

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
September 14, 2011

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. STUDENT REPRESENTATIVE REPORT
- C. APPROVAL OF MINUTES
 - August 24, 2010 – Regular Meeting
- D. SUPERINTENDENT'S REPORT
 - D.1. Tolland Teacher of the Year – Carolyn Tyl – Science Coordinator
 - D.2. Class of 2011 – Graduate Report
 - D.3. Family Resource Center
 - D.4. Data for New Hires, Retirements and Resignations
- E. PUBLIC PARTICIPATION
- F. POINTS OF INFORMATION
- G. COMMITTEE REPORTS
- H. BOARD ACTION
 - H.1. Cooperative Team Request – Ice Hockey
 - H.2. Cooperative Team Request - Swimming
 - H.3. Freshmen Girls Volleyball – Proposal
 - H.4. Freshmen Boys Soccer - Proposal
- I. INFORMATIONAL ITEMS
 - Budget Development Calendar
- J. OLD BUSINESS
- K. COMMUNICATIONS
 - Minutes from Town Council Meetings of August 23, 2011
- L. CHAIRPERSON'S REPORT
- M. FUTURE AGENDA ITEMS
- N. ADJOURNMENT

**TOLLAND BOARD OF EDUCATION
Tolland, CT**

MINUTES – August 24, 2011

Members Present: Mr. Robert Pagoni, Chairperson; Mr. Andy Powell, Secretary; Mr. Steve Clark; Mr. Thomas Frattaroli; Mrs. Diane Clokey; Ms. Christine Riley Vincent; and Mrs. Karen Bresciano.

Administrators Present: Mr. William Guzman, Superintendent of Schools; Dr. Kathryn Eidson, Director of Curriculum and Instruction; Mr. Thomas Swanson, Principal, Birch Grove Primary School; Mr. James Dineen, Principal, Tolland Intermediate School; Dr. Walter Willett, Principal, Tolland Middle School; Ms. Dominique Fox, Principal, Tolland High School; and Mrs. Jane Neel, Business Manager.

The meeting was called to order at 7:30 p.m.

STUDENT REPRESENTATIVE REPORT

None

APPROVAL OF MINUTES

Mr. Powell motioned and Mrs. Bresciano seconded to approve the minutes of the special meeting of June 22, 2011. All in favor. Motion carried.

Mr. Clark motioned and Mr. Powell seconded to approve the minutes of the regular meeting of June 22, 2011. Mrs. Clokey noted that under the Approval of Minutes and Ms. Riley Vincent's title should be changed from Mr. to Ms. All in favor. Motion carried.

Mr. Powell motioned and Mrs. Bresciano seconded to approve the minutes of the special meeting of June 28, 2011. Mr. Frattaroli, Mr. Clark, Mr. Pagoni, Mr. Powell, in favor. Ms. Riley Vincent and Mrs. Clokey abstained. Motion carried.

Mr. Clark motioned and Mr. Powell seconded to approve the minutes of the special meeting of July 13, 2011. Mr. Clark, Mr. Pagoni, Mr. Powell, in favor. Ms. Riley Vincent, Mr. Frattaroli, and Mrs. Bresciano abstained. Motion carried.

SUPERINTENDENT'S REPORT

D.1. Tolland Elementary Parent Teacher Organization Recognition

The Tolland Elementary Parent Teacher Organization (TEPTO) represents both Birch Grove Primary and Tolland Intermediate Schools. TEPTO has historically provided countless resources to the schools. These resources are in the form of children's programs, mini-grants, equipment, materials, books, etc. The membership of TEPTO continues to provide creative ways to foster educational opportunities for all students in the District. The leadership of TEPTO for the past two years has been in the capable hands of Jen Mahoney and Christine Glyman. Their terms as co-Presidents expired at the end of the 2010/2011 school year. The Board of Education recognizes their service

to the schools and the community and were presented with a Proclamation read by Mr. Pagoni. Ms. Mahoney and Ms. Glyman expressed their appreciation to the Board and explained that one of the reasons they had taken on the co-presidency was to impress upon their children the importance of volunteerism to the community.

D.2. Survey Results – Tolland Middle School and Tolland High School

The Superintendent presented the results to the surveys and indicated that in Grade 6 the question concerning having at least on adult that cared about them was 83% and he felt that was a result of the efforts being made to improve school climate in all the buildings.

Mrs. Clokey stated that there was a great deal of information and requested that the two principals give the highlights of the surveys. Dr. Willett stated that this year the Middle School would do a survey to the incoming grade 6 and also an exit survey. This will indicate what needs to be improved. He indicated that he was encouraged by the results of the survey as there has been improvement. The PBIS program was really taking hold and was well established.

Ms. Fox indicated that many of the questions had changed to align better with NEASC recommendations for the upcoming accreditation process. She also indicated that as the students progress through the schools they feel more comfortable. It is important that they continue to work on school climate issues.

Mr. Frattaroli asked if other programs that have been cut or reduced would have an effect on these surveys. Dr. Willett indicated that the ROPE program was one of the best programs. With assistance from the PTO they have been able to have training and will continue with the program this year.

Mr. Clark asked if there had been any written comments. Mr. Guzman stated that there were some. Dr. Willett expressed that it was a matter of sorting through to find out which are relevant and which are not.

D.3. Academic Enrichment Opportunities – Tolland Schools

At the May 25, 2011 Board of Education meeting, Dr. Sally Reis, University of Connecticut professor, presented on possible ways to address the educational needs of gifted students. At the meeting, she outlined several practices that the District should investigate for possible implementation. These areas included:

- Utilization of differentiated instruction
- Cluster grouping
- Enrichment clusters meeting one afternoon per week
- Creating teacher enrichment teams

The administration has reviewed these suggestions in light of already existing enrichment activities throughout the District. The Superintendent presented a list of the existing programs at each of the schools.

Mr. Guzman also reported that at a recent Finance and Facilities Committee meeting, setting up enrichment clubs at each of the schools had been discussed. It has been determined that there is staff in each school that would be willing to facilitate this type of club and would cost about \$1,000 per school. The Superintendent will continue to review the possibility and report back to the Board.

D.4. Connecticut Mastery Test Results – Spring 2011

Mr. Guzman presented the general reports of CMT results for the 2010-2011 school year.

Attachment A of the report showed the percentage of students at the goal level by cohort for the 2009-2010 and 2010-2011 years. For example, this table compares this year's sixth graders with the scores they achieved last year as fifth graders.

Attachment B of the report showed the percentage of students at the goal level by grade for the 2009-2010 and 2010-2011 year. For example, this compares this year's sixth graders to last year's sixth graders.

Attachment C showed the percentage of Tolland students at the goal level compared to the approximate DRG C average and the State average.

A discussion followed about why some of the grades had gone down. The Superintendent indicated that the instructional time had not been as consistent with the number of snow days and late openings. Dr. Eidson felt that the scores are very good and the areas that showed negative results are being researched for causes and measures to improve those areas.

D.5. Connecticut Academic Performance Test (CAPT) Results – Spring 2011

The Superintendent presented the general reports of CAPT results showing the percentage of Tolland students achieving goal and proficiency levels for the 2010-2011 school year and the preceding eight years. Also reported are the percentage of Tolland students at the goal level compared to the approximate DRG C average and the State average.

Initiatives to increase the scores in the CAPT Language Arts subtest are currently being addressed at the High School.

D.6. School Improvement Goals – 2010-11 Results

Mr. Guzman presented the reports for each school indicating final results for the 2010-11 School Improvement Goals. Each report indicates the 2010-11 goals, strategies and measures established. The status of year-end results for each measure originally established are listed in the August result column. With the lateness of receiving the SAT scores, the results of one objective is still outstanding. Each school had three goals – curriculum, school climate and Response to Intervention. This year's goals are being developed and should be presented to the Board in October.

D.7. Response to Special Education Consolidation Suggestion

At the June 28, 2011 Special Meeting of the Board of Education, Mrs. Bresciano transmitted a suggestion by Town Council member MaryAnn Delaney Tuttle to consolidate special education services. The Superintendent presented the responses to these suggestions from Mrs. MaryAnn Tuttle as developed by Kathleen Raymond, Director of Pupil Services. After researching the alternatives and contacting surrounding districts, a program would not be feasible at this time.

D.8. Tolland Public Schools - Annual Report (2010-11)

Mr. Guzman presented the Tolland Public Schools Annual Report for the 2010-11 school year. The report included highlights for each of the four schools as well as a list of Curriculum Initiatives, Professional Development Activities, Special Education, Health Services, Technology Services and Business Services. Appendix A is a comprehensive report on the Connecticut Mastery Test (CMT) and the Connecticut Academic Performance Test (CAPT). The document has been placed on the web site and because of the length of the document hard copies will not be distributed unless requested.

D.9. Tuition Rates – Fiscal Year 2011-12

Board Policy 3070, as approved on June 8, 2005, requires that the district administration set tuition rates for each fiscal year in accordance with the per pupil cost of the preceding year. The rates for fiscal year 2011-12 are as follows:

**TUITION 2011-12
(Based on 36.5 weeks)**

	<u>Weekly</u>	<u>Annually</u>
Pre K and Kindergarten	\$ 177	\$ 6,447
Grades 1-2	353	12,894
Grades 3-5	322	11,767
Grades 6-8	324	11,809
Grades 9-12	349	12,736
TALC Program	470	17,166
Special Education	766	27,969

These rates are based on actual expenditures during the prior school year plus a percentage increase to absorb any additional cost or changes due to student enrollment in the current year.

PUBLIC PARTICIPATION

Karen Kramer of 55 Midland Drive, speaking as a private citizen, was very pleased about the Academic Enrichment Opportunities for students outlined in D.3. She felt that these opportunities should help with continued improvement on CMT and CAPT scores.

POINTS OF INFORMATION

None

COMMITTEE REPORTS

• Finance and Facility Committee Meeting – August 2, 2011

Mrs. Bresciano reported that much of what was discussed had already been covered during the Board Meeting. The status of the various capital improvement projects underway during the summer was reviewed. These include the following:

- Asbestos Abatement – TMS
- Driveway Paving – TMS
- Sidewalk Paving – TIS
- HVAC Unit Replacement – TIS
- Elevator Repair – TIS

Mrs. Neel has spoken with each of the principals to ensure that the pay to participate fee program is set and understood by all for the 2011/2012 school year. Student parking fees are increasing from \$15 - \$30 at the High School.

The Family Resource Center Grant application was also reviewed.

Concern was expressed concerning the elevator repair work at the Intermediate School. Alternate plans are in the process of being developed for the opening of school.

• EASTCONN Meeting – August 23, 2011

The EASTCONN Executive Committee met on Tuesday, August 23, 2011 for the first time this academic year. Updates were given on all of the programs that

EASTCONN manages including the fact that Quinniebaug Valley Middle College High School, where former Parker School principal Gino LoRicco is now the principal, graduated it's first class of around 30 students in June. Mrs. Clokey has program booklets that she will distribute at the next meeting.

Executive Director Paula Colen also reported that EASTCONN is trying to inform communities about the benefits of a Health Insurance Collaborative. They are working with Eastern Highlands Health District among others. As with many issues in Connecticut, it has been challenging to get communities to trust a Regional initiative, but they continue to try and reach out and inform communities about the benefits. Both the municipal and education leadership in Tolland have been supportive.

- **Policy Committee Meeting – August 24, 2011**

The Policy Committee met for the sole purpose of getting an update about where the Committee is with respect to the Strategic Planning process. The Superintendent reported that a contract has been signed with NESDEC and Don Kennedy and Marge Clarke will be working with us to facilitate our process. Mr. Guzman has provided them with a lot of background material and they get back to us in the next week or two to begin compiling a schedule. The Committee recommends that the State of the Schools address be used this year to present the outcomes of this initiative.

- **Town Council Meeting – August 23, 2011**

Mr. Clark reported that the only activity from the Town Council that involved the Board was the continuing approval of Medicaid reimbursements.

BOARD ACTION

H.1. Family Resource Center Grant Application

Mr. Powell motioned and Ms. Riley Vincent seconded to approve the Family Resource Center Grant application in the amount of \$97,000. All in favor. Motion carried.

Ms. Riley Vincent requested additional information about the home visitation program, the fee structure, the number of families serviced and the total cost of the program. The resignation of the Director, Suzanne Appleton was discussed.

H.2. Request for Unpaid Leave of Absence

Mrs. Bresciano motioned and Mr. Clark seconded to approve an unpaid leave of absence for the 2011/2012 school year. All in favor. Motion carried.

INFORMATIONAL ITEMS

The following were enclosed:

- Open House and Curriculum Night Schedule
- School Calendars – September
- Board of Education – Periodic Activities

OLD BUSINESS

None

COMMUNICATIONS

Minutes from Town Council Meetings of June 28, July 12, July 26, and August 9, 2011 were enclosed.

CHAIRPERSONS REPORT

Mr. Pagoni asked members of the Board to reach out to possible new members of the Board and ask that they come to meetings so they are more familiar with what is going on in the District. He also suggested the possibility of engaging members of the Town Council.

He reminded everyone that the meetings would be on live TV and that public participation be limited to 2 minutes and that it is not a question and answer period. During Points of Information, members could discuss anything, but that would not be a discussion time either.

FUTURE AGENDA ITEMS

1. Tolland Middle School Grant Closure – ED049
2. Responses to Questions about the Family Resource Center
3. Data for new hires and retirements and resignations

Mr. Guzman also mentioned that on September 8, 2011 at 10:00 p.m. on the Discovery Channel, there would air a portion of the Hovercraft competition.

ADJOURNMENT

Mrs. Riley Vincent motioned and Mr. Powell seconded to adjourn at 9:18 p.m. All in favor. Motion carried.

Respectfully submitted,

Cheryl J. Abbott
Board Clerk

TO: Members of Board of Education

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

DATE: September 14, 2011

SUBJECT: Tolland Teacher of the Year – Carolyn Tyl – Science Coordinator

Tolland Public Schools is pleased to announce its 2011-2012 Teacher of the Year, Carolyn Tyl. Ms. Tyl earned her Bachelor of Science degree from the University of Connecticut, her Master of Science degree from Eastern Connecticut State University and her 6th Year degree in Education Leadership from Sacred Heart University.

Carolyn is entering her 7th year in Tolland as Science Coordinator. Prior to Tolland, Ms. Tyl taught Science at Parish Hill High School/Middle School for 22 years. At Parish Hill she served as Science Department Chairperson.

Her contributions in Tolland have been invaluable. She has provided support for students in the classroom, for teachers in curriculum development and for administrators in understanding best practices. Accomplishing all these tasks has taken tremendous time and devotion.

In the classroom, Ms. Tyl has developed and modeled lessons for students. She has the unique ability to intuitively understand the capabilities and developmental levels of students and meets their needs accordingly. She has infused inquiry experiences into each of the units of instruction and prepared modified special education materials. In the high school, she has facilitated the use of probes and technology to provide current science methods for students. Her understanding of the teaching of mathematics, especially as it relates to science, is superb. She has infused math, language arts and social studies into many science activities. She has prepared and presented field experiences for thousands of students.

Carolyn has worked with teachers to improve instruction strategies. With the teachers, she has reorganized the curriculum based on the new state frameworks and, with them, has developed benchmarks to measure student progress. She has developed a booklet on "Misconceptions in Science". Ms. Tyl has planned and facilitated regular science K-12 curriculum meetings as well as school curriculum meetings. She has supported our Professional Learning Communities (PLC) initiative with assistance to PLC teams and workshop presentations on the PLC process. She has helped beginning teachers plan and reflect on their TEAM (state beginning teacher program) submissions. Her ability to understand data and work with teachers on their interpretation of information is outstanding.

She has run “Family Science Night” for the parents and students and prepared website documents for communicating student units of study. The goals and accomplishments for the science curriculum were presented to the Board of Education this past spring.

As might be evident from the above, Carolyn is an organized, energetic, positive, creative, and visionary person. Her strengths include organization, efficiency, data analysis, and a broad understanding of the purposes and needs for education. In addition, she is a pleasure to work with – humorous, considerate, and personable. The students and teachers are the primary beneficiaries of all her efforts, but her leadership also inspires her colleagues. Her favorite mantra, “Science is Everywhere” rings throughout the halls of each school.

WDG/KLE:ca

D.2.

TO: Members of Board of Education

FROM: William D. Guzman

DATE: September 14, 2011

SUBJECT: Class of 2011 – Graduate Report

Attached please find the Graduate Report for the Class of 2011. The report includes the following sections:

1. Graduate Plans
2. College Acceptances
3. SAT Reasoning Test Scores
4. Advanced Placement Testing

Corinne Lorenzet, Guidance Director, will be in attendance to discuss the report and any questions from the members of the Board.

WDG:ca
Attachment

TOLLAND HIGH SCHOOL
CLASS OF 2011
GRADUATE REPORT

Graduate Plans
College Acceptance Report
SAT Scores
Students Earning College Credit

Submitted by:
Corinne Lorenzet
Director of School Counseling

September, 2011

TOLLAND HIGH SCHOOL

CLASS of 2011

GRADUATE PLANS

4 YEAR COLLEGES **67%**

2 YEAR COLLEGES/
VOCATIONAL PROGRAMS/
POST-GRADUATE PROGRAMS 19%

MILITARY 1%

EMPLOYMENT 13%

224 total graduates

The post-high school plans of the Class of 2011 are extremely similar to the Class of 2010. Attendance at four year institutions is up 1%; however the two year/vocational programs are down 2%. The percentage of students planning to work either full or part time is up 2%. As was the case with the Class of 2010, economic concerns continue to influence the decisions of students and families.

Many qualified students are choosing to attend community college. From community college, they can transfer, or in the case of the Connecticut system, use the guaranteed admissions programs that are in place between the community colleges and UCONN and the Connecticut state university system. More and more this option is best meeting the financial situations of families.

The Class of 2011 filed 823 college applications to 239 institutions in 24 states as well as the District of Columbia, Canada and Ireland.

**TOLLAND HIGH SCHOOL
CLASS of 2011
COLLEGE ACCEPTANCES**

The following is the list of colleges and universities and post-secondary institutions that granted admission to the Class of 2011. Number of acceptances is in parentheses.

The University of Alabama	2	East Tennessee State University	1
Anna Maria College	1	Eastern Connecticut State University	25
Arcadia University	1	Edinboro University of Pennsylvania	1
The Art Institute of Boston at Lesley University	1	Elon University	1
Asnuntuck Community College	1	Emerson College	2
Assumption College	2	Emmanuel College	4
College of the Atlantic	1	Endicott College	7
Averett University	1	Eugene Lang College The New School for Liberal Arts	1
Bay Path College	1	Fairfield University	4
Bay State College	1	The University of Findlay	2
Becker College	1	Fitchburg State University	2
Bennington College	1	Florida Atlantic University	3
Bentley University	3	Florida Gulf Coast University	1
Binghamton University	2	Florida International University	1
Boston Conservatory	1	Fordham University	1
Boston University	2	Framingham State University	1
Brown University	2	Franklin Pierce University	1
Bryant University	10	Goodwin College	1
Burlington College	1	Gordon College	3
Castleton State College	1	University of Hartford	9
The Catholic University of America	1	Hartwick College	2
Central Connecticut State University	24	Hofstra University	6
Champlain College	2	College of the Holy Cross	1
College of Charleston	1	Housatonic Community College	1
University of Chicago	1	Ithaca College	5
Christopher Newport University	1	James Madison University	4
The Citadel, the Military College of South Carolina	1	John Jay College of Criminal Justice of the CUNY	1
Clark University	2	Johnson & Wales University	1
Clarkson University	4	Kean University	1
Coastal Carolina University	3	Keene State College	7
Colby College	1	Lafayette College	1
University of Colorado at Boulder	1	Lasell College	1
Concordia University - Montreal	1	Lehigh University	2
University of Connecticut	67	Liberty University	1
University of Connecticut-Storrs Campus	1	Lincoln Technical Institute	1
Cornell University	1	Long Island University, Brooklyn Campus	1
Dean College	1	Lynchburg College	1
University of Delaware	4	Lyndon State College	1
Dickinson College	2	University of Maine at Machias	1
Drexel University	7	Maine College of Art	1
Duquesne University	1		

University of Maine	6	University of Rhode Island	23
Manchester Community College	25	Rider University	1
Manhattanville College	1	Rochester Institute of Technology	6
Marist College	3	Roger Williams University	14
Maryland Institute College of Art	3	Rutgers, The State University of	
University of Maryland, Baltimore		New Jersey at New Brunswick	1
County	1	Sacred Heart University	2
University of Maryland, College		Saint Anselm College	1
Park	1	Saint Joseph College	3
Marymount Manhattan College	2	Saint Joseph's University	1
Massachusetts College of Art and		Saint Michael's College	2
Design	1	Salem State University	3
Massachusetts College of		Salve Regina University	2
Pharmacy & Health Sciences	2	School of Visual Arts	1
University of Massachusetts,		Simmons College	1
Amherst	13	University of South Florida, Tampa	1
Miami University, Oxford	2	Southern Connecticut State	
Michigan State University	2	University	14
University of Michigan	2	Southern Maine Community College	1
Middle Tennessee State University	1	University of Southern Maine	1
University of Minnesota, Twin Cities	1	Southern Vermont College	1
Monmouth University	2	Springfield College	3
Mount Holyoke College	1	St. John's University - Staten Island	
Mount Ida College	1	Campus	1
Mount Saint Mary College	1	St. John's University - Queens	3
National University of Ireland,		State University of New York at	
Galway	1	Albany	1
Nazareth College of Rochester	1	Stevens Institute of Technology	1
The New England Institute of Art	1	Stevenson University	1
New England School of Art and		Stonehill College	1
Design at Suffolk University	1	Stony Brook University	3
University of New England	3	Suffolk University	6
New Hampshire Institute of Art	1	SUNY College at Cortland	1
University of New Hampshire	8	SUNY College at Geneseo	1
University of New Haven	5	SUNY College at Potsdam	1
The College of New Jersey	1	Syracuse University	2
The New School for Jazz and		Temple University	1
Contemporary Music	1	The Hartt School, University of	
Newbury College	1	Hartford	2
Nichols College	3	The University of Scranton	1
Northeastern University	6	Tufts University	1
Northern Arizona University	1	United States Military Academy	1
Norwich University	3	University of South Carolina-	
Old Dominion University	1	Beaufort South	1
Palm Beach State College	1	The University of the Arts	2
Pennsylvania State University,		Vermont Technical College	1
University Park	2	University of Vermont	6
Plymouth State University	1	Villanova University	1
Polytechnic Institute of NYU	1	Wentworth Institute of Technology	1
Quinnipiac University	11	West Chester University of	
Rensselaer Polytechnic Institute	3	Pennsylvania	1
Rhode Island College	3	West Virginia University	2

Western Connecticut State University	5	Wheaton College MA	1
Western New England University	16	Wheelock College	1
Westfield State University	2		
College of William and Mary	0		
Williams College	0		
Worcester Polytechnic Institute	7		
Worcester State University	2		
Wyotech Institute	1		

**TOLLAND HIGH SCHOOL
CLASS of 2011
COLLEGES ATTENDING**

Members of the Tolland High School Class of 2011 will attend the following institutions.

American University	1	University of Massachusetts,	
Anna Maria College	1	Dartmouth	0
Averett University	1	Miami University, Oxford	2
Bay Path College	1	Michigan State University	1
Bentley University	1	University of Michigan	1
Boston University	1	Mount Holyoke College	1
Brown University	1	Nazareth College of Rochester	1
Bryant University	1	New Hampshire Institute of Art	1
Castleton State College	1	University of New Hampshire	1
Central Connecticut State University	5	University of New Haven	1
Colby College	1	Newbury College	1
University of Colorado at Boulder	1	Nichols College	1
University of Connecticut	31	Norwich University	3
Dickinson College	1	Palm Beach State College	1
Eastern Connecticut State University	12	Polytechnic Institute of NYU	1
Elon University	1	University of Rhode Island	3
Endicott College	2	Rochester Institute of Technology	2
Fairfield University	1	Roger Williams University	7
The University of Findlay	1	Sacred Heart University	1
Fitchburg State University	2	Salve Regina University	1
Goodwin College	1	University of South Florida, Tampa	1
University of Hartford	1	Southern Connecticut State University	4
Hofstra University	4	Southern Maine Community College	1
College of the Holy Cross	1	Southern Vermont College	1
Housatonic Community College	1	Springfield College	1
James Madison University	1	Stevens Institute of Technology	1
Kean University	1	Suffolk University	1
Lehigh University	1	Temple University	1
Liberty University	1	United States Military Academy	1
Lincoln Technical Institute	1	University of South Carolina-Beaufort South	1
Lynchburg College	1	The University of the Arts	2
Lyndon State College	1	Vermont Technical College	1
University of Maine at Machias	1	Villanova University	1
Maine College of Art	1	West Virginia University	2
University of Maine	3	Western Connecticut State University	1
Manchester Community College	23	Western New England University	2
Manhattanville College	1	Wheelock College	1
Maryland Institute College of Art	2	Worcester Polytechnic Institute	1
University of Maryland, Baltimore County	1	Worcester State University	1
Marymount Manhattan College	1	Wyotech Institute	2
University of Massachusetts, Amherst	5		

**TOLLAND HIGH SCHOOL
CLASS of 2011**

SAT REASONING TEST SCORES

CRITICAL READING MEAN – 539

MATH MEAN – 560

WRITING MEAN - 549

**86% of the graduating seniors participated in the testing.
(193 students reporting grades – 224 total graduates)**

Comparison to State and National Means

	Critical Reading Mean	Math Mean	Writing Mean
Tolland High School	539	560	549
CT	509	513	513
Total Group (formerly known as National)	497	514	489

The SAT scores for the Class of 2011 show significant gains in all three areas. Of particular note are the increases of 13 points in critical reading and 22 points in writing. These two areas were targeted through school improvement plans over the past four years. The math mean increased by 8 points, and is still our strongest and most consistent score.

TOLLAND HIGH SCHOOL STUDENTS EARNING COLLEGE CREDIT

ADVANCED PLACEMENT TESTING SPRING, 2011

NUMBER OF TESTS TAKEN:	87
NUMBER OF STUDENTS TESTING:	73
% OF SCORES OF 3 OR BETTER:	94%

AP tests are graded on a scale from one to five (with 5 being best). Scores of three or better are generally accepted by colleges to earn college credit.

The following tests were administered in May 2011: Biology, Calculus, Chemistry, Computer Science, English Language, English Literature, European History, Macroeconomics, Psychology, and Studio Art.

The total number of tests taken and number of students participating both showed increases from 2010. THS students continue to perform particularly well in Biology (90% with a score of 4 or 5) and Calculus (92%).

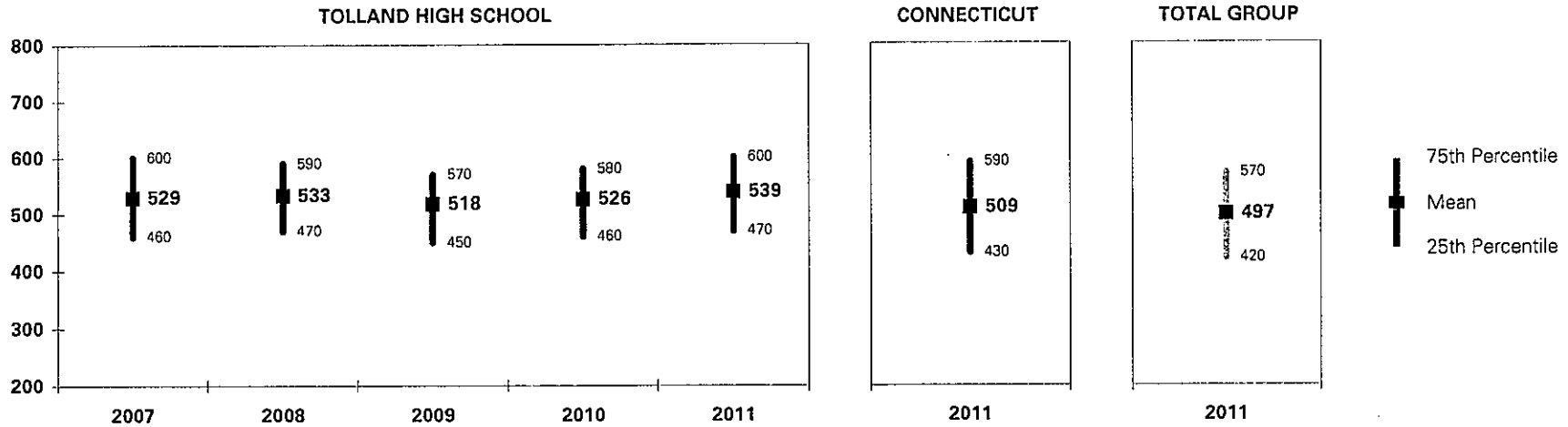
UCONN HIGH SCHOOL EARLY COLLEGE EXPERIENCE PROGRAM

In addition to earning college credit through the Advanced Placement program, students in Chemistry, Physics and French can earn UCONN credit through the UCONN Early College Experience program.

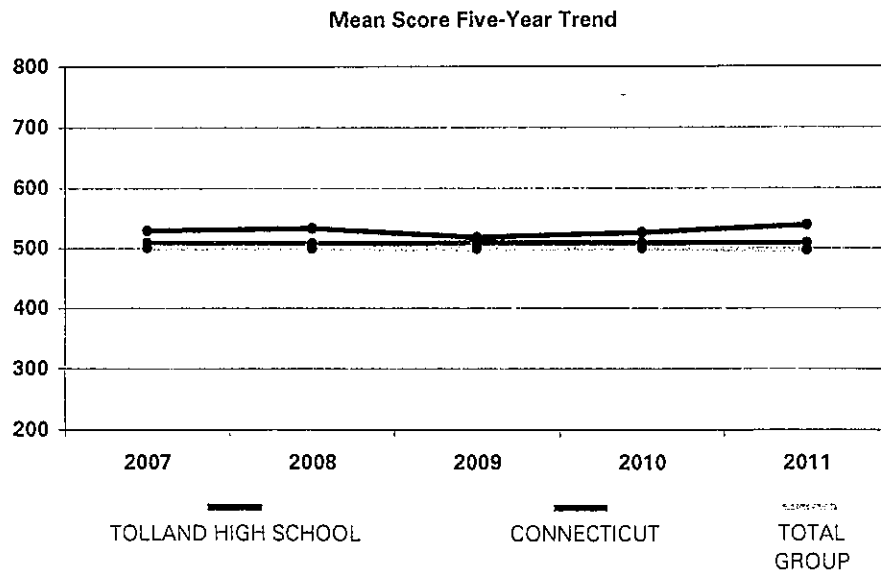
These courses must follow the UCONN curriculum, and administer UCONN mid-term and final exams. Students pay a fee to participate in this program (\$25/credit). UCONN awards credit for successful course completion. UCONN credits are transferable to most four-year universities.

In 2010-2011, THS students earned the following credit:

Physics:	9 students earned 4 credits, 19 students earned 8 credits
Chemistry:	2 students earned 4 credits, 17 students earned 8 credits

SAT® Takers: Critical Reading Mean Scores and Middle 50th Percent Range


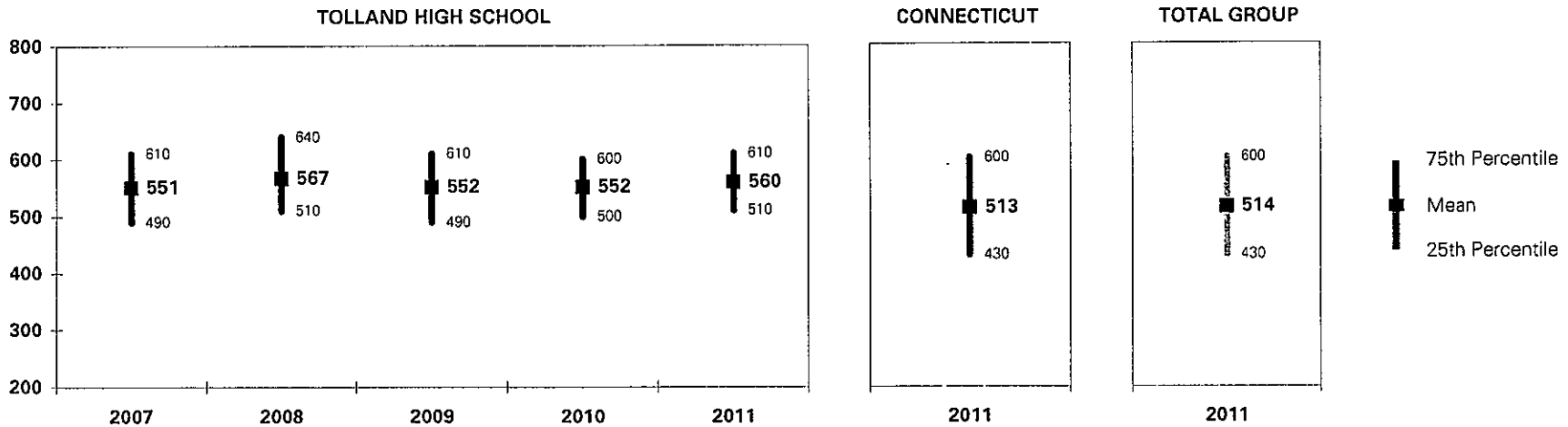
Mean and *Middle 50th Percent Range*: The mean is the arithmetic average of a set of scores. To calculate the mean, the scores are totaled and the sum is divided by the number of scores. Extreme scores on the high or low end of the distribution may skew the mean in smaller sets of scores. The middle 50th percent range shows the score range between the 25th and 75th percentiles.



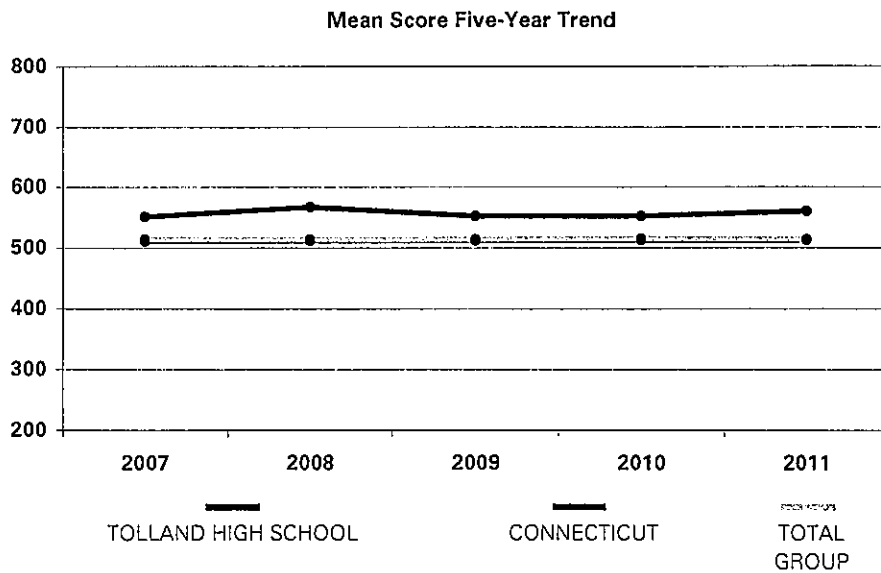
Mean Scores and Point Change by Year

	2007	2008	2009	2010	2011	Five-Yr Change
TOLLAND HIGH SCHOOL	529	533	518	526	539	+10
CONNECTICUT	509	508	509	509	509	0
TOTAL GROUP	501	500	499	500	497	-4
<i>Change:</i>		+4	-15	+8	+13	
<i>Change:</i>		-1	+1	0	0	
<i>Change:</i>		-1	-1	+1	-3	

Mean Scores and *Point Change by Year*: The change below each year reflects the point difference between the mean score of that year as compared to the mean score of the previous year. The *Five-Year Change* in mean score reflects the point difference between the mean score in 2011 as compared to the mean score in 2007.

SAT Takers: Mathematics Mean Scores and Middle 50th Percent Range


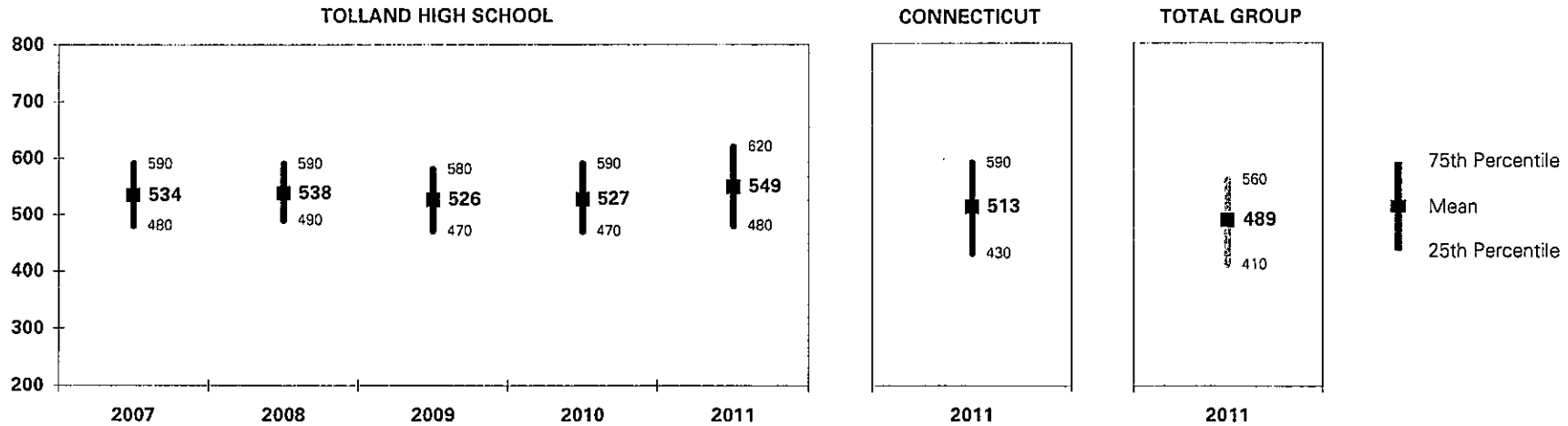
Mean and *Middle 50th Percent Range*: The mean is the arithmetic average of a set of scores. To calculate the mean, the scores are totaled and the sum is divided by the number of scores. Extreme scores on the high or low end of the distribution may skew the mean in smaller sets of scores. The middle 50th percent range shows the score range between the 25th and 75th percentiles.



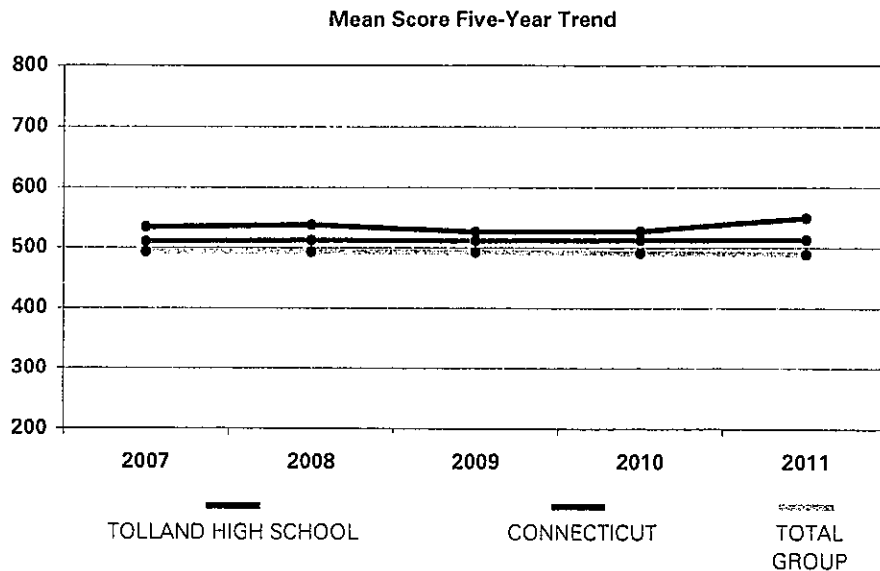
	2007	2008	2009	2010	2011	Five-Yr Change
TOLLAND HIGH SCHOOL	551	567	552	552	560	+9
CONNECTICUT	511	512	512	513	513	+2
TOTAL GROUP	514	514	514	515	514	0

Mean Scores and *Point Change by Year*: The change below each year reflects the point difference between the mean score of that year as compared to the mean score of the previous year. The *Five-Year Change* in mean score reflects the point difference between the mean score in 2011 as compared to the mean score in 2007.

SAT Takers: Writing Mean Scores and Middle 50th Percent Range*



Mean and *Middle 50th Percent Range*: The mean is the arithmetic average of a set of scores. To calculate the mean, the scores are totaled and the sum is divided by the number of scores. Extreme scores on the high or low end of the distribution may skew the mean in smaller sets of scores. The middle 50th percent range shows the score range between the 25th and 75th percentiles.



	2007	2008	2009	2010	2011	Five-Yr Change
TOLLAND HIGH SCHOOL	534	538	526	527	549	+15
CONNECTICUT	510	512	511	512	513	+3
TOTAL GROUP	493	493	492	491	489	-4
	Change:	+4	-12	+1	+22	
	Change:	+2	-1	+1	+1	
	Change:	0	-1	-1	-2	

Mean Scores and *Point Change by Year*: The change below each year reflects the point difference between the mean score of that year as compared to the mean score of the previous year. The *Five-Year Change* in mean score reflects the point difference between the mean score in 2011 as compared to the mean score in 2007.

* In March 2005 a writing section was added to the SAT. A small number of students in the 2007 and 2008 cohorts will not have writing scores. These students took the SAT before the introduction of the writing section.

TO: Members of Board of Education

**FROM: William D. Guzman
Thomas Swanson**

DATE: September 14, 2011

SUBJECT: Family Resource Center

Listed below are responses to questions raised at the August 24, 2011 Board of Education meeting regarding the Family Resource Center.

- **How many children are served in the FRC program?**

Please see attachment 1 "Annual Enrollment in FRC Programs".

- **How many home visitations does the FRC perform?**

The FRC provides home visitation services to an average of 15-20 families per year. The FRC is an affiliate of the Parents as Teachers program. Families receive one visit a month for up to 10 months a year. This past year approximately 130 visits were conducted.

- **What is the fee structure?**

The fee structure is as follows:

- **Preschool Program Tuition**

CLASS	MONTHLY FEE	Annual Fee if paid in full by September 1, 2011 (includes initial deposit)
2 Year Old Preschool	10 payments of \$150	\$1450
3 Year Old Preschool	10 Payments of \$100	\$950
4 Year Old Preschool	10 Payments of \$150	\$1450

▪ **School Age Care Program Tuition**

MONTHLY TUITION FEES

Before School Care

Days each week Rate per month

5 Days \$135.00

4 Days \$108.00

3 Days \$80.00

2 Days \$54.00

After School Care

Days each week Rate per month

5 Days \$198.00

4 Days \$158.00

3 Days \$119.00

2 Days \$80.00

Kindergarten Enrichment Program

Days each week Rate per month

5 Days \$324.00

4 Days \$259.00

3 Days \$194.00

2 Days \$130.00

Kindergarten Enrichment plus Before and After Care

Days each week Rate per month

5 Days \$549.00

4 Days \$432.00

3 Days \$324.00

2 Days \$216.00

▪ **School Age Care Summer Camp Tuition**

Cost: The tuition is \$155.00 per week (extended care is an extra \$25.00 per week).

There is no charge for the Parents as Teachers home visitation program. There is a low or no fee for playgroups, parent/child classes and parent education. Parents who struggle to pay for School Age Care or Camp are referred to the Care 4 Kids program. The FRC follows the Care 4 Kids Income Guidelines if someone requests

financial assistance for Preschool. The goal of the Care 4 Kids program is that child care be affordable for families in Connecticut with low to moderate income.

- **Total number of staff in the FRC program and their responsibilities.**

There are three full-time staff and approximately 30 part-time staff.

The three full-time staff members include the following:

- Program Coordinator – manages all of the FRC program components which includes outreach services to new families and new parents of young children as well as development of the FRC annual budget.
- Director – School Age Care Program – oversees daily operations of the School Age Care Program before and after school, summer care program as well as disseminates program materials designed to advertise the program and enroll children.
- Program Manager – School Age Care Program – with the Director, plans and implements developmentally appropriate programs for children.

Among the additional thirty part-time employees who provide direct care services to children enrolled in the various School Age Care programs is the Parent Educator who is responsible for all service components of the Parent as Teachers program which includes facilitating group meetings for families regarding child development.

- **Total cost for the FRC Program.**

The Family Resource Center is one entity with many programs including School Age Care, Preschool, Families in Training, Resource and Referral, Training for Child Care Providers, Adult Education and Positive Youth Development. The budget of the FRC programs for the fiscal year 2010/2011 totaled \$549,000 of which \$97,000 is from the State grant and the balance from tuition charges.

WDG/TS:ca

Annual Enrollment in Family Resource Center Programs
For the 2010 to 2011 program year the Tolland FRC served over 400 individuals in sustainable (8 weeks or more) programs. The FRC serves even more people through one-time events such as Music Nights or Family Nights.

Preschool	Total Enrollment – 40 children
Two Year Olds, 2 days a week, 2.5 hour class	10
Three Year Olds, 2 days a week, 2.5 hour class	14
Four Year Olds, 3 days a week, 2.5 hour class	16

Playgroups and Parent/Child Classes	Total Monthly Enrollment - 45
4 classes each week	Average enrollment 8 – 15 participants per class

Parents as Teachers Home Visitation	16 – 20 Families
Monthly visits	

School Age Care	Total Enrollment - 159 individual students
FRC AM & PM Ext Kindergarten program	Average daily attendance 15 - 20
Birch Grove Before School program	Average daily attendance 25
Birch Grove After School program	Average daily attendance 40
TIS Before School program	Average daily attendance 25
TIS After School program	Average daily attendance 40
Inservice and Vacation Day Child Care	Average daily attendance 45

Summer Camp	Total Enrollment – 91 individual students
9 week summer camp program	Average daily attendance - 60

Adult Education	Total Annual Enrollment – 50 individual adults
Charts a Course classes, 6 per year	8 – 12 per class
S.T.E.P parenting class	10 couples
Bi monthly Parenting Workshops various subjects	5 – 10 people average attendance

D.4.

TO: Members of Board of Education

FROM: William D. Guzman

DATE: September 14, 2011

SUBJECT: New Hires, Retirements and Resignations

Attached as requested at the August 24, 2011 Board of Education meeting is a listing of new District staff members (Attachment 1) and a listing of staff members who resigned or retired from the District at the close of the 2010/2011 school year. (Attachment 2)

2011/2012 NEW HIRES**Attachement 1**

Employee Name		School	Grade/Position	FTE
Teachers				
Hui	Tom	THS	Math (1 YR)	1.00
Bridge	Lynne	THS	Bus Ed	1.00
Hoyt	Kim	THS	Spanish (1YR)	1.00
Cullen	Amy	THS	English (1YR)	1.00
Simon	Kimberly	THS	Science	1.00
Estevez	Celeste	TMS	Library	1.00
Paquette	Chloe	TIS	Grade 4	1.00
Kennefick	Kelly	TIS	Grade 5	1.00
Paraprofessionals				
Hoke	Mary Ann	TMS	Spec. Ed	0.92
Kennedy	Heather	TIS	Spec. Ed	0.50
Sheidy	Darcy	TIS	Spec. Ed	0.50
Konikowski	Laura	BGP	Spec. Ed	0.50
Molteni	Louise	BGP	Spec. Ed	0.50
Tarr	Michelle	BGP	Spec. Ed	0.58
DalBon	Nadine	BGP	Spec. Ed	0.50
Nurses				
Davidson	Cynthia	THS	RN	1.00

2010-2011 End of Year Terminations

ATTACHMENT 2

EMPLOYEE NAME	SCHOOL	GRADE /POSITION	FTE	Reason Leaving
Administrators				
Stevens, Phil	TIS	AP	1.00	Resigned
Individual Contracts				
McCarthy (Appleton), Suzanne	FRC	Coordinator	1.00	Resigned
Teachers				
Becce, Chelsea	THS	Science	1.00	Resigned
Leege, Susan	THS	English	1.00	Retired
Hillebrecht, Jane	THS	Bus Ed	1.00	Retired
Marlin, Rosemary	TMS	6th grade	1.00	Resigned
Socha, Kate	TMS	Music	1.00	Resigned
Augusta, Janet	BGP	Gr 2	1.00	Retired
Connolly, Leanne	BGP	Music	0.20	Resigned
Miller, Daniel	TIS	Music	0.60	1 YR Contract
Nathan, Hedy	TIS	Reading	1.00	Retired
Jackopsic, Steven	TIS	Gr 5	1.00	Resigned
Zirolli, Diane	TIS	Gr 4	1.00	Retired
Olsen, Jennifer	DW	Social Studies	1.00	Resigned
Paraprofessionals				
Oborski, Carol	TIS	RE	1.00	1 YR Contract
Czecot, Kimberly	TIS	SE/Bus Monitor	0.75	Resigned
Piazza, Rene	TIS	SE	1.00	Resigned
Lachut, Melissa	TIS	SE	0.50	Resigned
Wytas, Elizabeth	TIS	SE	1.00	Resigned
Shea, Colby	TIS	SE/Bus Monitor	0.67	Resigned
Carpenter, Kathy	BGP	SE	1.00	Retired
Bowering, Julie	BGP	RE	1.00	Retired
McGuire, Jeanne	BGP	SE	0.50	Resigned
Hayes, Mary	BGP	SE	1.00	Retired
Nurses				
Karkavich, Nicole	TIS	LPN	0.67	Resigned

H.1.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: September 14, 2011

SUBJECT: Cooperative Team Request – Ice Hockey

As a result of Tolland High School not having an ice hockey team, it is necessary for students wishing to participate in this sport to do so with other high school teams. The cooperative ice hockey program established with E.O. Smith, Tolland and Windham has afforded the three schools an opportunity to compete in Boys' Ice Hockey in CIAC competition. The three communities provide a limited number of athletes qualified to compete at the varsity level. With the limited availability of ice time at the UConn Ice Arena, low participation rate and lack of area youth programs, the cooperative effort is the most viable one for our students' to compete in interscholastic competition.

The following is the anticipated participation for E.O. Smith, the host school (1), Tolland High School, coop school (2) and Windham High School, coop school (3).

Grade	Host School (1)	Coop School (2)	Coop School (3)	Total
9	2	1	0	3
10	5	2	0	7
11	2	8	1	10
12	2	4	1	7
Total	11	15	2	27

It is recommended that the Board of Education approve the agreement with E.O. Smith for Tolland High School students to participate in this program and represent Tolland High during the 2011-2012 school year.

WDG:ca

APPENDIX G

(Cooperative Team Policy Information can be found in CIAC Bylaws Section 3.0, pages 19-24 of this Handbook)
CIAC APPLICATION FOR COOPERATIVE TEAM SPONSORSHIP
 (Application deadlines: Fall sports -- May 1; Winter sports -- September 15; Spring sports -- January 10)

Application for: Initial Renewal Application Date 9/1/11

1. Names of Schools Applying 2. City/Town 3. Principal's Name

Host School (1) E.O. Smith Storrs Lucis DeLorato
 Coop School (2) Tolland Tolland Dominique Fox
 Coop School (3) Windham Windham Steve Medina

4. Sport (boy or girl) Ice Hockey Total # of athletes allowed by CIAC 15/30

5. Effective Date of Coop. 2011-12

6. Name of Coop. E.O. Smith - Tolland - Windham Bucks

7. Potential Participation (List number of students in each school who are expected to participate on this team.) ** Include eligibility lists for previous year.

Grade	Host School (1)	Coop School (2)	Coop School (3)	Total
*9	<u>2</u>	<u>1</u>	<u>0</u>	<u>3</u>
10	<u>5</u>	<u>2</u>	<u>0</u>	<u>7</u>
11	<u>2</u>	<u>3</u>	<u>0</u>	<u>5</u>
12	<u>2</u>	<u>4</u>	<u>1</u>	<u>7</u>
Total	<u>11</u>	<u>15</u>	<u>1</u>	<u>27</u>

* NOTE: This figure must include the expected participants from the incoming ninth graders if this application is submitted the previous school year.

8. Current Program Status (List the number of participants included in your program during the sport season preceding this application.)

Grade	Host School (1)	Coop School (2)	Coop School (3)	Total
9	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
10	<u>2</u>	<u>7</u>	<u>0</u>	<u>9</u>
11	<u>2</u>	<u>5</u>	<u>1</u>	<u>8</u>
12	<u>3</u>	<u>2</u>	<u>2</u>	<u>7</u>
Total	<u>10</u>	<u>14</u>	<u>3</u>	<u>27</u>

9. Agreement Signatures: The following signatures certify approval of this cooperative team by a formal vote of the local education authority and the administrators of the schools involved, and it attests that all the information submitted is accurate, all schools have an agreement with respect to insurance, coaching personnel, facilities, equipment, student eligibility and complying with CIAC By-laws.

Schools	Board President / Chair / or Superintendent Signature	Principal Signature	Date
Host (1) <u>E.O. Smith</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>9/1/11</u>
Coop (2) <u>Tolland</u>	_____	_____	_____
Coop (3) <u>Windham</u>	_____	_____	_____

10. Addendums to this Application: (The following items must accompany this application in order for it to be processed.)

- A. A written statement expressing the reason for formation of this coop.
- B. A written statement from all schools involved that they will adopt a "no-cut" policy for this coop.
- C. A written statement from your league or six (6) competing schools approving this coop.
- d. The eligibility lists of previous sport season.

NOTE: Member schools are advised that when a Cooperative Athletic Team is dissolved for any reason, any and all remaining players from the school that is no longer participating in the co-op are not eligible to continue participating with the host team. For purposes of clarification, the host team is that team which was previously part of the coop team and has increased its team membership to a level which the CIAC determines sufficient to sponsor its own school team independent of a co-op arrangement.

OFFICIAL CIAC ACTION: The above application for cooperative team sponsorship --
 IS / IS NOT granted for the school years _____ and _____

 Chairman, CIAC Board of Control / Date

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: September 14, 2011
SUBJECT: Cooperative Team Request – Boys Swimming

As a result of Tolland High School not having a swim team, it is necessary for students wishing to participate in this sport to do so with other high school teams. The cooperative Boys' Swimming program established with E.O. Smith and Tolland High School has afforded the two schools an opportunity to compete in Boys' Swimming in CIAC competition. At this time the schools are not providing the necessary participation numbers to support a competitive program at either school.

The following is the anticipated participation for E.O. Smith, the host school (1), and Tolland High School, coop school (2).

Grade	Host School (1)	Coop School (2)	Total
9	1	1	2
10	3	0	6
11	5	0	8
12	4	4	6
Total	13	5	23

It is recommended that the Board of Education approve the agreement with E.O. Smith for Tolland High School students to participate in this program and represent Tolland High during the 2011-2012 school year.

WDG:ca

APPENDIX G

(Cooperative Team Policy Information can be found in CIAC Bylaws Section 3.0, pages 19-24 of this Handbook)
CIAC APPLICATION FOR COOPERATIVE TEAM SPONSORSHIP
 (Application deadlines: Fall sports -- May 1; Winter sports -- September 15; Spring sports -- January 10)

Application for: Initial Renewal Application Date 9/1/11

1. Names of Schools Applying 2. City/Town 3. Principal's Name
 Host School (1) E.O. Smith Stamps Louis DeLueto
 Coop School (2) Talland Talland Dominique Fox
 Coop School (3) _____

4. Sport (boy or girl) Swimming Total # of athletes allowed by CIAC 14/28
 5. Effective Date of Coop 2011-12
 6. Name of Coop E.O. Smith - Talland

7. Potential Participation (List number of students in each school who are expected to participate on this team.) ** Include eligibility lists for previous year.

Grade	Host School (1)	Coop School (2)	Coop School (3)	Total
* 9	<u>1</u>	<u>1</u>		<u>2</u>
10	<u>3</u>	<u>0</u>		<u>3</u>
11	<u>5</u>	<u>0</u>		<u>5</u>
12	<u>4</u>	<u>4</u>		<u>8</u>
Total	<u>13</u>	<u>5</u>		<u>18</u>

* NOTE: This figure must include the expected participants from the incoming ninth graders if this application is submitted the previous school year.

8. Current Program Status (List the number of participants included in your program during the sport season preceding this application.)

Grade	Host School (1)	Coop School (2)	Coop School (3)	Total
9	<u>3</u>	<u>0</u>		<u>3</u>
10	<u>6</u>	<u>0</u>		<u>6</u>
11	<u>4</u>	<u>4</u>		<u>8</u>
12	<u>5</u>	<u>1</u>		<u>6</u>
Total	<u>18</u>	<u>5</u>		<u>23</u>

9. Agreement Signatures: The following signatures certify approval of this cooperative team by a formal vote of the local education authority and the administrators of the schools involved, and it attests that all the information submitted is accurate, all schools have an agreement with respect to insurance, coaching personnel, facilities, equipment, student eligibility and complying with CIAC By-laws.

Schools	Board President/Chair/ or Superintendent Signature	Principal Signature	Date
Host (1) <u>E.O. Smith</u>	<u>RWSO</u>	<u>[Signature]</u>	<u>9/1/11</u>
Coop (2) <u>Talland</u>	_____	_____	_____
Coop (3)	_____	_____	_____

10. Addendums to this Application: (The following items must accompany this application in order for it to be processed.)

- A. A written statement expressing the reason for formation of this coop.
- B. A written statement from all schools involved that they will adopt a "no-cut" policy for this coop.
- C. A written statement from your league or six (6) competing schools approving this coop.
- d. The eligibility lists of previous sport season.

NOTE: Member schools are advised that when a Cooperative Athletic Team is dissolved for any reason, any and all remaining players from the school that is no longer participating in the co-op are not eligible to continue participating with the host team. For purposes of clarification, the host team is that team which was previously part of the coop team and has increased its team membership to a level which the CIAC determines sufficient to sponsor its own school team independent of a co-op arrangement.

OFFICIAL CIAC ACTION: The above application for cooperative team sponsorship --
 IS / IS NOT granted for the school years _____ and _____

 Chairman, CIAC Board of Control / Date

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: September 24, 2011
SUBJECT: Freshmen Girls Volleyball – Proposal

The Tolland High School Athletic Department would like to sponsor a freshmen girls volleyball team for the 2011/12 school year.

The costs for the program are as follows:

Game Officials	\$ 0*
Transportation	\$ 0**
Coach Stipend	<u>\$ 2,591</u>
Total Cost	\$ 2,591

The projected Participation Fee for 12 students is \$3,300.

*There is no cost for Freshman volleyball officials when they compete at the same time with JV/Varsity teams per contract with the Connecticut Board of Volleyball Officials and the CIAC.

**Team will travel with the JV/Varsity teams for away games.

The Administration recommends approval to sponsor a Freshmen Girls Volleyball Team for the 2011/2012 season.

WDG:ca

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: September 14, 2011
SUBJECT: Freshmen Boys Soccer – Proposal

The Tolland High School Athletic Department would like to sponsor a freshmen boys soccer team for the 2011/12 school year.

The costs for the program are as follows:

Game Officials	\$ 445
Transportation	\$ 776
Coach Stipend	<u>\$ 3,260</u>
Total Costs	\$ 4,481

The projected Participation Fee (20 students) is \$5,500.

The Administration recommends approval to sponsor a Freshmen Boys Soccer Team for the 2011/2012 season.

WDG:ca

I. INFORMATIONAL

I. BUDGET DEVELOPMENT CALENDAR

<u>Date</u>	<u>Development Item</u>	<u>Responsible Person</u>
8/23/11	Distribution of 2012-13 budget development manual	Regina
8/26/11	Begin review of school maintenance and custodial needs	Carroll Principals
8/26/11	Begin survey of school enrollment projection	Guzman
9/14/11	Submission of requests for school plan renovations and/or Capital Improvements to Superintendent	Principals Carroll
9/19-9/23/11	Budget input training on BudgetSense for new users	Sher
9/30/11	Superintendent and Maintenance Manager to meet to review and finalize Capital Improvement Plan	Guzman Carroll
10/12/11	Superintendent presents Capital Improvement Plan to Board of Education for approval	Guzman
9/26-10/21/11	Principals/department directors develop budgets	Principals Eidson Raymond Dept. Directors
10/21/11	School program budget requests due from teacher/department Chairs for principal/director review	Principals Eidson Raymond Dept. Directors
10/21/11	Technology requests due to District Director of Information Technology	Sher
10/24-10/28/11	Review of budget requests and changes made to school budget files	Principals Eidson Raymond Dept. Directors
10/25/11	Personnel budget requests submitted and reviewed at Leadership Council	Guzman Eidson Regina Principals Raymond Dept. Directors
10/26/11	Board of Education approves Capital Improvement Plan Request	BOE
11/4/11	Budget requests for new year due to Business Office	Guzman Sher Eidson Raymond Regina Dept. Directors

11/7-11/10/11	Begin compilation of program budget requests	Regina Lynch
11/14-11/15/11	Superintendent reviews program budgets with principals/directors	Guzman Eidson Regina Principals Directors
11/16-11/23/11	Budget additions/changes/deletions posted to budget files	Principals Dept. Directors
11/1-11/23/11	Develop personnel budget based on Leadership Council recommendations	Regina Payroll
11/28/11	Superintendent determines final FY2012-13 budget	Guzman
12/1-12/23/11	Prepare budget document	Regina Lynch
1/3-1/6/12	Proof, collate, paginate, and print	Abbott Allen
1/11/12	Presentation of Superintendent's proposed Fiscal Year 2012-13 budget to Board of Education	Guzman
1/18/12 1/25/12 2/1/12	Board of Education budget review workshop Board of Education budget review workshop Board of Education budget review workshop/Board of Education approves budget	BOE Guzman Eidson Regina
2/16/12	Superintendent presents Board of Education Budget to Town Manager	Guzman
3/6/12	Manager convenes joint meeting between Council and Board of Education (by April 11 per Charter requirement) – Council Room – 7:00 p.m.	Town BOE
5/1/12	Budget Referendum	Town
7/1/12	Fiscal year 2012-13 budget year begins	

K. COMMUNICATIONS

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM AUGUST 23, 2011 – 7:30 P.M.

MEMBERS PRESENT: Frederick M. Daniels, Chairman; MaryAnn Delaney Tuttle, Vice Chairperson; Dale Clayton; Jack Flynn; Francis Kennedy; Craig Nussbaum and April Teveris

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven R. Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Clem Langlois, Public Works; Beverly Bellody, Human Services; Linda Farmer, Director of Planning & Community Development; Agata Herasimowicz, Acting Director of Finance and Records; Jennifer Usher, Town Engineer; John Pagini of Joshua's Trust; other members of Joshua's Trust

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

Ken Hankinson of 54 Johnson Road - Donation to Joshua's Trust – He is not speaking on behalf of the Conservation Commission, or the Conservation Corp. He is speaking as an individual, a resident and taxpayer of the Town of Tolland. The recommendation he has is not a request for additional funding for either the Conservation Corp. or the Conservation Commission. He spoke of a recommendation given in a memo which he sent to the Council members. The property is not town land. The owner and donor should have funded this money, but he is not interested in doing so. If you do decide to make the donation, what will you do when the State comes back and asked for money to take care of more property? You do not have to vote yes or no tonight. Remember, the money you are committing is for 27 acres that does not belong to the town.

Sam Belsito of 55 Lee Lane – Secret – Tolland Recreation Department goes out of town – The move of the Rec Department to Parker School was to provide more space for the indoor recreational functions. It has recently come to his attention that the Parker School gym flooring is not an option for 7 popular woman's fitness classes. It has been decided that tile over cement flooring is undesirable. One solution would have been to install a floating wooden floor. It appears that most of the woman's fitness programs will be in a new location in Willington. Now is the time for this town administration to put the citizens first.

Joan Hill of Joshua's Trust – She agrees with Mr. Hankinson on many things. She believes it is important for the Trust, the Town, and the Conservation Corp. to all receive financial support. If you are going to protect open-space, whether you own it, buy it, etc., there may be expenses. A lot of the work getting done at the Lemek parcel will be volunteer labor, but there will be costs (excavation, mowing and legal expenses). We are all on the same side; and are concerned about the environment.

6. **PUBLIC HEARING ITEMS:**

- 6.1 Consideration of a resolution making an additional appropriation up to \$140,000 to Capital Equipment Fund from the Town Aid Road Special Revenue Fund for the purchase of an excavator.

Mr. Werbner commented the appropriation would be for an excavator needed to address present and future drainage concerns throughout the town. The estimated cost is \$140,000, although we will be going out to bid to get a better price. He is recommending using existing Town Aid Road Grant funds for this purchase. There will be a two year pay back for this piece of equipment. By acquiring this equipment we will not have to contract out drainage projects. This will enable us to do more work in-house and lessen our need to borrow for future drainage projects.

April Teveris motioned to open the public hearing; Seconded by Jack Flynn. All in favor. None opposed.

Sam Belsito of 55 Lee Lane – He understands that we will save on projects in the pot now, but how much will be saved in the future. How often will this equipment be sitting? Will it be too big for our town? Would it be cheaper to rent it? *Mr. Werbner commented that if there were only 4 projects we wouldn't buy the equipment. There are about 70 basins that have been identified already and a good number of them will need maintenance going forward. This piece of equipment will be used on a regular basis yearly, not only for basins, but for other projects.*

A straw poll was conducted of all those in favor of making this additional appropriation of up to \$140,000. 6 in favor; 0 opposed.

Jack Flynn motioned to close the public hearing; Seconded by Francis Kennedy. All in favor. None opposed.

MaryAnn Delaney Tuttle read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby appropriates up to \$140,000 from Town Aid Road Special Revenue Fund to the Capital Improvements Equipment Fund.

Seconded by Dale Clayton.

MaryAnn Delaney Tuttle commented that years ago she remembers talking about a program that was regional where you could swap equipment with other towns. Is there a similar piece of equipment in any other towns that we've attempted to utilize? Or if we aren't using this equipment, could we loan it out and be compensated for that? Mr. Werbner said that we have loaned equipment out and borrowed before. Normally, you are not compensated monetarily. There is a new regional equipment sharing grant that was part of the latest Legislative approval. The mechanics have not been worked out yet. This equipment will be used regularly and may not be around to share. He said they will be looking into that grant to see if they could get a different piece of equipment to share.

Dale Clayton asked if we have the ability to move this equipment. Mr. Werbner said yes, it is being sized for the type of trailer that the town has.

Mr. Flynn said it is nice to see that we are doing this, given that it will be a quick payback. It allows us to get the work done and to get it done cheaper.

All in favor. None opposed.

- 6.2 Consideration of a resolution making an additional appropriation of \$1,969.78 to the Board of Education's 2010-11 Budget for Medicaid payments.

Dr. Daniels commented that this is the standard required Resolution by the State.

Jack Flynn motioned to open the public hearing; Seconded by MaryAnn Delaney Tuttle. All in favor. None opposed.

A straw poll was conducted of all those in favor of appropriating \$1,969.78 to the Board of Education's 2010-11 Budget for Medicaid payments. 7 in favor; 0 opposed.

Dale Clayton motioned to close the public hearing; Seconded by Jack Flynn. All in favor. None opposed.

MaryAnn Delaney Tuttle read the following resolution:

WHEREAS the Tolland Board of Education participates in the Medicaid Reimbursement Plan as administered by the Department of Social Services of the State of Connecticut, through which it bills Medicaid for the cost of speech and language, psychological, occupational and physical therapy services for students who are eligible for Medicaid; and

WHEREAS the Board of Education has received a payment in the amount of \$1,969.78 from the Department of Social Services' Medicaid Reimbursement Plan;

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby appropriates an additional \$1,969.78 in Medicaid payments to the Board of Education's 2010-11 budget.

Seconded by Jack Flynn. All in favor. None opposed.

7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** None.

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** MaryAnn Delaney Tuttle commented that the EDC had a meeting with a Consultant last week to develop their long-range plan and to set forth goals. They will be coming to the Council for acknowledgment of the Plan. The draft should be finalized in the next few weeks and drafts can be obtained from Ms. Farmer.

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

- 8.1 Consideration of a resolution to authorize the Town Manager to submit an application for a Surface Transportation Program (STP) grant through CRCOG in the amount of \$2,500,000 for design and road improvements in and around the Tolland Green.

Mr. Werbner commented that the staff at CRCOG indicated that the town should consider putting in an Application through this grant program for a portion of the work that was identified during the study that was done for the traffic pattern through the Green area. The grant limits are \$2.5m. There is a potential 10% match. In the past, the State has picked up the 10%. The work being proposed is:

- Design and construction of the Route 74 approach to the Tolland Green, including the intersection of Route 74 and Old Stafford Road (Northern Gateway of the Tolland Green), including the addition of a median and textured cross-walks; and
- Design and construction of the portion of Route 195 that approaches Tolland Green, north of Cider Mill Road up to Old Post Road.

This grant program comes about for solicitations approximately every four to five years. So, if the town is interested in moving forward with possible design and implementation of any of the road improvements recommended for this area, this is an opportunity that won't come around again for a number of years. The Application needs to be submitted by September 15, 2011.

MaryAnn Delaney Tuttle asked where the potential 10% match would come from. Mr. Werbner said that he would recommend succeeding Capital budgets to incrementally fund that money over the next three years. If that money is not needed, then it can be used on items not eligible for this project, ex: lighting, brick work, etc., or it can be used for other road improvements.

April Teveris asked if the town were awarded this grant, would there be some kind of hearing to determine if we want to accept it. Mr. Werbner said you would need to accept the grant and there would be a public hearing for that.

Dale Clayton commented that since there may be some time before the project gets underway; he believes the sections should be prioritized. He would like to see the northern section be the priority. Mr. Werbner agrees with that recommendation.

MaryAnn Delaney Tuttle read the following resolution:

WHEREAS, the Capitol Region Council of Governments (CRCOG) has requested proposals from municipalities for transportation projects to be funded under the federal Surface Transportation Program (STP-Urban); and,

WHEREAS, the Town of Tolland is submitting an application to CRCOG for the Corridor Improvements Project consisting of the design and reconstruction of the approach and intersection of Route 74 and Tolland Green and the Route 195 approach to Old Post Road and miscellaneous site and traffic improvements; and,

WHEREAS, the Town of Tolland may be responsible for providing up to a 10 percent local match of the total project cost, which may include fees for design, rights-of-way, construction and administration for this project; and,

WHEREAS, the State of Connecticut Department of Transportation is responsible for providing a 10 percent state match and may provide up to an additional 10 percent for a total of 20 percent state match of the total project cost, which may include fees for design, rights-of-way, construction and administration for this project; and,

WHEREAS, the federal STP-Urban program is responsible for providing 80 percent federal match of the total project cost, which may include fees for design, rights-of-way, construction and administration for this project.

BE IT RESOLVED, that the Tolland Town Council endorses the submission of the grant application to CRCOG for the Corridor Improvements Project and that Steven R. Werbner, as Town Manager of the Town of Tolland, and in his absence the Acting Town Manager, is hereby authorized to make, execute and approve on behalf of the Town of Tolland the STP-Urban Grant for the Corridor Improvement Project, and any subsequent amendments and modifications, between the Town of Tolland and CRCOG and/or the State of Connecticut Department of Transportation.

Seconded by Jack Flynn. All in favor. None opposed.

- 8.2 Consideration of a resolution to approve a bid waiver for Solid Waste Disposal Services and authorizes Steven R. Werbner, Town Manager, to execute an Agreement with Willimantic Waste Paper Company, Inc. for Solid Waste Disposal Services.

Mr. Werbner commented that he has been working with CRCOG regarding long-term solid waste disposal options. An entity consisting of 21 towns in the region came together for the purpose of soliciting bids for disposal of solid waste. Two vendors were vetted out as a result of that process, and on his own he also inquired with Willimantic Waste. Through Willimantic Waste, he has received a five-year pricing plan of \$60 for the first year increased by CPI or 2.5% over the next four years, whichever is less. It is possible that the rate we would pay per ton to Willimantic Waste would be higher than that of CRRA, however, there is no guarantee and no way to determine that other than to float on the price with CRRA over the next three years. Since Willimantic Waste was not part of the CCSWA bid process, it is necessary for the Council to approve a bid waiver to select them for this service. Based on the uncertainties of the rate structure of CRRA and other factors which could influence their rates over the next 3 – 5 year time period, he would recommend moving forward with Willimantic Waste for this service. The town has had a good experience with this firm for collection services for which we have a contract through 2015 as well as disposal of recyclables.

Mr. Clayton raised a question about Section 6 – reference to Exhibit A of the Municipal Solid Waste Processing Agreement – It delineates the ton price for the five year term, but it doesn't reference CPI at all. Mr. Werbner said it is based upon the 2.5%, and we would need to make sure it is clarified that if CPI is lesser, then that is the figure to be used.

MaryAnn Delaney Tuttle read the following *revised* resolution:

WHEREAS The Town of Tolland has actively been working with CRCOG and member towns to study long-term solid waste disposal options. The current contract that Tolland has with CRRA for disposal expires on November 15, 2012; and

WHEREAS In June of 2010 the Town agreed to become a member of the Central Connecticut Solid Waste Authority, an entity consisting of some 21 towns in the region, who came together primarily for the purpose of soliciting bids for disposal of solid waste and the two vendors that were vetted out as a result of the CCSWA process were CRRA and Murphy Road Recycling; and

WHEREAS Murphy Road is not an option for us at this time since they are not permitted for solid waste disposal and CRRA in any of its tiers is not willing to lock in a price for disposal or number for a rebate for recycling; and

WHEREAS our current vendor for collection and recyclables Willimantic Waste Paper Company, Inc. has offered a five year pricing plan of \$60 for the first year increased by **the lesser of** CPI or 2.5% over the next four years for disposing of our solid waste and would be a five year commitment for disposal services; and

WHEREAS the Town has had a good experience with Willimantic Waste Paper Company, Inc. for collection services for which we have a contract through 2015 as well as disposal of recyclables for which we have a contract through 2019;

NOW, THEREFORE, BE IT RESOLVED that the requirement for bidding for Solid Waste Disposal Services is hereby waived in accordance with Town policy A-176-11D.(7) and the Tolland Town Council hereby authorizes Steven R. Werbner, Town Manager, to execute an Agreement with Willimantic Waste Paper Company, Inc. for Solid Waste Disposal Services.

Seconded by Jack Flynn. All in favor. None opposed.

8.3 Appointments to vacancies on various municipal boards/commissions.

MaryAnn Delaney Tuttle moved to re-appoint **Larry F. Perosino of 56 Midland Drive** to the Cable Advisory Board for the term that expires June 14, 2012. Seconded by Dale Clayton. All in favor. None opposed.

MaryAnn Delaney Tuttle moved to appoint **Judith Goodman of 28 Stone Pond Drive** to the Permanent Celebration Committee for the term of August 23, 2011 through November 5, 2013. Seconded by Dale Clayton. All in favor. None opposed.

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

9.1 Approval of a resolution for the Town of Tolland to make a donation of \$4,448 to Joshua's Tract Conservation & Historic Trust, Inc. for their ownership of the Lemek Subdivision Open Space.

John Pagini of Joshua's Trust spoke and introduced members of the Trust. He said Mr. Hankinson's organization is wonderful. They have worked together hand in hand many times. This request is not made to meet immediate stewardship needs on the property. It is intended for the Trust to establish a long term stewardship fund for the care and maintenance of the property into perpetuity. The contribution that they are asking for is going into a main fund. It is not just for the Lemek property. They are doing this under the standards required by the Land Trust Alliance as a prerequisite to accreditation. This is a one-time donation in connection with this property. It will insure its' perpetual maintenance. He hopes the Council acts favorably.

Dr. Daniels questioned if they received a memo from the Conservation Commission indicating if they changed their position. Ms. Farmer said they made a motion and approved it. It is on the Council's cover sheet.

Craig Nussbaum has some issues with this: The town is not the donor of this land. He believes Joshua's Trust is coming to the wrong entity asking for the money. He has no tolerance for the argument that some of the trust's existing funds are not available for use because they are earmarked for other purposes. There is money in the Trust and if some of it is earmarked for other purposes that does not concern him. He is also concerned with funding this property for \$4,000+, when we only budget \$250/year for all the properties under the Conservation Commission in the budget. That may be his biggest concern.

Jack Flynn said he agreed with some of Mr. Nussbaum's concerns. He can see why they need this money, but he is not sure why it is the town's role to donate it.

Dr. Daniels said the town does not have the obligation to make this donation. Since the owner hasn't, Joshua's Trust is now coming to us. With regards to the Conservation Commission, the funding that goes towards that should be reviewed in the future.

MaryAnn Delaney Tuttle commented that they could have paid an in-lieu of donation, or the builder had to donate the property to the town in order to get the subdivision approval, or donate it to something that would use it for open-space. So, if they had not offered to donate it to Joshua's Trust, then it would have come to the town and then would have become the town's financial and legal responsibility for maintaining.

Mr. Flynn understands what Ms. Delaney Tuttle is saying. Although, he feels if they had given it to the town, we would have taken responsibility. Instead, they gave it to someone else, so why should we have to bear any costs.

Dr. Daniels said he is conflicted. He understands MaryAnn Delaney Tuttle's point of view that the town does not have the burden of maintaining the property. He also understands Mr. Nussbaum that legally, morally and ethically we have no requirement to do anything. If the donation is made, it will come from our fee-in-lieu of account. He is in favor of approving this.

Dale Clayton did want to clarify that the town does more than just funds the Conservation Commission \$250. Mr. Werbner confirmed that there are additional in-kind services supplied.

Mr. Nussbaum wanted it noted that he does support open-space, and doesn't want his comments to be construed otherwise.

Mr. Clayton said this is a learning process and hopefully a one-time occurrence. Hopefully, if Joshua's Trust receives land in the future, the owner/donor will make the donation.

MaryAnn Delaney Tuttle commented that as a town, we are benefiting from all of the open-space, not just the space maintained by one group or the other.

MaryAnn Delaney Tuttle read the following *revised* resolution:

NOW, THEREFORE, BE IT RESOLVED that the Town Council approves a resolution for the Town of Tolland to make a donation of \$4,448 **from the fee-in-lieu of open-space account** to Joshua's Tract Conservation & Historic Trust, Inc. for their ownership of the Lemek Subdivision Open Space.

Seconded by Dale Clayton. Frederick Daniels, MaryAnn Delaney Tuttle, Dale Clayton, Francis Kennedy and April Teveris were in favor. Jack Flynn and Craig Nussbaum were opposed.

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

~Mr. Werbner commented that the Town is once again part of Money Magazine's top 100 Best Places to live. We are ranked 37 out of the 3,570 communities throughout the country that have a population of 8,500 – 50,000. Tolland should be proud of the fact that we are recognized. We are highest rated community within the State of Connecticut.

~Also, Mr. Littell had been nominated as one of the emergency management individuals of the year. Although he was not selected as the top individual, he was given recognition and a certificate. We are extremely proud of John and the efforts that he makes.

~We were also highlighted in the Hartford Business Journal for our economic growth in terms of what has taken place throughout the community.

~He reminded that we will be celebrating Tolland on September 17, 2011. That same day, there will be an electronic recycling pick-up at the High School.

Dr. Daniels asked that they be provided information regarding the fitness class issue. He had not heard about that prior. Mr. Werbner will get more information for the Council members.

11. **ADOPTION OF MINUTES**

11.1 August 9, 2011 Regular Meeting Minutes – MaryAnn Delaney Tuttle moved to adopt the minutes; Seconded by Dale Clayton. All in favor. None opposed. Francis Kennedy abstained.

12. **CORRESPONDENCE TO COUNCIL**

- 12.1 United Way
- 12.2 Battle of the Bands
- 12.3 Governing Magazine
- 12.4 Eastern Highlands Health District
- 12.5 Connecticut Foundation for Public Giving

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** None.

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

Sam Belsito of 55 Lee Lane – Women Physical Fitness – Questions: Who authorized the town program to go out of town; what type of contract is there with the new fitness center; why wasn't consideration given to locate the facility in Tolland; who determined the current floor at Parker was not suitable for aerobics; why was there no consideration for the woman of Tolland to continue to take classes here in Tolland; Why has this happened?

Richard Bozzone of 9 Elm Road – He wanted to highlight the award given by Money Magazine. It is something we should expand on and use to our benefit as a municipality. He commented on the settlement of the lawsuit regarding the property owner on the Green. He believes that homeowner was turned off. He decided not to move his business to Tolland. The way this situation was handled back at the start needs to be looked at. You folks and Mr. Werbner did the right thing, but why did it have to take 8 years.

Ken Hankinson of 54 Johnson Road - He is glad the Trust got the money, they are a great organization. A couple of comments though: He did not want to beat up on Joshua's Trust as he is part of that organization, nor did he want to request money for the Conservation Corp. We don't need money from the town; we just need more support for the Conservation Commission. You may not be aware, but with the money you just gave Joshua's Trust they now have approximately \$10,000 (\$5,000 for Sage Meadow and \$4,500 for Lemek's property). You heard him say that money was not earmarked for the Lemek property. It can be used for anything. You could have, and as he recommended, told them to earmark that money for that property.

15. **EXECUTIVE SESSION**

Francis Kennedy motioned to go into Executive Session at 9:01 p.m., thus ending the Regular Meeting of the Town Council. Seconded by Dale Clayton. All in favor. None opposed.

15.1 Executive Session to discuss the personnel matter of raises for the unaffiliated group, the Town Manager evaluation and discussion of pending litigation.

16. **ADJOURNMENT** – Francis Kennedy moved to adjourn the meeting; Seconded by Jack Flynn at 10:37 p.m. All were in favor.

Frederick M. Daniels, Council Chair

Michelle A. Finnegan
Town Council Clerk