

PLEASE NOTE CHANGE OF LOCATION

TOLLAND BOARD OF EDUCATION

Tolland High School

Library Media Center

Tolland, CT 06084

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA

March 13, 2013

VISION STATEMENT

To represent education at its best, preparing each student for an ever-changing society, and becoming a full community of learning where excellence is achieved through each individual's success.

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

February 27, 2013 – Regular Meeting

C. PUBLIC PARTICIPATION (2 minute limit)

The members of the Tolland Board of Education welcome members of the public to share their thoughts and ideas at this time. When appropriate to do so, members of the Board and the administration may respond to comments during "Points of Information." However, in consideration of those in attendance and in an effort to proceed in a timely manner, follow-up discussion may need to take place outside of the meeting setting.

D. POINTS OF INFORMATION

E. STUDENT REPRESENTATIVE REPORT

F. SUPERINTENDENT'S REPORT

F.1. Distributive Education Clubs of America (DECA)

F.2. Tolland Art Students Earn Top Honors at Scholastics Art Competition

F.3. District Communication – Quick District Facts

F.4. 2012/2013 School Calendar Proposal

F.5. List of Districts with All Day Kindergarten

F.6. Tolland High School Presentation – Drug, Alcohol, Teens and Truth

F.7. State Geography Bee

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

- I. BOARD ACTION
 - I.1. Proposed School Calendar – 2013/2014
 - I.2. Board Policy 1041 – Green Cleaning Programs
Board Policy and Administrative Regulation 4142 – Retention of Electronic Records and Information

- J. PUBLIC PARTICIPATION (2 minute limit)
Comments must be limited to items on this agenda.

- K. POINTS OF INFORMATION

- L. CORRESPONDENCE
 - Town Council Meeting Minutes from February 26, 2013
 - School Calendars for April
 - State Department of Education, Bureau of Education Standards and Certification
 - The Family and Consumer Science Department Luncheon Information

- M. FUTURE AGENDA ITEMS

- N. EXECUTIVE SESSION – Personnel Matter

- O. ADJOURNMENT

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

REGULAR MEETING – February 27, 2013

Members Present: Mr. Andy Powell, Chair; Mr. Robert Pagoni, Vice Chair; Ms. Christine Vincent, Secretary; Mr. Thomas Frattaroli, Mrs. Karen Kramer, Dr. Gayle Block, Mr. Joe Sce, and Mr. Steve Clark.

Administrators Present: Mr. William Guzman, Superintendent of Schools; Dr. Kathryn Eidson, Director of Curriculum and Instruction; Mrs. Jane Neel, Business Manager

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:30 P.M.

B. APPROVAL OF MINUTES

February 6, 2013 – Special Meeting

Ms. Vincent motioned to approve the minutes of the February 6, 2013 Regular Meeting. Mr. Clark seconded the motion. The following changes should be made: none. A discussion took place regarding an e-mail that was received, read at the meeting, and included in the minutes. Mr. Clark recommended that in the future, unless someone asks for their correspondence to be presented, that it not be read at a meeting. Mr. Powell apologized for the misunderstanding and will clarify this in the future. Ms. Vincent inquired if there is a policy in place. It was confirmed that there is not. Mr. Powell, Mr. Pagoni, Mr. Frattaroli, Mrs. Kramer, Dr. Block, Mr. Sce, and Mr. Clark were in favor. None opposed. Ms. Vincent abstained. Motion carries.

February 13, 2013 – Regular Meeting

Ms. Vincent motioned to approve the minutes of the February 13, 2013 Special Meeting. Mr. Pagoni seconded the motion. The following changes should be made: under item I.2, 4th paragraph, first item, \$21.980 should have a comma and read \$21,980. Mr. Pagoni, Ms. Vincent, Mr. Frattaroli, Mrs. Kramer, Dr. Block, and Mr. Clark were in favor. None opposed. Mr. Powell and Mr. Sce abstained. Motion carries.

C. PUBLIC PARTICIPATION (2 minute limit)

Mr. David Garritt, 23 Rudansky Lane, thanked Mr. Guzman for the conversation regarding the proposition for a tuition/lottery based all-day kindergarten. It is not something that will work this year for a variety of reasons. Mr. Garritt noted that money is tight and made a pitch to the Board and the Administration. If there is any extra money from insurance returns and based on how the rest of this year's budget comes in, he would like to propose that all-day kindergarten be considered for the coming school year.

D. POINTS OF INFORMATION

Mr. Clark inquired if all-day kindergarten is required in the new, common core curriculum. Mr. Guzman clarified that it is not. Dr. Eidson explained that while it is not a requirement, at the state level people do not know how the curriculum can be done without all-day kindergarten. She is currently developing the program based on half-day kindergarten. A brief discussion took

place regarding development of the curriculum. Dr. Eidson explained that if all-day kindergarten is implemented, it would be ideal to have a year to train the teachers and develop the program. Many towns are adding it next year and currently over 100 towns have it in place. She expects that not having all-day kindergarten will show in future test scores. Mr. Guzman will bring the list of districts offering all-day kindergarten to the next meeting. Mr. Frattaroli inquired about the effectiveness and Dr. Eidson responded that it has been shown to have very positive results. Mr. Clark asked if there is sufficient space to hold the program and Mr. Guzman responded that there is.

Mr. Pagoni shared an e-mail that he received from a student which included a PowerPoint presentation regarding the proposed cancellation of music and chorus. Mr. Pagoni noted that a student cannot fix this but the people on the Board can and need to find a way to do so. The arts program is a shell of what it was and some shuffling needs to be done to make this happen. Dr. Block agreed but noted that anyone who has a passion for anything in the schools could present something similar. Mr. Pagoni responded that the same was done with sports last year. Dr. Block noted that students pay a good amount of money to play. She does not know the answer but the Board needs to determine what the priorities are. Mr. Pagoni added that studies show that music education pays dividends in math and science skills. Dr. Block noted that it is a sad testament but it is not up to the Board. It is up to the residents at referendum.

Mr. Clark inquired if there would be any impact from the possible sequester in Washington, D.C. Mr. Guzman did not have any information at this time.

Mr. Powell noted that Mr. Garritt saw value in having the conversation with Mr. Guzman regarding all-day kindergarten. This demonstrates that the Board is able to articulate a conversation for clarification. Mr. Guzman and his staff are professionals and happy to respond to the public's questions and concerns.

Mr. Clark asked if Friday lunch has started at the High School. Dr. Eidson clarified that it has begun and they are taking reservations.

E. STUDENT REPRESENTATIVE REPORT- none

F. SUPERINTENDENT'S REPORT

F.1. Proposed School Calendar – 2013/2014

Mr. Guzman explained that with accreditation taking place in the upcoming year, the high school has requested six late-start dates in its calendar. This will help the staff prepare adequately for the upcoming New England School and Colleges (NEASC) visit. The policy committee reviewed this at its February 14th meeting. The district had a similar calendar ten years ago when it went through the accreditation process. Other than those dates, this calendar of 183 school days reflects start and ending dates: August 28th and June 13th. In the teachers' contract, there are five professional development days that are designated in the calendar as well. This document will be posted to the website so that parents may review the calendar and provide feedback. This item will be on the agenda for Board consideration at the next meeting.

F.2. Change of Board Meeting Date

A Board meeting is currently scheduled for March 27th. This date conflicts with the Public Hearing on the Town Manager’s recommended budget. Mr. Guzman suggested either changing the date or cancelling the meeting. Mr. Pagoni motioned to move this item to action item I.4. Dr. Block seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

F.3. Freshman Baseball Team

Mr. Guzman explained that there is a request to sponsor a Freshman Boys Baseball team. The total cost would be \$4,896 and a breakdown of the expenses and contributions was reviewed. There will not be any impact to the Board budget. He recommended putting this on the agenda for approval at the next meeting. Mr. Pagoni motioned to move this item to action item I.5. Ms. Vincent seconded the motion. On the attachment, “It is estimated that 16 athletics” should be, “It is estimated that 16 athletes”. Mr. Clark inquired as to what supplies would be shared with the JV (Junior Varsity) and Varsity teams. It was clarified that this would include bats and balls and that at this age, many students have their own equipment. Mr. Clark expressed concern that since JV and Varsity are funded, something non-funded would be using the equipment. Mr. Pagoni noted that this would be a very small amount. Mr. Clark recommended that perhaps the Friends of Tolland Baseball could increase its contribution. He is not opposed to the team. All were in favor. None opposed. None abstained. Motion carries.

F.4. Board Policy 1041 – Green Cleaning Programs
Board Policy and Administrative Regulation 4142 – Retention of Electronic Records and Information

The minor changes to the two policies were reviewed by Mr. Guzman. These policies will be on the next meeting’s agenda for consideration.

F.5. Status of the Budget – February 15, 2013 (no enclosure)

Mr. Guzman provided copies of the status report of the budget for fiscal year 2012/13 as of February 25, 2013. The difference in the unexpended balance since the January 23, 2013 budget projection is \$71,195. The major accounts responsible for the change include Special Services (131) and Utilities- Energy Management (663).

The anticipated special education excess reimbursement, which should be 100% funded, has not been funded at this level for a number of years. The reimbursement from the State Department of Education increased from 70.0% to 76.3%. All districts are submitting for reimbursement to the state and this percent could change and will need to be monitored closely. Mr. Sce noted that grants appear to have remained consistent, if not higher year over year and the trend statewide is that enrollments are down. In turn, from a budget perspective, it may be overly conservative to say that the grant funds are decreasing. Mr. Guzman explained that based on conversations with others, some districts did not report 100% of their excess cost grant students so that one needs to remain cautious. This grant applies to outside placement, not those students serviced in district. Mr. Guzman added that the state came in last week to do focused-monitoring to review the District’s procedures and processes used to identify students who need outside placement.

Mr. Powell inquired about the utilities. In the attachment, it is noted that there are no funds projected to cover the possible CL&P storm loss funds. These are funds CL&P is attempting to recapture. In turn, the District may be billed. Mr. White explained the origin of this potential expense. The law allows CL&P to recoup funds it had to spend due to weather-related events. It is believed that this expense will be amortized but Mr. White does not know what fiscal year this may affect or the form it may take. Although the District purchases its power through TransCanada, CL&P may still charge for infrastructure expenses. Mr. Sce inquired if there could be a rate drop due to the decrease in natural gas prices. Mr. White explained that the District is locked into paying a fixed rate to TransCanada through 2015. Green credits were one reason the District chose to go into this contract and use a third-party company. Mr. Guzman confirmed that this account can be very volatile, much like the Special Services account.

G. COMMITTEE & LIAISON REPORTS

Finance & Facilities Committee

Mr. Powell noted that at the next meeting they will continue to discuss the budget and will look for opportunities including consolidation of services. Additionally, the Committee will finalize its reply to the emergency response plan. Dr. Block noted that it is imperative that peoples' pets are made part of the plan. Statistically, people will not leave their homes if they cannot take their pets. Mr. Powell concurred but believes that a priority is that the driveways to the schools are plowed so that people can get to the area of refuge. Further, funding must be examined as well. Mr. Guzman added that during the last storm, the EOC (Emergency Operations Center) was opened at the fire station. Contacts were made with a number of shelters for animals and the Chief is on top of this. Mr. Powell invited the Board to provide the Committee with additional ideas. Mr. Pagoni added that if something were happens resulting in homes being destroyed, such as a tornado, they are poorly prepared.

Policy Committee

Ms. Vincent explained that a meeting was held on February 14th. They reviewed a sample policy regarding advertising at the artificial turf field and on school property. The Committee asked the Superintendent to research other similar policies. Further, they reviewed the calendar and policies 1041 and 4142 on this evening's agenda. Mr. Powell asked if it is the Committee's recommendation to approve the artificial turf agreement on the evening's agenda. Ms. Vincent noted that only advertising was reviewed. Mr. Guzman added that there have been discussions regarding both permanent and temporary signage. There are multiple avenues to accomplish this. Mr. Guzman did acquire more sample policies and will share them with the Committee.

Negotiation Committee

Dr. Block noted that the Committee is just starting to plan dates to negotiate with the custodians.

EASTCONN Liaison Report

Mrs. Kramer attended the meeting held on February 26th and provided a review. Teacher evaluation in regard to common-core state standards was discussed. Throughout the state, there are 38,000 certified teachers. For this new evaluation, there is only \$12-18M. Mrs. Kramer explained how the evaluation process would work and the deadline dates. She received a handout from the CT Minority Teaching Recruiting Alliance (CT RESC MTR

Alliance) and a review of policies 5000 and 6000 which include student handbooks and electronic devices. Additionally, a report on early Head Start was provided.

Town Council Liaison

Mr. Clark explained that the Council unanimously approved the management agreement for the artificial turf field as it was presented. Additionally, they had an item on their agenda authorizing the Town Manager to execute on behalf of the municipal corporation a Personal Services Agreement with the State of Connecticut for financial assistance to Tolland High School Athletic Field Lighting. Mr. Clark believes the amount is for \$200,000 for the initial funding.

Great Path Academy Liaison - none

H. S. Turf Field Committee Liaison

Mr. Frattaroli explained that the Committee approved the RFQs (Request for Quote) and the proposal for design and contract management. The RFQs are due on March 5th and the Committee has received thirty nine requests for the packets. The next step is to review and rank the submitted proposals and create a short list of three to five firms to interview. Ms. Bellody is continuing to work with the DEEP (Department of Energy and Environmental Protection) to process state funds. The scope of the work has not yet been discussed. There are a variety of grades for the field and lighting. Mr. Frattaroli will reach out to learn more information from others who have worked on similar projects. Ms. Vincent inquired as to who wrote the specifications for the RFQs and their qualifications. Mr. Frattaroli was unsure but will get the information on who put together the proposal for design and contract management and the additional details. He believes Ms. Bellody took part. Mr. White was recognized and offered that Ms. Bellody had many years of experience with proposals and other bid specifications and has been very successful and thorough in her approach.

CABE

Mr. Powell will be at a CABE sponsored event on April 2nd representing the District in regard to a common core curriculum conversation.

H. CHAIRPERSON'S REPORT

Mr. Powell explained that his statement is in relation to what will take place in the next two months in regard to the Town Council's meetings, the Board's joint meetings, and the referendum. Often taxpayers ask where they should go to voice what they believe is important. It is not appropriate for people to go to the Town Council to discuss the sports or music program. This conversation should be brought to the Board of Education. One would go to the Town Council to state that the Superintendent's budget proposal as a whole should be supported is appropriate. Programs should be discussed with the Board while the large check items should be presented to the Town Council. The Board will continue to work efficiently and progressively.

I. BOARD ACTION

I.1. Great Path Academy – Regional College Readiness Alliance

Ms. Vincent motioned to approve the Great Path Academy Readiness Alliance Agreement. Dr. Block seconded the motion. Mr. Guzman noted that there are two

attachments. He requested that attachment B, the Memorandum of Understanding Re: Great Path Academy Governing Board be voted on separately. Attachment B dissolves the governing board while attachment C is regarding the Regional College Readiness Alliance. In turn, there are two actions.

Mr. Pagoni motioned to amend the original motion and only consider attachment B at this point. Ms. Vincent seconded the motion. There was no discussion. Mr. Powell, Mr. Pagoni, Ms. Vincent, Mr. Frattaroli, Mrs. Kramer, Dr. Block, and Mr. Clark were in favor. None opposed. Mr. Sce abstained. Motion carries.

Mr. Pagoni motioned to approve attachment B, the dissolution as proposed. Ms. Vincent seconded the motion. There was no discussion. Mr. Powell, Mr. Pagoni, Ms. Vincent, Mr. Frattaroli, Mrs. Kramer, Dr. Block, and Mr. Clark were in favor. None opposed. Mr. Sce abstained. Motion carries.

Ms. Vincent motioned to approve attachment C as provided and proposed by the Superintendent. Dr. Block seconded the motion. There was no discussion. Mr. Powell, Mr. Pagoni, Ms. Vincent, Mr. Frattaroli, Mrs. Kramer, Dr. Block, and Mr. Clark were in favor. None opposed. Mr. Sce abstained. Motion carries.

I.2. Request for Unpaid Leave of Absence

Mrs. Kramer motioned to approve the request for the unpaid leave of absence. Dr. Block seconded the motion. A discussion took place. Mr. Clark inquired if this is the .4 music position that is proposed to be eliminated in the budget. Mr. Guzman confirmed that it is. Mr. Clark expressed concern regarding approving a leave of absence for a position that will no longer exist. Dr. Block responded that the position currently does exist and in turn the leave of absence needs approval. Mr. Guzman agreed that the position does exist and there is no final vote on next year's budget. Mr. Pagoni moved the question. Mr. Powell, Mr. Pagoni, Ms. Vincent, Mr. Frattaroli, Mrs. Kramer, Dr. Block, and Mr. Sce were in favor of the motion as it stands. Mr. Clark opposed. None abstained. Motion carries.

I.3. Artificial Turf Agreement

Mr. Pagoni motioned that the Board pass the artificial turf agreement that was passed last night at the Town Council meeting. Dr. Block seconded the motion. Mr. Clark moved to postpone action on this item until the Board can look at the advertising component and ensure everything is in order. Mr. Sce seconded the motion to postpone action. A discussion took place. Mr. Pagoni cited item D in the agreement which states that the Board has the final approval. Mr. Clark had additional questions about the agreement. Under paragraph H, the Board would only be allowed to comment but not to act. Mr. Pagoni asked for clarification where he would have concern with a management company. The Town will take care of the fields and may have someone do it for them. Mr. Clark responded that the fields belong to the District. Mr. Powell agreed that if the Board does not agree with the decision that it will not be able to act. Mr. Clark noted that there is not any urgency to approve the agreement. Another area highlighted was item C. Further, under item I, the year-end cost for field maintenance is due on July 15th but the annual meeting is scheduled for June 1st, before the associated costs are provided. Mr. Pagoni moved the question. Dr. Block seconded

the movement of the question. All were in favor. None opposed. None abstained. Motion carries.

All were in favor of postponing the motion. None opposed. None abstained. Motion carries. The motion to approve the artificial turf agreement has been postponed. It will be referred back to the Policy Committee. Mr. Guzman will inform the Town Manager.

I.4. Cancellation of Board Meeting

Ms. Vincent motioned to approve the cancellation of the March 27, 2013 meeting. Dr. Block seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

I.5. Freshman Baseball Team

Dr. Block motioned to approve the Freshman Baseball Team as provided by the administration. Mr. Sce seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

J. PUBLIC PARTICIPATION

Mr. David Garritt, 23 Rudansky Lane, commented that Tolland's DRG (District Reference Group) has thirty towns; fourteen of them have all-day kindergarten. With the common core coming, if the District does not move to all-day kindergarten it will be in trouble. In regard to Dr. Eidson's comment, when one sees it in the test scores, it will be too late. It is something that must be seriously considered.

Student Representative Ms. Lasala noted that students have received their progress reports and are half way through the third quarter. CAPT (CT Academic Performance Test) will start being administered next week. The Student Council is working to raise money for an animal shelter and collecting items at lunch. Additionally, the Council is working on Prom Safety Week. The prom is scheduled to be held on May 10th. Ms. Lasala will provide the name of the animal shelter to the Board for its next meeting.

K. POINTS OF INFORMATION

Mr. Pagoni was happy to hear that the Finance and Facilities is discussing the emergency response plan. He went through the emergency annex for the Board today. Having many years of military experience, he had questions regarding how to execute the plan. There is a lack of specificity. Further, he met with the leadership of the Town Council last night. It was a good, productive meeting. He suggested plowing every school driveway in Town when clearing the streets. This will allow people to be able to come to help shovel and not park on the streets. Further, during the last storm, each principal made a call asking for help. In turn, some parents who have children at multiple schools received multiple phone calls. Mr. Pagoni recommended that there only be one phone call and that everyone should meet at one location and then be assigned to an area. It is not appropriate to make more than one call. Lastly, Mr. Pagoni committed to continue working on the budget; the Board should not wait until the last two weeks of June.

Mr. Sce apologized for missing the budget meeting. He agreed with Mr. Pagoni, the Board should not wait until the budget is approved. It needs to provide guidance and direction in regard to how the money should be spent. Music does not need to be cut. Mr. Sce believes there are

other areas where cuts can be made. Further, it may be possible to keep the teaching positions if the Board prioritizes where the money is spent. As elected officials, it is up to the Board to stick its neck out to determine fund allocation. Mr. Sce has gone through the budget extensively, identified where priority changes can be made that do not directly impact the schools' budgets, and put together a list. The programs need to be addressed by those with expertise – the Superintendent and the principals. The Board needs to look at accounts and reduce cost and/or reallocate funding. Mr. Sce distributed a worksheet to the members which examines object accounts. This included the object account, the description, the location, the proposed 2014 budget number, Mr. Sce's suggested adjustment of the proposed 2014 budget number, his revised/suggested 2014 budget number, the differences, his goals, and assumptions.

The assumptions are based primarily on 2012. The school system was run with a certain amount of money with over 200 additional students. Mr. Sce took into account cost of living and contract-negotiated increases. For example, since they are not looking to hire additional teachers, there should not be any increase in head count. The only increases should be those that are contract-negotiated and approximated this to be 3%. He is looking only at Systemwide Services under Certified Salaries. Mr. Guzman noted that this will require a good deal of work, which will be done, to explain what Mr. Sce is referencing. Mr. Sce noted that this is not his intent; it is up to the voters. Mr. Guzman clarified that Systemwide Services includes certified teachers who are not in the classroom. Mr. Sce explained that if the Board chooses to cut only 5 classroom teachers, then the District will need to find 3 more under Systemwide Services if the plan is to eliminate 8 teachers total. Mr. Sce is looking to cut Systemwide Services, not classroom teachers. In 2012, schools were run with these accounts which have now jumped substantially. The priority when looking at a budget is to ask why one cannot run a business/district with less customers/students taking into account compounded cost of living increases and other items.

Mr. Pagoni inquired if anyone, other than Mr. Sce has a starting point. The chances of getting the budget requested are slim so it is time to look at reality in case it does not come through. He noted that it is a lot of work but asked Mr. Guzman to review the document and provide information and justification. Then discussions can take place. Mr. Sce noted that the principals' budgets are flat to negative in the standalone budgets. The biggest increases are in Systemwide Services. The right direction is to start with actuals that worked and ran the schools and go from there. A balance needs to be found; it will not make everyone happy.

Mr. Sce noted that the next issue, in respect to the budget, is about combining services. Mr. Guzman confirmed that discussions are taking place. This does not mean that a position will be reduced or eliminated. A discussion of deadlines took place. It was determined that it should happen before June.

Mr. Sce inquired about previous discussions regarding the possibility of consolidating schools in Town. Mr. Guzman confirmed that there is an RFP (Request for Proposal) out for a study of projected enrollments in relation to the programs in the schools. The deadline for the RFP is March 8th. Mr. Powell noted that this is not something that can be expected by the end of June. Mr. Sce agreed but does not want to wait until half way into the next fiscal year. Mr. Powell added with a decrease in enrollment, it is probably something that may have to be done.

Mr. Powell commented that there has been involvement by everyone on the Board. There has been much more in-depth analysis in the operational sphere. The Board has done a very good job and he thanked the members.

Mrs. Kramer commented that on a personal note, in regard to the budget, it is ok to say “yes” to “no” three times.

Mr. Guzman addressed Mr. Pagoni’s point regarding the decision to have calls made from each of the four schools. They knew there would be an overlap. The goal was to not have parents meet at a central location but to go directly to the schools.

Mr. Guzman addressed Mrs. Kramer’s report from the meeting at EASTCONN and the alternative plans for the teacher evaluation program. The District has been working on developing its evaluation plan for teachers and administrators. It will be submitted to the state soon for review and approval. This past weekend, he received a letter that indicated that an alternative implementation plan that is less than the full plan could be used. Mr. Guzman explained the options. He will need to convene a meeting with the teachers’ and administrators’ unions to agree on an alternative plan and submit it to the State Department of Education.

Mr. Pagoni motioned to extend the meeting past 10:00PM. Ms. Vincent seconded the motion. Mr. Powell, Mr. Pagoni, Ms. Vincent, Mr. Frattaroli, Mrs. Kramer, Mr. Sce, and Mr. Clark were in favor. Dr. Block opposed. None abstained. Motion carries.

Mr. Powell inquired if the change in the number of teacher evaluations would affect the technology data needs. Dr. Eidson explained that regardless as to the percent of teachers being evaluated, the plan needs to be fully implemented with those teachers. Mr. Guzman added that the teachers who are not identified as part of the alternative plan will still be evaluated under the old plan.

Mr. Pagoni, in reference to the calls made from the schools requesting shoveling assistance, asked Mr. Guzman if he considered making just one call. Mr. Guzman responded that yes, they had, but decided to make four calls by each of the four principals because time was of the essence. They wanted parents to go directly to the schools.

L. CORRESPONDENCE

- Town Council Meeting Minutes from February 12, 2013
- School Calendars for March

M. FUTURE AGENDA ITEMS

1. List of towns with all-day kindergarten
2. 2013/14 Calendar for review
3. Polices 1041 and 4142 on agenda
4. Artificial turf contract - possible
5. Policies for first reading
6. RFP on school analysis

O. Adjournment

Ms. Vincent motioned to adjourn the meeting at 10:10 P.M. Mrs. Kramer seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lisa Pascuzzi". The signature is written in a cursive style with a large initial "L".

Lisa Pascuzzi
Clerk

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: March 13, 2013

SUBJECT: Distributive Education Clubs of America (DECA)

Tolland High School's brand new business club is off to an impressive start. Affiliated with the internationally known DECA organization, the new Tolland High School chapter joins 5,000 chapters and 185,000 high school students around the globe. The DECA organization is committed to preparing emerging leaders and entrepreneurs in marketing, finance, hospitality, and management. DECA members can begin their participation in the high school division as early as ninth grade and continue through their college years.

Tolland High School's DECA chapter currently has 36 members hard at work incorporating their newly acquired business skills into real life scenarios through role plays, community-based interaction, and state-wide competitions. In October, students attended a **DECA Leadership Conference** with over 500 students from across the state. In December, 15 enterprising students attended their first competitive event at the **University of New Haven – DECA Day**. Over 150 students from across Connecticut tackled a variety of business scenarios and formally presented their proposals to a panel of judges made up of university professors and top corporate executives. Our Tolland High School students wowed the judges with their knowledge, poise, and confidence placing in each of their categories.

This experience enabled students to confidently enter their first state wide competition. Twenty business students entered the 60th Annual DECA State Leadership Conference. With 33 high schools and over 1000 students competing, in 40 different events, Tolland High School came home with 10 state finalists and 6 have been invited to compete at the International DECA Competition in Anaheim, California in April. At the International Competition, these students can expect to compete against 14,000 high school students from around the world in a variety of business oriented events as well as be exposed to over 1,000 corporate mentors.

Students Competing in the International Competition:

Chance Foster	2nd place	Sports & Entertainment Marketing
Tyson Bridge & Ray Tetreault	3 rd place	Sports & Entertainment Marketing
Kelsey Lewis & Shaheer Hassan	5 th place	Business Law and Ethics
Hunter Muhlhauser	5 th place	Quick Serve Restaurant Management

Additional Finalists include:

Jake Fenner and Mike Zimmerman
Mackenzie Dunham
Matt Holyst

Sports and Entertainment Marketing
Principles of Business Management
Principles of Marketing

In addition to these competitions, THS DECA has been actively involving the community in their quest for business knowledge and experience. In December members hosted the first annual ***Business Alumni Day*** inviting back several THS Alumni who are currently business majors in college. DECA members enjoyed listening to their “peers” and discovering what it takes to succeed at the college level. Representatives from ***Johnson and Wales University*** have been actively mentoring competing students and ***Men’s Wearhouse*** will soon be demonstrating the importance of appropriate business attire and how to “Dress for Success”. In addition, DECA members are committed to fundraising for the Muscular Dystrophy Association and other charities. The officers and all club members have worked tirelessly to establish THS DECA as not only an active club at Tolland High School, but as a dynamic club that is ready to “make its mark” at both the state and national level.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: March 13, 2013

SUBJECT: Tolland Art Students Earn Top Honors at Scholastics Art Competition

The Scholastic Art Competition is a long-standing national arts competition that recognizes excellence in the visual arts. M.R. Robinson, the founder of Scholastic Inc., established it in 1923. Students from across Connecticut compete at the state level. Awards are given in fourteen juried categories and include honorable mention, silver, and gold key awards. Gold key awards then move on to compete at the national level. National award winners will be exhibited at the Corcoran Gallery in Washington DC.

At the recent 2013 competition, Tolland art students garnered two gold awards, three silver awards, and three honorable mention awards. The top gold awards were received in two categories, which included a drawing portfolio, completed by student artist Brianna Ricciardone as well as one in the sculpture category created by student artist Bailey Fontaine. Bailey's gold key sculpture also earned an American Visions nomination and will compete with other American Vision nominees from across the country at the national level. Silver awards were earned in the drawing category by Nathan Files and Genevieve Hoyt and in the jewelry category by Bailey Fontaine. Honorable mention awards were earned in both the drawing and painting categories by Nick Olson and Jillian McKenzie respectively. In addition, Bailey Fontaine earned an honorable mention for a jewelry piece. To add to their accolades in individual categories, Bailey and Jillian each earned a \$20,000 merit scholarship to the Hartford Art School. Gold awards by Brianna and Bailey will go on to compete at the national level. An awards ceremony for all Connecticut award winners was held on Sunday January 27, 2013 at the Lincoln Theater, University of Hartford.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: March 13, 2013

SUBJECT: District Communication – Quick District Facts

Attached is a sample version of “Quick District Facts” which will provide parents/guardians of children attending Tolland Schools with information about the District. This information will include several short data points about academic programming, fiscal data, budgetary process, achievements, etc.

The “Quick District Facts” will be distributed to parents/guardians via each schools digital backpack twice weekly.

The Administration recommends approval to create and distribute “Quick District Facts”.

Quick District Facts

- that on Wednesday, February 13, 2013 the Board of Education recommended a 3.78% increase to the Board of Education Budget for next year which will go to Town Council for its review prior to referendum.
- that the referendum vote on the Town Budget is set annually for the first Tuesday in May. This year it is scheduled for Tuesday, May 7, 2013.
- that the entire District budget for 2013/2014 is on the District website (www.tolland.k12.ct.us) with Questions and Answers about specific accounts.
- that there are three scheduled Budget Discussions with the Town Manager and Council for the 2013-2014 fiscal year scheduled for March 13th, March 20th and March 21st all beginning at 7:30 p.m. at the Hicks Memorial Municipal Center, 21 Tolland Green in the 6th Floor Council Chambers.
- that 88% of the 2012 Tolland High School graduating class attended either 4 year (65%) or 2 year (23%) colleges.
- that the Tolland per pupil spending in the 2010/2011 for instruction programs was \$7,141 (\$1,625 less than the State average), ranking 155 lowest of the 169 Connecticut towns.
- that the Student Success Plan mandate (enacted in 2009), the anti-bullying school climate mandate (enacted in 2010) and the teacher evaluation mandate (enacted in 2012) are all unfunded.
- that the 4 year graduation rate for the 2012 senior class was 97.4%.
- that the Connecticut Mastery Test (CMT) results for the last year showed an increase in 13 or the 15 tested areas of Math, Reading and Writing by cohort from grade 4 through 8.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: March 13, 2013

SUBJECT: 2012/2013 School Calendar – Proposal

At this time, there have been nine (9) school cancellations due to inclement weather. By adjusting the school calendar during the year, we have been able to recover 3 of these 9 days, leaving 6 days to be made up. Five of the six days will be made up by adding school days at the end of the year and one day of the April vacation will be converted into a school day. Should there be additional school cancellations, make-up days are scheduled to come from the remainder of the April vacation.

Due to the uncertainty of weather conditions for the remainder of the school year and in an attempt to avoid disruption of family vacation plans for the April vacation period, I am requesting that the Board consider authorizing me to reduce the academic school year by up to 3 days to accommodate additional school cancellations.

Should the school calendar be reduced, teachers will attend in-service training during the week of June 24, 2013. The in-service training will focus on the Common Core State Standards as well as the new teacher evaluation plan.

WDG:ca

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: March 13, 2013

SUBJECT: List of Districts with All-Day Kindergarten

At the last Board of Education meeting, a request was made for a listing of Connecticut school districts with All-Day Kindergarten. Please see attached listing.

With the implementation of the new Common Core State Standards has come an increased need for all-day Kindergarten. The common core standards includes developmentally appropriate concepts that can be best delivered, and paced appropriately for kindergarten students, in an all-day time frame. There are many schools, including some DRG C schools, which are currently or are in the process of implementing all-day Kindergarten.

WDG:ca

FULL DAY KINDERGARTEN

Andover	Ledyard	Regional District 17
Ashford	Lisbon	Regional District 18
Avon	Litchfield	Ridgefield
Bethany	Madison	Salem
Bethel	Manchester	Salisbury
Bloomfield	Mansfield	Scotland
Bozrah	Meriden	Seymour
Branford	Middletown	Sharon
Bridgeport	Milford	Sherman
Canaan	Monroe	Simsbury
Chaplin	Naugatuck	Sprague
Chester, Deep River & Essex	New Britain	Stamford
Clinton	New Canaan	Sterling
Colebrook	New Fairfield	Stonington
Columbia	New Haven	Stratford
Coventry	New London	Suffield
Cromwell	New Milford	Thomaston
Darien	Newington	Thompson
Derby	Norfolk	Trumbull
East Hartford	North Branford	Voluntown
East Haven	North Canaan	Waterbury
East Windsor	North Haven	Waterford
Eastford	North Stonington	West Hartford
Easton	Norwalk	Westbrook
Franklin	Old Saybrook	Weston
Granby	Plainville	Wethersfield
Greenwich	Plymouth	Willington
Hamden	Preston	Winchester
Hampton	Putnam	Windham
Hartford	Regional District 1	Windsor
Hebron	Regional District 10	Windsor Locks
Kent	Regional District 12	Wolcott
LEARN	Regional District 13	Woodbridge
Lebanon	Regional District 14	Woodstock

Bold = DRG Group C

DRG C

Andover

Barkhamsted

Bethany

Bolton

Canton

Columbia

Cornwall

Ellington

Essex

Hebron

Mansfield

Marlborough

New Hartford

Oxford

Pomfret

Salem

Sherman

Somers

Suffield

Tolland

Regional District No. 4

Regional District No. 7

Regional District No. 8

Regional District No. 10

Regional District No. 12

Regional District No. 13

Regional District No. 14

Regional District No. 17

Regional District No. 18

Regional District No. 19

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: March 13, 2013

SUBJECT: Tolland High School Presentation – Drug, Alcohol, Teens and Truth

Residents are invited to a program being held on April 3rd at 7:00 p.m. at Tolland High School. *Drugs, Alcohol, Teens and Truth* features a panel discussion with Supreme Court Justice Peter Zarella, State's Attorney Matthew Gedansky, Griffin Hospital ER Doctor Cliff Wagner, and a parent Lisa Manville. The panelists will share their expertise on the issues of drugs and alcohol in teenagers including the legal, physiological, and emotional implications of use.

Based on the ERASE Survey conducted in 2010 which documented that 89% of Tolland High School and Tolland Middle School students feel they could get marijuana from a peer and 79% feel they could obtain alcohol from a peer, this event is important to all of Tolland families. Parents and students are encouraged to attend to hear the implications for both on this subject.

Attached is a flyer with more information about the program.

WDG:ca

DRUGS, ALCOHOL, TEENS, & TRUTH

89% of
Tolland High
School and Middle
School students feel
they could get marijuana
from a peer and 79% stated
they could get alcohol from a peer.

Join us for a discussion about drugs
and alcohol with:

Connecticut Supreme Court Justice Peter T. Zarella
Connecticut State's Attorney Matthew C. Gedansky
Griffin Hospital Doctor Clifford Wagner
Parent Lisa Manville

April 3, 2013 Tolland High School Auditorium **7:00 p.m.**

Contact Assistant Principal Margot Martello with questions.

mmartello@tolland.k12.ct.us

860-870-6818 x104

TO: Members of the Board of Education

**FROM: William D. Guzman
Kathryn Eidson**

DATE: March 13, 2013

SUBJECT: State Geography Bee

Please note that both of our school winners in the geography bee did well enough on the qualifying test to earn a spot in the State Geography Bee next month. Eric Hohenthal (TIS) and Charles Perosino (TMS) will both participate in the State Bee on Friday, April 5th, at Central Connecticut State University.

WDG:ca

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: March 13, 2013

SUBJECT: Proposed School Calendar – 2013/2014

Attached for your review is the proposed school calendar for 2013-2014. The calendar has 183 school days with the first day of school being August 28, 2013. Please note that there are six (6) Late Start dates listed for the High School. The Late Start days will be used by the teachers to work on the standards reports in preparation for the accreditation visit by the New England Association of Schools and Colleges (NEASC). Professional development will be three half-day sessions falling on September 18, October 23 and January 15 in addition to the five In Service days listed for August 26, August 27, October 15, November 12 and December 13 (K-8) and January mid-semester day (9-12). The tentative last day of school falls on Friday, June 13, 2014.

This proposed School Calendar was reviewed by the Policy Committee at its February 14, 2013 meeting. The Administration recommends approval.

WDG:ca

Tolland Public Schools

Proposed 2013-14 School Calendar



August/Sept. (23 days)

M	T	W	TH	F
IS	IS	28	29	30
2	3	4	5	6
9	10	11	12	13
16	17	HD	19	20
23	24	LS	26	27
30				

October (21 days)

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	IS	16	17	18
21	22	HD	24	25
28	29	LS	31	

November (17 days K-12)

M	T	W	TH	F
				1
4	5	6	7	8
11	IS	13	14	15
18	19	LS	21	22
25	26	HD	28	29

**December (14 days K-8)
(15 days 9-12)**

M	T	W	TH	F
2	3	4	5	6
9	10	11	PTC-HD	PTC
16	17	LS	19	20
23	24	25	26	27
30	31			

**January* (21 days K-8)
(20 days 9-12)**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	HD	16	17
20	21	22	23	24
27	28	LS	30	31

February (18 days)

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	LS	27	28

March (21 days)

M	T	W	TH	F
3	4	PTC-HD	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April (17 days)

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May (21 days)

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June (10 days)

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	LD
16	17	18	19	20
23	24	25	26	27
30				

**There will be an inservice meeting day for high school staff only on the day after the first semester ends.
No School for High School students.
Note: If school cancellations occur, efforts will be made to make up days on other than Spring Break.

DATES

August 28, 2013
 June 13, 2014
 June 13, 2014
 *TENTATIVE

First Day
 *Last Day
 *THS Graduation

NO SCHOOL =

August 26-27 Teacher Inservice
 September 2 Labor Day
 October 14 Columbus Day
 October 15 Teacher Inservice
 November 11 Veterans' Day
 November 12 Teacher Inservice
 November 28-29 Thanksgiving
 December 13 K-8 Conferences (PTC)
 December 23-January 1 Winter Break
 January 20 Martin Luther King Day
 T.B.D. **THS Mid-Semester Day
 February 17-18 Mid-Winter Break
 April 14-18 Spring Break
 May 26 Memorial Day

HALF DAYS = HD

September 18 K-12 Teacher Inservice
 October 23 K-12 Teacher Inservice
 November 27 Thanksgiving
 December 12 K-12 Conferences (PTC)
 January 15 K-12 Teacher Inservice
 March 5 K-8 Conferences (PTC)
 March 5 9-12 Teacher Inservice
 June 13 Last Day of School

LATE STARTS (HS Only) = LS = 2 hours

September 25; October 30; November 20; December 18;
 January 29; February 26

*If school is closed on the PTC scheduled for Thursday or Friday, **Dec. 12 or 13**, the make-up day will be Monday, **Dec. 16**. If school is closed on the PTC scheduled for Wednesday, **March 5** (1/2 day of school), the make-up day will be Monday, **March 10** (1/2 day).

PTC = Parent/Teacher Conferences*

IS = Inservice Meeting for Teachers

HD = Half Day

LD = Last Day

LS = Late Start



I.2.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: March 13, 2013

**SUBJECT: Board Policy 1041 – Green Cleaning Programs
Board Policy and Administrative Regulation 4142 – Retention of
Electronic Records and Information**

Attached please find the above referenced Board Policies.

These Policies were reviewed by the Policy Committee on February 14, 2013.

Both policies are revised. The language to be deleted is in brackets and new language is in caps and is bolded.

The Administrative Regulation 4142 is enclosed for your information and does not require Board approval.

WDG:ca

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: GREEN CLEANING
PROGRAMS

Number: 1041

Community/Board Operation

Approved: 12/8/10

REVISED:

It is the policy of the Tolland Board of Education to[, on or before July 1, 2011,] implement a green cleaning program in which the board procures and properly uses environmentally preferable cleaning products in school buildings and facilities.

The Tolland Board of Education shall provide the staff of each school and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program. Such notice shall include:

1. The types and names of environmentally preferable cleaning products being applied in schools,
2. The location of the application of such cleaning products in the school buildings and facilities,
3. The schedule of when such cleaning products are applied in the school buildings and facilities,
4. The statement, "No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize (with the exception of approved green cleaning hand sanitizers) or disinfect.", and
5. The name of the school administrator, or a designee, who may be contacted for further information. Such notice shall be provided to the parents or guardians of any child who transfers to a school during the school year and to staff hired during the school year.

The Tolland Board of Education shall make such notice, as well as the report submitted to the Department of Education pursuant to subsection (a) of section 10-220 of the general statutes (i.e. required report on condition of facilities, action taken to implement the Board's long-term school building program, indoor air quality and green cleaning program), available on its web site and the web site of each school under such board's jurisdiction. If no such web site exists, the Board shall make such notice otherwise publicly available.

Legal References:

Connecticut General Statutes:
§10-220(a)
§10-231g

[Public Act 09-81 An Act Concerning Green Cleaning Products in Schools]

BOARD POLICY

REGARDING: Retention of Electronic Records and
Information

Number: 4142
Personnel

Approved: 3/26/08

REVISED:

I. Policy

The Board of Education (the "Board") complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and records. The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and destruction of electronic information and the dissemination of such administrative regulations to all employees.

II. Use of e-mail and electronic communications

THE BOARD OF EDUCATION PROVIDES COMPUTERS, A COMPUTER NETWORK, INCLUDING INTERNET ACCESS AND AN E-MAIL SYSTEM, AS WELL AS ANY ELECTRONIC DEVICES THAT ACCESS THE NETWORK SUCH AS WIRELESS AND/OR PORTABLE ELECTRONIC HAND-HELD EQUIPMENT THAT CAN BE USED FOR WORD PROCESSING, WIRELESS INTERNET ACCESS, IMAGE CAPTURE AND RECORDING, SOUND RECORDING, INFORMATION TRANSMITTING AND/OR RECEIVING, STORING, ETC. (INCLUDING BUT NOT LIMITED TO, PERSONAL LAPTOPS, SMARTPHONES, NETWORK ACCESS DEVICES, KINDLES, NOOKS, CELLULAR TELEPHONES, RADIOS, WALKMEN, CD PLAYERS, I-PADS OR OTHER TABLET COMPUTERS, WALKIE-TALKIES, BLACKBERRIES, PERSONAL DATA ASSISTANTS, I-PHONES, ANDROIDS AND OTHER ELECTRONIC SIGNALING DEVICES), (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district.

[E-mail] **ELECTRONIC** messages sent by school officials and employees as part of their work and/or by using the district's computer network are not private communications and are potentially subject to disclosure. Employees must understand that the Board has reserved the right to conduct monitoring of these computer systems and may do so *despite* the assignment to individual employees of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.

The system's security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. Therefore, employees must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the District's computer systems, including any incidental personal use permitted in accordance with the Board's policy and regulations regarding computer use by employees.

Any retained messages may be retrieved as part of routine monitoring by the board, an employee investigation or a formal discovery process as part of litigation. Employees should bear in mind that e-mail messages may be retained at different locations within the computer network and that these messages are subject to retrieval. Consequently, employees should use discretion when using computers or other electronic technology to send, record or retain electronic communications and information.

III. Retention of electronically stored information

Electronic communications on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

In addition to the retention guidelines established by the board and used by school district officials and employees, all school officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

Legal references:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(B)(3)

Conn. Gen. Stat. § 7-109

Conn. Gen. Stat. § 11-8 et seq.

General Letters 98-1, 96-2 and 2001-1 Of The Public Records Administrator
Record Retention Schedules Towns, Municipalities And Boards Of Education

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION

REGARDING: Retention of Electronic
Records and Information

Number: 4142
Personnel

Approved: 3/26/08

REVISED:

I. RECORDS CUSTODIAN

These regulations are designed to assist in implementation of Board Policy 4142 regarding the retention of electronic records and information. These regulations supplement and do not replace District policy relating to [student] EDUCATION records.

The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the retention of records, including e-mails and electronically stored information.

II. DEFINITIONS

- A. E-mail is a means of sending messages between computers using a computer network or over a modem connected to a telephone line. This information consists primarily of messages, but may also include attachments such as calendars, directories, distribution lists, sound recordings, photographs, images, word-processing documents, spreadsheets, and other electronic documents. E-mail is stored in a digital format rather than on paper and is retrievable at a future date.
- B. Electronically stored information is information that is fixed in a tangible form and is stored in a medium from which it can be retrieved and examined. It can consist of writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations stored in any medium from which information can be obtained into useable form.
- C. Public Records are any recorded data or information relating to the conduct of the public's business prepared, owned, used, or received by a public agency, whether such data or information is handwritten, typed, tape-recorded, printed, photostatted, photographed or recorded by any method.

III. E-MAIL CLASSIFICATION

The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

Further guidance on the retention of e-mail messages sent and received by school officials is provided by classifying e-mails into one of three categories. Retention guidelines for each of these categories are as follows:

Transitory Transitory messages are not essential to the fulfillment of statutory obligations or to the documentation of District functions. Employees and Board elected officials who receive or retain transitory communications may delete them at will without obtaining prior approval from the Records Custodian.

Less than
Permanent Messages other than transitory messages may fall into the category for less than permanent or permanent retention based on the District records policy. Follow the

retention period for equivalent hard copy records as specified in the District's records retention guidelines. The retained record must be in hard copy or in an electronic format which can be retrieved and interpreted for the retention period. When there is doubt over the retrievability of an electronic record during the duration of that record's retention, the record should be printed out. Electronic records falling into the Less than Permanent category may be deleted only after making and retaining a hard copy or after obtaining signed approval from the Office of the Public Records Administrator. Either the hard copy or the electronically stored information must be retained for the minimum retention period as set out in the Municipal Records Retention Schedules.

Permanent Records must be retained permanently. The electronic record may be deleted after a hard copy printout is made or after it is stored as microfilm that meets microfilm standards issued in General Letter 96-2 of the Public Records Administrator. The retained information must be readable without further decoding.

IV. RETENTION OF ELECTRONIC RECORDS

E-mail and electronically stored information will be archived by the District for their required retention period using method(s) approved by the Records Custodian, which may include the following:

1. Print message or record and store in appropriate hard copy file.
2. Place in computer folders and save on hard drive.
3. Save to a removable disk which is then stored in an appropriate location.
4. Transfer to an automated records management software application.
5. Manage at the server by an automated classification system.

The Records Custodian will be responsible for working with the District Systems Administrator to implement a schedule and system for reviewing electronically stored information. This review shall occur at least annually. No system wide process for automatic deletion of electronic information will be implemented without notice to any individual who may have such information and each such individual will verify that they have reviewed and archived information that must be retained. Following this review, all e-mails and/or electronically stored information that have not been archived according to District policies and procedures shall be designated for deletion or archiving, and the affected District employees will be notified about the procedures to be followed to implement this process. The Records Custodian or his/her designee shall follow up with notified employees to ensure compliance.

Additionally, the Records Custodian, working with the District Systems Administrator, shall ensure that any process for automatic deletion of electronic information from the system will not delete information stored in folders and/or system locations that have been designated as appropriate for archiving electronically stored information.

Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)
Conn. Gen. Stat. § 7-109
Conn. Gen. Stat. § 11-8a et seq.
General Letters 98-1, 96-2 and 2001-1 of the Public Records Administrator
Record Retention Schedules Towns, Municipalities and Boards of Education

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM FEBRUARY 26, 2013 – 7:30 P.M.

MEMBERS PRESENT: Jack Scavone, Chairman; Richard Field, Vice-Chair; Sam Belsito; Joshua Freeman; Mark Gill, Benjamin Stanford and Jan Rubino

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven Werbner, Town Manager; Lisa Hancock, Director of Finance and Records; Beverly Bellody, Human Services

1. **CALL TO ORDER:** Jack Scavone called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** *(on any subject within the jurisdiction of the Town Council) (2 minute limit)*

Tom Rallo of 38 Barbara Road: He commented that they were just notified of a tentative deal with the owners of 46 Barbara Road and the bank. He thanked the Town Council and the Town Manager for listening to residents in the town and taking action on this matter.

Steve Boucher of 19 Barbara Road: He hopes they approve the resolution for 8.3. It has been a long time coming.

Bob Pagoni of 27 Barbara Road: He agrees with what has been said. It is an eyesore year round. The town has done a good job trying to keep things secure. He would like to see the town get a blight code in the future. He encourages the Council to pass 8.3 tonight.

6. **PUBLIC HEARING ITEMS:** None.
- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** Ms. Rubino updated that she presented on behalf of the Town Council and Mr. Scavone at an event where the Pack 15 Webelos moved up to Boy Scouts.
- 7b. **REPORTS OF TOWN COUNCIL LIAISONS:** None.
8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**
 - 8.1 Consideration of a resolution to approve an Artificial Turf Field Agreement between the Town of Tolland and the Town of Tolland Board of Education.

Mr. Werbner said they have been working with the BOE on this Agreement. It is hopeful that this project will be completed sometime in the Fall 2013. The Agreement is for a five year term. There will be an annual meeting to discuss contractual provisions. If as a result of that meeting provisions of the agreement need to be reviewed, then those recommendations will be brought back before the respective Boards and Council for consideration. Mr. Werbner highlighted certain points in the Agreement for the members.

Mr. Gill commented that on Page 1, Item 1 it has “[fifteen]” shown. Mr. Werbner clarified it should be FIVE years.

Rick Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves an agreement for management and oversight of the proposed turf field at the high school.

Seconded by Jan Rubino.

Mr. Gill commented that this came before the Council about a year ago. After a lot of work and with the assistance of a lot of people, it is happening. He is proud to vote yes on this.

All in favor. None opposed.

- 8.2 Consideration of a resolution making an emergency appropriation of \$170,000 to the Capital Equipment Fund account number 20200072-755498 from the Town Aid Road Fund account number 31600072-790000 for the amount of \$30,000 and CNRE fund account # 230000072-790000 the amount of \$140,000 for the purchase of an emergency replacement for Dump Truck #32 that was damaged during the Blizzard of 2013 storm operations and to approve a bid waiver if State contract pricing cannot be obtained.

Josh Freeman motioned to remove item 8.2 from the agenda; Seconded by Ben Stanford. All in favor. None opposed.

- 8.3 Consideration of a resolution to approve a draft agreement to allow the Town, at their expense, to demolish the property at 46 Barbara Road and place a lien on the property to protect the costs of demolition.

Mr. Werbner said this issue has been a concern for about 4 years. The property had problems with their foundation, which lead to safety concerns with the house. This house has been in a state of disrepair for some time and neighbors have complained on an ongoing basis about the situation. The Town Council had previously authorized the Town Attorney to bring a legal action in court to allow the Town to demolish the property and lien the property for recovery of any costs. The case has been pending in Superior Court for several months. As a result of that process, most recently the mortgage holder, Deutsche Bank has withdrawn their foreclosure action and is in the process of releasing their mortgage and other interests. The owners have agreed to have the town demolish the house; remove the debris and lien the property. It is the property owner’s intent to sell the lot as a building lot once that is done. It is hopeful that the demolition will occur in the Spring time. Once the property is sold, the lien amount will be recovered. Mr. Werbner read a portion from the Stipulation of Judgment:

1. Defendants hereby grant permission, and the Court so orders, that the Plaintiff be allowed to forthwith demolish any and all improvements located at 46 Barbara Road, Tolland, Connecticut (hereinafter, the “property”), and dispose of the remains of such demolition, in such manner as the Plaintiff in its sole judgment determines is appropriate under appropriate health and building statutes and codes. Said demolition

and disposal of the remains thereof shall be at the sole cost of the Plaintiff and Defendants shall not be required to contribute to that cost. The estimated cost of such demolition and disposal is between \$20,000 and \$30,000.

2. Following such demolition and disposal, the Plaintiff is hereby authorized to place a lien on the property in order to recover the expenses associated with the inspection and demolition of such property, pursuant to Connecticut General Statutes § 49-73b, in order to make the property safe and sanitary.
3. The Plaintiff's sole remedy to recover its costs associated with such demolition and disposal is by exercising its rights to the lien referenced in the foregoing paragraph, and neither of the Defendants shall be liable for such costs except through such exercise of the Plaintiff's rights.

Mr. Werbner recommended approval of this resolution to end this matter.

Rick Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council to approve the draft agreement to allow the Town, at their expense, to demolish the property at 46 Barbara Road and place a lien on the property to protect the costs of demolition.

Seconded by Mark Gill. All in favor. None opposed.

- 8.4 Consideration of a resolution approving the transfer of \$70,000 to be funded by LoCIP from the Pavement Management account 20600072-755927 to the Cross Farms Concession account 20400072-755726

Mr. Werbner commented that a State Grant (\$395,000 +/-) has been received for this particular project, which was designed and went out to bid. The low bid was near \$525,000. They have gone back to see what can be reduced from the original design in order to bring the cost down and in-line with available funds. Even with bringing the cost down, the funds will need to be supplemented. If the \$70,000 of LoCIP funds were used, there would be about \$470,000 for the project. The town will do a lot of the site work; dig the foundation and septic system, which should save a significant amount on costs. They are also trying to reduce the dollar amount by using less expensive materials. It will go back out to bid with the same eleven (11) vendors that bid previously. The hope is that this job will commence in the Spring/Early Summer, so that it is in place for soccer season. The expense went up, because a lot of ADA accessible features were included, to ensure that it was compatibility with the handicap accessible playground that will be next door.

Rick Field read the following resolution:

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby approves the following account transfer and designates the use of LoCIP funds in the amount of \$70,000 to be used for the Cross Farms Concession Project (Public Park Improvements):

FROM ACCOUNT	AMOUNT	TO ACCOUNT	REASON
Pavement Management 20600072-755927	\$70,000	Cross Farms Concession 20400072-755726	To provide additional funding for the construction costs for the concession project.

Seconded by Jan Rubino. All in favor. None opposed.

- 8.5 Consideration of a Resolution to authorize Steven R. Werbner, Town Manager of the Town of Tolland to execute on behalf of this municipal corporation a Personal Services Agreement with the State of Connecticut for financial assistance to Tolland High School Athletic Field Lighting CUAP 2013-04.

Mr. Werbner said through the good work of our State Representatives and Lt. Governor, we were able to get \$200,000 towards the light and field project from the Bond Commission. In order to secure the money, a resolution needs to be passed to authorize us to get the money.

Rick Field read the following resolution:

WHEREAS, the Town of Tolland has received notification that the Connecticut Bond Commission has approved \$200,000 in funding for the Tolland High School Athletic Field Lighting;

WHEREAS, the Town of Tolland has received a Personal Services Agreement from the Department of Energy & Environmental Protection in which a Town Council Resolution is required;

BE IT RESOLVED, that Steven R. Werbner, Town Manager of the Town of Tolland be and hereby authorized to execute on behalf of this municipal corporation a Personal Services Agreement with the State of Connecticut for financial assistance to Tolland High School Athletic Field Lighting CUAP 2013-04.

IN ADDITION, that Steven R. Werbner, Town Manager is hereby authorized to enter into such agreements, contracts and execute all documents necessary to said grant with the State of Connecticut.

IT IS FURTHER CERTIFIED that Steven R. Werbner, Town Manager was appointed on October 1, 2005. As the Town Manager, Steven R. Werbner continues to serve as the Chief Executive Officer for the Town of Tolland and on February 26, 2013 had both the authority and the office to sign on behalf of the Town of Tolland a Personal Services Agreement for financial assistance to Tolland High School Athletic Field Lighting CUAP 2013-04.

Seconded by Ben Stanford. All in favor. None opposed.

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

Ben Stanford motioned to re-appoint the following to the Tolland Economic & Community Development Corp.:

Kevin A. Bouley, 30 Forest Lane. Term expires 2-28-2013.
New term would be from 2-28-2013 – 2-28-2018

David K. Barrow, 291 Buff Cap Road. Term expires 2-28-2013.
New term would be from 2-28-2013 – 2-28-2018

Robert O. Ciraco, 142 Old Stafford Road. Term expires 2-28-2013.
New term would be from 2-28-2013 – 2-28-2018

Seconded by Jan Rubino. All in favor. None opposed.

9. **OLD BUSINESS (ACTION/DISCUSSION ITEMS):** None.
10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Werbner reminded of upcoming meetings: 3/5 joint meeting with Council and BOE re: the BOE's budget, 3/12 the Town Manager's budget is released and 3/27 a public hearing will be held at THS to present the budget.
11. **ADOPTION OF MINUTES**
 - 11.1 February 12, 2013 Meeting Minutes: Rick Field moved to adopt the minutes; Seconded by Ben Stanford. All in favor. None opposed. Jack Scavone and Sam Belsito abstained.
12. **CORRESPONDENCE TO COUNCIL:** None.
13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Mr. Field advised he may not be present at the next meeting.
14. **PUBLIC LISTED PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (*3 minute limit*): None.
15. **ADJOURNMENT:** Rick Field moved to adjourn the meeting; Seconded by Josh Freeman at 8:00 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
Apr 1 TEPTO Meeting	2	3	4 Principal's Breakfast & Discussion Meeting, JOIN US!	5	6	7
8	9	10 FRC Family Family Literacy Night	11	12	13	14
15	16	17	18	19	20	21
22 Concert with Mrs. Gramlings AM & PM Classes	23 Concert with Mrs. Boucher's AM & PM Classes Concert with Mrs. Littell's & Mrs. McGee's Classes	24 Concert with Mrs. Kelly's & Mrs. Miner's Classes Concert with Mrs. Beaton's AM & PM Classes	25 Spirit Day: Go Green Day-Wear green to celebrate Earth Day.	26	27	28
29	30	May 1	2 Principal's Breakfast & Discussion Meeting, JOIN US!	3	4	5

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«		April 2013		»		
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Apr 1	2 TIS - Music Times Three Concert	3 TIS - Grade 4 Chorus Concert	4	5	6	7
8	9	10 TIS - Coffee with the Principals	11	12 TIS - Beach Day	13	14
15 No School - Spring Break	16 No School - Spring Break	17 No School - Spring Break	18 No School - Spring Break	19 No School - Spring Break	20	21
22	23	24	25	26	27	28
29	30	May 1	2	3	4	5

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<div style="display: flex; justify-content: space-between; align-items: center;"> ◀ ◁ April 2013 ▼ ▶ ▷ </div>						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Apr 1 Falcon News Club TMS News & Media Club Art Club Variety Show Call Backs	2 Yearbook Club Meeting TMS Service Corps	3 Breakfast with the Principal Drugs & Alcohol, Dreams & Truth	4	5	6	7
8 Student Government Meeting Falcon News Club TMS News & Media Club Art Club	9 TMS PTO Meeting Yearbook Club Meeting	10	11	12	13	14
15 Spring Vacation No School TMS News & Media Club Art Club	16 Spring Vacation No School	17 Spring Vacation No School	18 Spring Vacation No School	19 Spring Vacation No School	20	21
22 Student Government Meeting Falcon News Club TMS News & Media Club Art Club	23	24 Salmon River Field Trip - Grade 7 Principal's Advisory Group Meetings	25	26	27	28
29 Falcon News Club TMS News & Media Club Art Club	30 Variety Show Act I Dress Rehearsal	May 1 Breakfast with the Principal Variety Show Act II Dress Rehearsal	2	3 TMS Variety Show	4	5

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«		April 2013		»		
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Apr 1	2 End of 3rd Quarter	3	4	5	6	7
8	9	10	11	12	13 ACT	14
15 Vacation - School Closed	16 Vacation - School Closed	17 Vacation - School Closed	18 Vacation - School Closed	19 Vacation - School Closed	20	21
22 Booster Club Meeting	23	24	25 Sophomore Early College Planning Program	26	27	28
29	30	May 1	2	3	4 SAT	5

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STATE OF CONNECTICUT
STATE DEPARTMENT OF EDUCATION



March 5, 2013

Mr. William D. Guzman, Superintendent
Tolland Public Schools (142)
51 Tolland Green
Tolland, CT 06084-3099

Dear Mr. Guzman:

I am writing in regards to the 2012-2013 school year Educator Certification Compliance Report.

We have received your compliance report. Based on the corrections noted, I am pleased to inform you that your school district is in full compliance with Connecticut General Statutes, Sec. 10-145 (a) (p. 176, *Connecticut Education Laws as of January 1, 2009*):

No teacher, supervisor, administrator, special service staff member or school superintendent shall be employed in any of the schools of any local or regional board of education unless such person possesses an appropriate state certificate, nor shall any such person be entitled to any salary unless such person can produce such certificate dated previous to or the first day of employment...

If you have any questions regarding the Educator Certification Compliance Report, please contact Helen Jabs, Education Consultant at (860) 713-6770 or email helen.jabs@ct.gov.

Thank you for your continued cooperation with providing high quality teachers for all children in the state.

Sincerely,

A handwritten signature in cursive script that reads "Nancy L. Pugliese".

Nancy L. Pugliese, J.D. Chief
Bureau of Educator Standards and Certification

NLP:hj

The Family and Consumer Science Department Food Service students at Tolland High School invite community members to a luncheon every Friday at 10:30 until 11:45 am in their new dining room. Students plan, prepare, serve, evaluate, and clean up after each meal. They receive Tolland High School credit plus Manchester Community College credit for the course. A full course meal including appetizer, main dish, dessert, and coffee or tea is served. The cost of a meal is \$5.00. To make a reservation and transportation arrangements, call Lauren DeBlois at 870-6818 extension 235. Come enjoy a meal in the Tolland High Schools state of the art facility and support the culinary students.

Chef Chelsea Domian- Friday March 1, 2013

Classic Caesar Salad with Homemade Dressing and Croutons
Chicken Parmesan with Angel Hair Pasta, and Roasted Garlic Parmesan Broccoli
Apple Crisp with Carmel Sauce, and Vanilla Ice Cream

Chef Mikayla McCarthy- Friday March 22, 2013

Minestrone Soup
Baked Ziti with Italian Sausage
Red Velvet Cake with Homemade Whipped Cream

Chef Nicki Hall –Thursday March 28, 2013

Greek Salad with Red Wine Vinaigrette
Chicken Picatta, Twice Baked Potatoes, and Grilled Asparagus
Pumpkin Cake with Cream Cheese Frosting

Chef Brianna Burns- Friday April 5, 2013

Tomato, Basil, Mozzarella Salad with Balsamic Vinaigrette
Pork Tenderloin with Roasted Apple and Onions, Carrots with a Brown Sugar
Glaze, and Garlic Mashed Potatoes
Flourless Chocolate Cake with Strawberry Sauce and Homemade Whipped Cream

Chef Lindsey Flynn- Thursday April 11, 2013

Roasted Red Pepper Bruschetta with Crumbly Feta Cheese
Sautéed Chicken Paillards topped with Fresh Herb Salad and White Balsamic
Vinaigrette, and White Rice with Lemon Drizzle
Creamy Raspberry Frozen Yogurt with Mint

Chef Cassandra Devaney- Friday April 26, 2013

Velvety Blueberry Soup with Mint
Island Rice with Pork Tenderloin with Mango Salsa
Lemon Poppy Seed Bread with a Raspberry Mousse

Chef Jeremy Clavette- Friday May 3, 2013

Romaine Salad with Lemon Mustard Vinaigrette
Beef Bourguignon, Parmesan Browned Buttered Orzo
Sugar Grilled Asparagus
Chocolate Wacky Cake with Raspberry Sauce

Chef Hannah Morrill- Thursday May 9, 2013

Baby Spinach Salad with Candied Walnuts Nuts, Mandarin Oranges, and Raspberries in a Raspberry Vinaigrette
Grilled Chicken with Butternut Squash, Vanilla Risotto, and Asparagus
Caramel-Vanilla Roasted Pears with Vanilla Ice Cream

Chef Hayley Smith- Friday May 17, 2013

Sausage Stuffed Mushrooms
Spinach- Ricotta Pesto Pasta with Crisp Prosciutto and Asparagus
No Crust Cheesecake with Blueberry Sauce and Whipped Cream

Chef Jacqui Foreman- Friday May 24, 2013

Caprese Salad
Homemade Fettuccini Alfredo with Chicken and Steamed Broccoli
Decadent Chocolate Truffle Cheesecake with Raspberry Sauce

Chef Justin Decarli and Chef Eric Copeland- Friday May 31, 2013

Fruit Salad with Honey Vanilla Yogurt
Oven Baked French Toast
Strawberry Shortcake topped with Fresh Whipped Cream

Chef Maddy Frattaroli and Chef Shona Burns- Friday June 7, 2013

Strawberry Feta Salad with Balsamic Poppyseed Dressing
Balsamic Glazed Chicken with Bruschetta Rice Pilaf and Green Beans
Apple Crustada with Vanilla Bean Icecream and Caramel Sauce