO: Members of Board of Education

FROM: William D. Guzman

DATE: June 22, 2011

SUBJECT: Student Surveys – Tolland High and Tolland Middle Schools

Attached are the results of the surveys of the High and Middle school students. This year's surveys were taken of all students in both schools (grades 9 through 12 and grades 6 through 8) in order to establish base line data for future surveys. Both schools will track the responses of each cohort of students as they progress from year to year.

H.1.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: June 22, 2011

SUBJECT: Town Council and Board of Education Agreement on the Use of Parker School

The agreement on the use of Parker School by the Tolland Park and Recreation Department was presented at the June 8, 2011 meeting of the Board of Education. The agreement has been developed in cooperation with Steve Werbner, Tom Ainsworth, and Clem Langlois from the Town. Jim Dineen, Principal of the Intermediate School, John Carroll, Director of Maintenance and Chris White, Energy Manager also contributed to the development of the Agreement. New language added to the agreement by the Town Council is in bold print.

On June 1, 2011, the Board's Finance and Facilities Committee reviewed the Agreement. The Administration recommends approval.

WDG:ca

H.2.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: June 8, 2011

SUBJECT: Town Council and Board of Education Agreement for Fields and Grounds Maintenance

Attached for your review is a copy of the revised agreement for field maintenance. The agreement has been developed in cooperation with Steve Werbner, and Clem Langlois from the Town. Jane Regina, John Carroll, and Chris White also contributed to the development of the Agreement. New language to the agreement is in bold print.

On June 1, 2011, the Board's Finance and Facilities Committee reviewed the Agreement. The Administration recommends approval.

WDG:ca

FIELDS AND GROUNDS MAINTENANCE AGREEMENT

This Agreement, made and entered into as of this _____ day of June, **2011**, by and between the Town of Tolland (hereinafter called the "Town") and the Town of Tolland Board of Education (hereinafter called the "Board").

WHEREAS, the Board desires to enter into a contract with the Town for the maintenance of playfields and certain school grounds; and

WHEREAS, the Town desires to provide the Board with these services; and

WHEREAS, it is the desire of the Town and Board to have services performed without financial profit to either party and that the cost to the Board be at a minimum consistent with efficient administration of the services by the Town; and

WHEREAS, accurate and segregated cost figures are not available for such services, the Town and Board have agreed to continue the past practice of accounting for said services.

NOW THEREFORE, in consideration of the covenants contained herein and for other good and valuable considerations, it is agreed as follows:

ADMINISTRATIVE ISSUES:

1. This Agreement shall commence and shall be effective July 1, **2011** and shall remain in effect until June 30, **2014** unless sooner terminated by mutual written agreement between the Town and the Board.
2. The Town agrees to instruct its employees to use their best efforts to maintain the fields and grounds around the school building, consistent with the revenue and manpower available for this purpose. Routine maintenance to be performed by the Town includes: mowing, top dressing, lining, edging, seeding, fertilizing, soil sampling, parking lot, sidewalk and driveway plowing, and related maintenance in those areas identified in Appendix I and additional areas when/if a new school building is completed or when a new addition to an existing building is added.
3. The Town will provide the Board with a year-end total cost for maintaining the school playfields and grounds which is associated with school use of the fields and grounds by July 15th of every year. This cost will include but is not limited to personnel costs, supplies, materials, and depreciation of equipment and will be submitted to the State Department of Education as an in-kind service.
4. The Board of Education will give the Town, at least a year's advance notice of the intent to add programs or facilities that will create a need for additional resources in the form of equipment, supplies or manpower to maintain the fields.

5. An annual meeting **held on or before June 1 of each year** will be **convened** by the Town to review progress and requirements of all community fields. Participants will be invited from the various schools, town leagues, and Board of Recreation to join with representatives of the Town Council and Board of Education.
6. Regular meetings will be scheduled between the Superintendent of Schools and Town Manager to review concerns and needs. Should conflicts arise that cannot be resolved between the liaison personnel, a representative from the Board of Education, a representative from the Town Council and a neutral third party will be the final arbitrators.
7. This Agreement shall be administered by the Town Manager.

FIELD AND LAWN AREA ISSUES:

8. The Board shall prepare a master schedule of its field utilization requirements at the end of each school year. This schedule will be directed to the Town for inclusion in a town-wide master schedule by the Town's Director of Recreation. From time to time it may be necessary to modify the schedule because of the need to reschedule league games. When this is necessary, first priority will be given to meeting the needs of the school. When games are scheduled or rescheduled, the field(s) will be prepared in accordance with CIAC rules.
9. The use of school fields and grounds remains under the jurisdiction and control of the Board. Priority of Board field use will rest in favor of school teams.
10. When fields are undergoing renovation work or are unusable, an alternate field, whenever possible, will be provided or the play will be rescheduled.
11. The Town will have access to Board fields and related facilities when school use is not required for games or practices. Such use shall be subject to reasonable rules and regulations as established by the Towns' Director of Recreation in concert with the Board's Athletic Director. Every effort will be made to schedule the use of the field by the children in order to ensure that maintenance activities required by this Agreement may be executed in an efficient and timely manner.
12. The Parks and Facilities Supervisor and the high school Athletic Director will communicate each week to update team schedules and clarify issues. In the event of conflicts which can not be resolved between the **Public Works** Supervisor and the Athletic Director, the matter will be addressed by the **Public Works Operations Manager, and then by the** Town Manager and Superintendent of Schools to review the issues at hand and develop a compromise solution.

- 13. The Board will transfer funds to the Parks & Facilities line account (16106172-733600) for field maintenance on or before August 1st as provided for in the adopted Board budget. Prior to November 1 of each year, the Town will submit budget items with associated dollar amounts for field maintenance to the Board's Maintenance Manager to be included in the projected Board's budget for the following fiscal year.**
14. The schools will provide a minimum four hour period each day when Town personnel and equipment may perform the necessary work and freely enter and exit the work area without restriction which includes mowing/overseeding, top dressing ball fields etc. The Town reserves the right to restrict access to fields when major repairs are needed. Prior notice will be given.
15. When other than normal maintenance is planned for the high school fields, the Athletic Director will be involved in the planning and discussions.
16. Every effort should be made to keep students, coaches, spectators and other personnel from parking their motor vehicles on the grass areas.
17. The Town will line all fields once a week for games. Minor touch up marking prior to a weekend game shall be the responsibility of the Board of Education. Baseball/Softball fields will be lined the day of a game on weekdays. For weekend games the fields will be lined on Fridays.
18. The purchase, maintenance, and upkeep of field accessory items such as bats, balls, scoreboards, benches, batting cages, fencing, light poles, light fixtures and goals on fields related to school activities are the responsibility of the Board of Education.
19. Major capital improvement requirements for field reconstruction will be identified in the respective Capital Improvement Program of each party evaluated along with other Town priorities. The Board shall put track resurfacing in their Capital Budget request.
- 20. For the 2012/2013 Budget, the cost for operating the irrigation system at the Tolland High School will be in the Board Budget.**
21. Normal grass clippings will be left on the field. The Town will make every effort to eliminate large windrows that would damage the grass.
22. The Town will assist in the put-out/setup of soccer goals, before the season and the take-down/storage at the end of the season. The individual teams will be responsible for the put-up and take-down of nets and benches.
23. The bank on the south side of field one will be maintained in a reasonable manner by the Town.

- 24. The Town will drag and scarify the baseball and softball fields the day of a game whenever possible. The Board of Education shall arrange to have the area around all bases, pitcher's mound and catcher's area lightly raked to ensure optimum playing conditions.
- 25. The fields will be watered by the Town when they become dry as long as there is a source of water available. **Under no circumstances should potable, Tolland Water Fund or Connecticut Water Company water be used for any irrigation purpose at any school without prior written consent by the Superintendent of Schools, or his/her designee.**
- 26. The Town will paint the lines on the shot/disc slab at Tolland High School.
- 27. The Board will make sure all hurdles are off the grass of field 6 after all games and practices.
- 28. If the Board elects to use infield tarps on baseball/softball fields, they are responsible for making sure the tarps are removed and stored so they don't interfere with field grooming or mowing by the Town.

SNOW REMOVAL ISSUES:

- 29. School walkways, driveways, and parking areas will be plowed and sanded as needed by the Town. Areas to be cleared are identified in Appendix II.

TRASH/RUBBISH ISSUES:

- 30. **School personnel shall be responsible for emptying field barrels at the new high school.** The Town shall be responsible for emptying the field barrels at **all other** school fields as part of their weekly lawn maintenance activities. Private clubs utilizing school fields on the weekend shall be asked to take full bags of garbage to site dumpsters and to replace the plastic bag.

And it is mutually understood and agreed that, this agreement shall be binding upon the parties hereto and upon their respective successors.

SIGNED in Tolland, Connecticut on this _____ day of June, 2011.

By: _____
 Steven R. Werbner
 Town Manager

By: _____
 William D. Guzman
 Superintendent of Schools

APPENDIX I

The Town will be responsible for cutting the grass at all schools with the following areas being excluded:

Tolland Intermediate School

1. The southeast corner by the rear parking lot and Old Post Road, i.e., lawn between rear parking lot and custodial lot/delivery area.
2. Lawn adjacent to school in rear of building inside parking area.
3. Pine grove to north of rear parking lot adjacent to industrial arts classroom.
4. The front lawn inside the pavement (down to Old Post Road).
5. The two small islands in front of the school adjacent to the parking lot and main drive.
6. The large island along Old Post Road and west of incoming front driveway.
7. Small area of lawn north and front islands in front lot to bulb light pole.
8. Lawn on north and east sides of school inside the sidewalk including triangular island with light pole between the two schools and to fence (property boundary).

Tolland Middle School

1. Traffic islands.
2. Twenty-two inch border around school.
3. Lawn area in front of school between school and sidewalk excluding large lawn areas next to the auditorium, band room and behind new art wing.
4. Lawn area directly in front of auditorium main entrance between sidewalks.

Birch Grove Primary School

1. Ten feet from the front sidewalk to the building.
2. Thirty feet x thirty feet playscape area.

Tolland High School

1. Traffic islands.
2. Three foot border surrounding building.

APPENDIX II

SNOW REMOVAL

The Town will be ~~generally~~ responsible for snow removal in parking lots and major sidewalks at all schools.

All plowing and sanding will be completed at the schools as early in the morning as possible in order to safely open schools at their regularly scheduled times.

Parking lot at the Board Office Building.

It is the intention that areas most logically addressed by larger equipment, truck mounted plows etc., shall be done by the Town. Areas most appropriate to light shoveling or inaccessible to bigger equipment shall be done by the Board of Education. This general rule shall apply under most circumstances with exceptions to be resolved by the School Superintendent and Town Manager to address difficult or unusual conditions. In the event school is closed per the Superintendent, lots will be cleared as early in the morning as possible in order for other programs to operate, i.e. Family Resource Center at Birch Grove.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: June 22, 2011

SUBJECT: Board Policy 5080 – Student Discipline

Board Policy 5080, Student Discipline and Administrative Regulation 5141, Guidelines for Use of Videotapes, Films and Other Media in the Classroom was reviewed at the June 8, 2010 meeting of the Board of Education.

The Policy was reviewed by the Policy Committee on May 25, 2011.

Board Policy 5080 is revised. The language to be deleted is in brackets and new language is in caps and is bolded.

The Administration recommends approval.

WDG:ca

H.4.

TO: Members of Board of Education

FROM: William D. Guzman

DATE: June 22, 2011

**SUBJECT: Cancellation of Summer Board Meetings –
Authorization for Action**

In keeping with past practice, the Board of Education meetings scheduled for July 13, 27 and August 10 are recommended to be cancelled.

Authorization is requested for the Superintendent of Schools to act on behalf of the Board in awarding bids and proposals for special or professional services in excess of \$20,000 up to August 24, 2011. Members of the Board will receive bi-weekly reports throughout the summer on actions taken under this authorization, if any.

WDG:ca