

TOLLAND BOARD OF EDUCATION  
Tolland High School  
Library Media Center  
Tolland, CT 06084

**PLEASE NOTE CHANGE IN LOCATION**

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA  
January 25, 2012

**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
  - January 6, 2012 – Special Meeting – 2:00 p.m.
  - January 6, 2012 – Special Meeting – 3:00 p.m.
  - January 11, 2012 – Regular Meeting
  - January 18, 2012 – Budget Workshop
- 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. Leave of Absence Report
  - F.2. Status of the 2011/2012 Budget – January 18, 2012
- G. COMMITTEE & LIAISON REPORTS
  - Finance and Facilities Committee – January 23, 2012
- H. CHAIRPERSON'S REPORT

I. BOARD ACTION

I.1 2011/2012 School Calendar Revision

I.2. Board Policies

- Policy and Administrative Regulation 4030 - Non-Discrimination
- Administrative Regulation 4041 - Use of Social Media
- Policy 4050 - Employment Checks
- Policy and Administrative Regulation 4110 - Employee Use of the District's Computer System
- Administrative Regulation 5130 - Suicide Prevention Intervention

I.3. 2012/2013 School District Budget (no enclosure)

J. PUBLIC PARTICIPATION (2 minute limit)

*Comments must be limited to items on this agenda.*

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council Minutes of January 10, 2012
- School Calendars for February

M. OLD BUSINESS

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

**Tolland Board of Education  
Special Meeting**

**Minutes – January 6, 2012**

**Members Present:** Gayle Block, Steve Clark, Tom Frattaroli, Frank Tantillo

**Administrators Present:** Mr. William D. Guzman, Superintendent of Schools, Mrs. Margot Martello, Assistant Principal Tolland High School

Dr. Block called the meeting to order at 2:01 p.m. in the Board Office located at 51 Tolland Green, Tolland, CT.

Mr. Clark motioned and Mr. Frattaroli seconded to go into executive session and invite the Superintendent and Mrs. Martello, Assistant Principal, Tolland High School for the purpose of conducting an expulsion hearing. All in favor. Motion carried.

The Board returned to public session at 2:17 p.m.

**Motion**

Mr. Clark moved, based on the evidence in the record, that the Board expel Student A, from school effective January 11, 2012 and continue through January 10, 2013 under the following conditions:

- a. During the period of expulsion, the Board will provide Student A with an alternative educational program deemed appropriate by the Administration.
- b. During the period of expulsion, Student A will not be permitted to be on school grounds and will not be permitted to attend or participate in any school-sponsored activities, with the exception of Student A's participation in the alternative education program as described in the preceding paragraph.
- c. Prior to first semester of the 2012-13 school year, the Superintendent will review Student A's conduct, as well as Student A's attendance and effort level in the alternative education program, for the purpose of determining, in the Superintendent's sole discretion, whether Student A should be readmitted to Tolland High School for the start of the first semester of the 2012-13 school year.
- d. If the Superintendent determines that Student A should be readmitted to the Tolland High School early in accordance with the preceding section, and if Student A subsequently commits any offense that would warrant

suspension and/or expulsion under the policies of the Tolland Board of Education, the Superintendent may reinstate Student A's expulsion for the remainder of the expulsion period through January 9, 2013 school year without the need for any further proceedings before the Tolland Board of Education.

The motion was seconded by Dr. Block. All in favor. Motion carried.

Mr. Frattaroli motioned and Mr. Tantillo seconded to adjourn the meeting at 2:18 p.m. All in favor. Motion carried.

Respectfully submitted,

William D. Guzman  
Superintendent of Schools

WDG:ca

**Tolland Board of Education  
Special Meeting**

**Minutes – January 6, 2012**

**Members Present:** Gayle Block, Steve Clark, Tom Frattaroli, Frank Tantillo

**Administrators Present:** Mr. William D. Guzman, Superintendent of Schools, Mrs. Margot Martello, Assistant Principal Tolland High School

Dr. Block called the meeting to order at 3:00 p.m. in the Board Office located at 51 Tolland Green, Tolland, CT.

Dr. Block motioned and Mr. Clark seconded to go into executive session and invite the Superintendent and Mrs. Martello, Assistant Principal, Tolland High School for the purpose of conducting an expulsion hearing. All in favor. Motion carried.

The Board returned to public session at 3:32 p.m.

**Motion**

Mr. Frattaroli moved, based on the evidence in the record, that the Board expel Student A, from school effective January 11, 2012 and continue through January 10, 2013 under the following conditions:

- a. During the period of expulsion, the Board will provide Student A with an alternative educational program deemed appropriate by the Administration.
- b. During the period of expulsion, Student A will not be permitted to be on school grounds and will not be permitted to attend or participate in any school-sponsored activities, with the exception of Student A's participation in the alternative education program as described in the preceding paragraph.

The motion was seconded by Mr. Clark. All in favor. Motion carried.

Mr. Frattaroli motioned and Mr. Tantillo seconded to adjourn the meeting at 3:34 p.m. All in favor. Motion carried.

Respectfully submitted,

William D. Guzman  
Superintendent of Schools

WDG:ca

**TOLLAND BOARD OF EDUCATION  
Tolland, CT**

**MINUTES – January 11, 2012**

**Members Present:** Mr. Andy Powell, Chairperson; Mr. Robert Pagoni, Vice Chairperson; Ms. Christine Riley Vincent, Secretary; Dr. Gayle Block; Mr. Steve Clark; Mr. Thomas Frattaroli; Mrs. Karen Kramer; and Mrs. Althea Gill.

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

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

**APPROVAL OF MINUTES**

Mr. Clark motioned and Dr. Block seconded to approve the minutes of the regular meeting of December 14, 2011. Mrs. Kramer noted that under I.3. the date should read February 21, 2012 as the additional instructional day and not February 22, 2012. All in favor to approve with noted change. Motion carried.

**PUBLIC PARTICIPATION**

None

**POINTS OF INFORMATION**

None

**STUDENT REPRESENTATIVE REPORT**

Kate-Lynn Walsh reported on the Eastern Regional Music Festival which was held on January 6 and 7, 2012. Members of the Tolland High School Concert Band, Orchestra, Jazz Band, Mixed Chorus, and Treble Chorus were represented at the Festival.

Student Exams have been set for January 26 and 27, 2012 and the mid-semester day will be Monday, January 30, 2012.

The second quarter concert will be on January 18, 2012 at 7:00 p.m. in the auditorium and will feature the Women's Chorus, Madrigals, Instrumental Music class and Jazz Band. Play rehearsals for "Bye, Bye Birdie" have begun.

**SUPERINTENDENT'S REPORT**

**F. 1. Health Insurance Presentation**

Mr. Guzman introduced Mr. Steve May, Senior Health Benefit Consultant, with Milliman Insurance who discussed the reason for the projected premium increase for the 2012/2013 fiscal year.

Mr. May explained that projecting health benefits claims was much like predicting hurricanes in that its path becomes more predictable as it gets closer to a particular

area. So to, is the projected increase in health insurance premium as time gets closer to July 1.

Mr. May also discussed current legislation that would enable the Town and Board of Education to join a collaborative in order to receive possible savings by having a larger group of people in the insurance pool. A discussion followed about the continued savings and benefits of a Health Savings Account that will again be proposed to the membership. Mr. May responded to questions from members of the Board.

### **F.2. Request for Additional 1.0 Special Education Paraprofessional**

The Superintendent explained the need for one full time paraprofessional required for a child scheduled to enter the district through the Birth-3 system in late January 2012. This child has very specialized needs and requires a paraprofessional trained in the elements of Applied Behavioral Analysis (ABA). The district provides this ongoing training through on site consultation and supervision from Capitol Region Education Council (CREC) Board Certified Behavior Analysts (BCBAs). The one-to-one paraprofessional will provide discrete trial instruction, support during group instructional time, recess and individual speech sessions, will implement individualized behavior and learning programs, record data taken each day, and prepare instruction for the next day under the supervision of a Birch Grove certified special education teacher.

The estimated cost associated with hiring a full time paraprofessional from late January 2012 through the remainder of this school year is \$12,397. Funds for this position will come from savings in the transportation program as a result of the reduction in the FY 2011-12 school calendar.

### **Motion**

Dr. Block motioned and Ms. Riley Vincent seconded to move item F.2. to item I.1 under Board Action. All in favor. Motion carried.

### **F.3. Fire Marshall Report**

The Superintendent reported that Public Act 09-227, An Act Concerning School Inspection Reports, requires the local fire marshal to submit written reports of every school inspection to the local board of education. Mr. Guzman presented the November 30, 2011 inspection report by Fire Marshal Richard Munichello, and the January 4, 2011 response to the Fire Marshall's inspection. Mr. Powell stated that many of the items are recurring and the Superintendent explained that efforts have been made at the beginning of each year to explain to staff safety precautions. Consideration will be given to requesting the Fire Marshall to make a presentation at the opening convocation at the start of the school year.

### **F.4. Enrichment Programs**

Mr. Guzman presented the flyers announcing the afterschool enrichment programs developed by the elementary and middle school principals and Dr. Kathryn Eidson.

The programs will be monitored during the coming months to ascertain interest and effectiveness. The Superintendent will update the Board of Education on the student participation levels in February.

#### **F.5. Board Policies**

- **Policy and Administrative Regulation 4030 - Non-Discrimination**
- **Administrative Regulation 4041 - Use of Social Media**
- **Policy 4050 - Employment Checks**
- **Policy and Administrative Regulation 4110 - Employee Use of the District's Computer System**
- **Administrative Regulation 5130 - Suicide Prevention Intervention**

The Superintendent presented Board Policy 4030, Non-Discrimination, Administrative Regulation 4041, Use of Social Media, Board Policy 4050, Employment Checks, Board Policy and Administrative Regulation 4110, Employee Use of the District's Computer System, and Administrative Regulation 5130 Suicide Prevention Intervention.

Policy and Administrative Regulation 4030, 4110, Policy 4050, Regulation 4040 and 5130 were reviewed by the Policy Committee on December 14, 2011.

Board Policies 4030, 4110, and 4050 are revised. The language to be deleted is in brackets and new language is in caps and is bolded.

The Administrative Regulations 4030, 4041, 4110 and 5130 are enclosed for information and do not require Board approval.

Mrs. Kramer indicated that there appeared to be an error on Administrative Regulation 4110 in that one of the sentences was not completed. The Regulation will be reviewed and corrected.

The policies will be action items at the regular meeting of the Board on January 25, 2012.

Mr. Guzman also proposed an additional recommendation to the calendar to change March 28, 2012 and May 9, 2012 to half days for students to make up for the reduced number of teacher in-service training lost on November 10, 2011 when the full day of in-service was changed to a half-day of school for students. Dr. Block voiced her concern for further reducing the number of instructional hours for students. Mr. Guzman responded that the additional time is needed for work on incorporating the Common Core Standards.

#### **F. 6. Superintendent of Schools Fiscal Year 2012-2013 Budget**

Mr. Guzman distributed the budget request for the fiscal year 2012-2013 budget. He presented a brief PowerPoint presentation outlining the driving forces resulting in a 5.98% budget increase and also the positive results that have been achieved in both the CMT and CAPT test results. The increased salaries and benefits accounted for 2.35%



and health insurance accounted for an additional 1.40% of the 5.98% increase. A budget workshop will be held on January 18, 2012 in the Tolland High School Library Media Center at 7:00 p.m. Any questions should be sent to the Superintendent prior to the meeting in order to adequately prepare answers.

### **COMMITTEE & LIAISON REPORTS**

- **Finance and Facilities Committee**  
Mr. Powell stated that there would be a Finance and Facilities Committee meeting on January 23, 2012 at 6:00 p.m. at the Board of Education building.
- **Policy Committee**  
Ms. Riley Vincent stated that there would be a Policy Committee meeting on January 25, 2012 at 1:00 p.m. at the Board of Education building.
- **Town Council Liaison – January 10, 2012**  
Mr. Clark reported that there will be a joint meeting with the Town Council and the Board of Education with the Lieutenant Governor on January 19, 2012 at 7:00 p.m. in the Town Council Chambers. The Town Council would like to also discuss budget philosophy with the members of the Board of Education.

### **CHAIRPERSON'S REPORT**

Mr. Powell announced that Mrs. Kramer would be the new representative from the Board to EASTCONN. Mr. Powell also explained the need to be active in the budget process and to voice concerns to the Town Council. The Board has done its due diligence to provide a quality education to the children in Tolland.

### **BOARD ACTION**

#### **I.1. Request for Additional 1.0 Special Education Paraprofessional**

Dr. Block motioned and Ms. Riley Vincent seconded to approve the additional 1.0 Special Education Paraprofessional at Birch Grove Primary School. All in favor. Motion carried.

### **PUBLIC PARTICIPATION**

Lou DeLoretto of 169 Wildwood Road stated that he was in favor of reinstating the teachers from the grant and reducing the athletic fees for students. He also stated that the Board should hold the line on making any additional cuts to the instructional side of the budget.

Sam Adlerstein of 164 Pine Hill requested that the consequences of each reduction in the budget be stated so that the taxpayers would know what was being cut.

Ken Kittredge of 37 Farmbrook Drive was concerned about the expense on families of the pay to play fee. He had heard that Tolland Middle School was unable to support a girls basketball team. He indicated the need to pass the referendum on the first attempt.

Kate-Lynn Walsh of 64 Stone Pond asked that the Board support the school music program which has been reduced over the last budget.

### **POINTS OF INFORMATION**

Dr. Block stated that if every parent voted for the budget, there would not be a need for additional referendums.

Mr. Pagoni stated the suggestions on the budget should be sent to the Superintendent. He also explained that the consequences at different levels had been tried in the past and the feeling was that it was being used as a threat to taxpayers.

Mr. Powell feels strongly about the need to reinstate the teachers and also change the pay to play fees for athletics.

### **CORRESPONDENCE**

- Council Workshop Minutes of December 6, 2011, Town Council Minutes of December 13, 2011
- Tolland Named Sun Team of the Week Media Advisory

### **OLD BUSINESS**

The Superintendent reported that the survey for the Strategic Plan had closed on January 10, 2012 and that over 400 responses had been received. A second community session will be scheduled. A steering committee is in the process of being organized and that Diane Clokey would be part of that process.

### **FUTURE AGENDA ITEMS**

1. Board Policies
2. Calendar Recommendations
3. Leave of Absence Report
4. Budget Workshop

### **EXECUTIVE SESSION**

Mr. Pagoni motioned and Dr. Block seconded to enter into executive session for the purpose of discussing personnel matters. All in favor. Motion carried.

The Board returned to public session at 9:58.

### **ADJOURNMENT**

Dr. Block motioned and Mr. Clark seconded to adjourn at 9:59 p.m. All in favor. Motion carried.

Respectfully submitted,

Cheryl J. Abbott  
Board Clerk

**TOLLAND BOARD OF EDUCATION  
Tolland, CT****MINUTES – Budget Workshop - January 18, 2012**

**Members Present:** Mr. Robert Pagoni, Vice Chairperson; Mr. Steve Clark; Mrs. Karen Kramer, Mr. Thomas Frattaroli, Mr. Frank Tantillo; and Mrs. Althea Gill.

**Administrators Present:** Mr. William Guzman, Superintendent of Schools; Dr. Kathryn Eidson, Director of Curriculum and Instruction; Ms. Dominique Fox, Principal, Tolland High School; Dr. Walter Willett, Principal, Tolland Middle School; Mr. James Dineen, Principal, Tolland Intermediate School; Mr. Thomas Swanson, Principal, Birch Grove Primary School; Mr. Michael Moynihan, Assistant Principal, Birch Grove Primary School; Mrs. Kathleen Raymond, Director of Pupil Services; Mr. Adam Sher, District Technology Director; and Mrs. Jane Neel, Business Manager.

The meeting was called to order at 7:23 p.m.

**PUBLIC PARTICIPATION**

None

**BUDGET WORKSHOP**

Mr. Guzman distributed the response to a budget questions submitted by Mr. Clark. The questions and answers are attached to these minutes. Mrs. Neel reviewed the information and additional clarification was added by the appropriate administrative personnel and the Superintendent.

The Superintendent explained the possible insurance savings by joining a collaborative with EASTCONN and other surrounding boards of education and municipalities. The larger pool of participants could result in savings. There is still work to be done on bylaws which need to be drafted and adopted.

Mr. Clark asked Dr. Willett what would be the results if the two World Language teachers previously funded through the Education Jobs Fund were eliminated. Dr. Willett felt that it would be catastrophic. The schedule would revert to a six period schedule, teaming would be lost and with no World Language offered the Middle School would take a profound step backwards.

Mr. Clark referred to the NESDEC enrollment projections which could indicate another section of Kindergarten would be needed. Mr. Guzman explained that Mr. Swanson monitors those numbers as the enrollments take place over the spring and summer. Mr. Swanson explained that larger class sizes in the Kindergarten program was less effective because of the wide variety of skills with which the young students start their education. It is also contractual that Kindergarten classes not exceed 20 students per class section. Dr. Eidson also explained that with larger class sizes it would impede the preparation of these students for the expectations that the curriculum involves.

Mrs. Kramer asked for clarification on the increase in FTE positions in the personnel spreadsheet. Mr. Guzman explained that the increase represented the 5 teachers funded under the Education Jobs Fund, a paraprofessional that is usually funded by a grant, but have yet to receive notification that the grant would continue, bus monitors for special needs children and an increase of .5 in the Assistive Technology position.

Kathleen Raymond explained the positive results that the Assistive Technology position had on the District. The position was cost effective in that the position allowed for in-house training for students with special needs and the staff that works with the students. Mrs. Raymond also explained that grant money was slowly disappearing and shifts to the District budget had become necessary.

Mr. Pagoni asked what was allocated in the current budget for sports. Mrs. Neel calculated that the amount in the current budget as approved by the taxpayers is \$182,164 for the fiscal year 2011/12.

Each of the principals had an opportunity to reflect upon the impact of the budget reductions over this last year.

Mr. Swanson, Principal of Birch Grove Primary School, reported that class sizes were larger, there was less support for teachers with the reduction of paraprofessionals, curriculum materials were not ordered and that the building was not as clean with the reduction of a custodian. It was because of a talented group of staff members that the situation at Birch Grove was status quo with the proposed operating budget.

Mr. Dineen, Principal of Tolland Intermediate School, reported much the same for his building. He did report that with the new common core standards with big changes in the curriculum would make it much more difficult to differentiate instruction for the students.

Mr. Willett, Principal of Tolland Middle School, reported that at Tolland Middle School many programs would be lost and student's education would be impacted. He is proud of what they have accomplished with what they have been allocated.

Ms. Dominique Fox, Principal at Tolland High School, reflected that with the previously budget reductions the gap continues to widen. The high school is behind in technology and many of the textbooks are old. Much of the equipment is in need of repair. She also indicated that with the upcoming NEASC evaluation it would show that the status quo has not been maintained.

Mrs. Kramer reported on the State of Arizona's public act 43-1089.01 passed in 2002 provides a tax credit for donations made to K-12 public or charter schools provided the money was used for extracurricular activities and character education. Mrs. Kramer will address the possibility of this type of legislation at the Joint Meeting with the Lieutenant Governor on January 19, 2012.

Mr. Pagoni asked how the principals would respond to the elimination of the Assistant Principals. The administrators all responded with the negative effects of that reduction. It is the responsibility of the administrators to be an instructional leader and that requires being in the

classrooms. The numerous staff evaluations, PPT's, testing coordination, and PLC support would be very difficult, if not impossible, to complete.

Mr. Pagoni also asked about eliminating the coordinator positions. Dr. Eidson explained that the necessary changes to the curriculum required by the changes in the common core standards would be very difficult. Dr. Eidson also responded to the suggestions to eliminate the social worker position. She indicated that because of the nature of the situations that the social worker deals with and the matter of confidentiality, it would not be appropriate to list these situations. The social worker has become very important to the ongoing activities at the High School.

Mr. Pagoni also suggested that taxpayers had suggested eliminating the TALC program. Ms. Fox stated that the program was cost effective in that many of these students would have to be outplaced to finish their education. It would also result in a decrease in the graduation rates.

Mr. Frattaroli asked about the additional cost savings associated with buying the technology for students such as savings on textbook purchases. Mr. Sher stated that we were still in the process of accumulating the software and were not in a position to propose a future cost savings.

The Superintendent reported that the proposed budget reflects the responsibility of the District to provide an education that would allow the students to excel and achieve at the highest level.

### **PUBLIC PARTICIPATION**

Rick Field of 139 Torry Road stated that as a member of the Town Council and also a previous Board of Education member that he would hope that the Town Council would send along the request to the taxpayers so that they could make the decision at referendum. He also stated that he hoped that there was a Plan B if the referendum did not pass.

Mr. Tantillo asked Mr. Field how it would be best to communicate this information to the citizens. Mr. Field responded that this has always been the #1 question. He felt that the PTO's and other groups needed to encourage the parents of school age children to vote for the referendum.

Mr. Pagoni suggested that the approval of the Operating Budget be listed as an action item for the January 25, 2012 meeting of the Board of Education.

### **ADJOURNMENT**

Mr. Clark motioned and Mrs. Kramer seconded to adjourn at 9:07 p.m. All in favor. Motion carried.

Respectfully submitted,

Cheryl J. Abbott  
Board Clerk

**TOLLAND PUBLIC SCHOOLS  
OPERATING BUDGET REQUEST  
FY 2012-2013  
Budget Questions  
January 18, 2012**

1. **The \$815,052 (2.35%) for personnel includes the total salaries and benefits for the 5 individuals currently being funded by the federal jobs grant. Can you show these five positions with their respective salaries and benefits individually so that we can see what part of the total they compose? This will also let me know how much of the total personnel request these 5 individuals make up.**

The cost of the former Education Jobs Fund positions is broken down as follows: (See attachment A)

Salary and benefits increase:	\$ 815,052	
Health insurance increase:	<u>469,711</u>	
Sub-total	\$1,284,763	3.71%
Former Education Jobs Fund positions	<u>(334,627)</u>	.97%
Increase less former Ed Jobs Fund Positions	\$ 950,135	2.74%

2. **What would the increase be for health insurance with a projected 10% increase (Steve May hinted at this) and if we were to get down to 8% like this year?**

The projected premium percentage of 13.46% produces a dollar increase in the amount of \$469,711 over the current budget.

A premium increase calculated at 10% would produce a dollar increase in the amount of \$306,688, a reduction of \$163,023 from the above referenced increase.

A premium increase calculated at 8% would produce a dollar increase in the amount of \$212,454, a reduction of \$257,257 from the above referenced increase.

**3. What would your request be if the 5 grant positions were not included.**

The budget request with the former Education Jobs Funds positions removed would be \$36,401,560, an increase of \$1,739,203 or 5.02% over the current year.

	<u>Amount</u>	<u>Increase</u>	<u>%</u>
Current Fiscal Year 2012/13 request	\$36,736,187	+2,073,830	5.98%
(Former Education Jobs Fund)	<u>(334,627)</u>	<u>(334,627)</u>	
	\$36,401,560	\$1,739,203	5.02%

**4. What would your request be if the sports funding remained the same as this year?**

The budget request would be \$36,599,340, an increase of \$1,936,983 or 5.59%.

This scenario is based on the following:

- \$275 fee for varsity athletics reinstated
- No JV athletics
- No Middle School athletics

This would result in a budget reduction in the amount of \$136,847 as outlined below:

	<u>FY 2012-13 Currently Budgeted @ \$125 Participation fee</u>	<u>Budget Reinstated to Current Year Rates</u>	<u>Reduction Amount</u>
<b>TMS Program</b>	\$16,125	0	\$16,125
<b>TMS Personnel</b>	872	0	872
<b>THS Program JV</b>	\$27,627	0	\$27,627
<b>THS Personnel JV</b>	29,973	0	29,973
<b>THS Program Varsity</b>	\$109,925	\$109,925	0
<b>THS Personnel Varsity</b>	<u>74,736</u>	<u>12,486</u>	<u>62,250</u>
	\$259,258	\$122,411	\$136,847

Tolland Public Schools  
 Business Services  
 Former Ed Jobs Fund Personnel  
 FY 2012-13

**Attachment A**

<u>Position</u>	<u>School</u>	<u>FTE</u>	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>
World Language	Tolland Middle	1.0	\$ 77,488	\$ 11,092	\$ 88,580
World Language	Tolland Middle	0.5	\$ 30,491	\$ 442	\$ 30,933
World Language	Tolland Middle	0.5	\$ 38,744	\$ 562	\$ 39,306
English	Tolland High	1.0	\$ 44,906	\$ 20,493	\$ 65,399
Math	Tolland High	1.0	\$ 51,828	\$ 2,031	\$ 53,859
Social Worker	Tolland High	1.0	\$ 46,206	\$ 10,344	\$ 56,550
		5.0	\$ 289,663	\$ 44,964	\$ 334,627

\*Employees did not elect H S A



**TO: Members of Board of Education**

**FROM: William D. Guzman**

**DATE: January 25, 2012**

**SUBJECT: Leave of Absence Report**

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

<b>POSITION</b>	<b>DATES OF REQUEST</b>	<b>RATIONALE</b>	<b>GRANTED/ REJECTED</b>
Paraprofessional	September 9 – 22, 2011	Honeymoon	Granted
Paraprofessional	October 4 - 19, 2011	Trip with Husband	Granted
Paraprofessional	December 16, 2011	Family Illness	Granted
Paraprofessional	January 5, 2012	Trip with Husband	Granted

Please note that none of these leaves resulted in a cost to the District. There was a cumulative savings to the District of \$822.68.

WDG:ca

**TO: Members of Board of Education**

**FROM: William D. Guzman  
Jane A. Neel**

**DATE: January 25, 2012**

**SUBJECT: Status of the Budget – January 18, 2012**

In accordance with Board of Education policy 3010, attached please find the status report of the budget for fiscal year 2011-12 as of January 18, 2012.

The budget for fiscal year 2011-12 is \$34,662,357.

As of January 18, 2012, projected expenditures and encumbrances total \$34,080,915 leaving an unexpended balance at this time in the amount of \$581,442.

The most significant factor that continues to impact the budget are the unanticipated expenses in the Maintenance program (662). The amount of the unanticipated expenses is currently calculated at \$93,000, an increase of \$49,600 since the October, 2011 budget projection report. One significant expense is the replacement and upgrade to the Birch Grove energy management heating and ventilating controller which failed this month. After subsequent attempts to repair, it was determined to replace the unit.

The utility projection is still ongoing and the energy manager has not submitted any adjustments at this time. The February report should have adjustments for this program.

There are no budget transfers request at this time.

WDG/JAN:ca

TOLLAND PUBLIC SCHOOLS  
 Business Services  
 January 18, 2012  
 Fiscal Year 2011-12 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	January Budget Transfers	Balance	%
101	Language Arts	\$ 98,376	\$ -	\$ 98,376	\$ 64,977	\$ -	\$ 33,399	34.0%
102	Math	\$ 40,632	\$ (162)	\$ 40,470	\$ 39,498	\$ -	\$ 972	2.4%
103	Social Studies	\$ 19,700	\$ (3,818)	\$ 15,882	\$ 8,774	\$ -	\$ 7,108	44.8%
104	Science	\$ 74,700	\$ -	\$ 74,700	\$ 46,401	\$ -	\$ 28,299	37.9%
105	Art	\$ 28,992	\$ -	\$ 28,992	\$ 23,213	\$ -	\$ 5,779	19.9%
106	Music	\$ 20,404	\$ (2,600)	\$ 17,804	\$ 13,798	\$ -	\$ 4,006	22.5%
107	Physical Education	\$ 13,238	\$ -	\$ 13,238	\$ 11,815	\$ -	\$ 1,423	10.7%
108	World Language	\$ 7,268	\$ -	\$ 7,268	\$ 6,057	\$ -	\$ 1,211	16.7%
109	Family and Consumer Science	\$ 14,917	\$ 1,300	\$ 16,217	\$ 15,743	\$ -	\$ 474	2.9%
110	Technology Education	\$ 21,128	\$ 1,300	\$ 22,428	\$ 20,653	\$ -	\$ 1,775	7.9%
111	Business Education	\$ 6,472	\$ -	\$ 6,472	\$ 5,092	\$ -	\$ 1,380	21.3%
112	Computer Education	\$ 11,947	\$ -	\$ 11,947	\$ 9,225	\$ -	\$ 2,722	22.8%
114	Skills for Adolescence	\$ 750	\$ (750)	\$ -	\$ -	\$ -	\$ -	100.0%
115	TALC	\$ 1,345	\$ -	\$ 1,345	\$ -	\$ -	\$ 1,345	100.0%
131	Special Services	\$ 1,805,875	\$ -	\$ 1,805,875	\$ 1,823,428	\$ -	\$ (17,553)	-1.0%
132	Special Education	\$ 82,574	\$ -	\$ 82,574	\$ 80,468	\$ -	\$ 2,106	2.6%
133	Interdistrict Programs	\$ 158,997	\$ -	\$ 158,997	\$ 147,029	\$ -	\$ 11,968	7.5%
134	Student Athletics	\$ 95,328	\$ -	\$ 95,328	\$ 95,328	\$ -	\$ -	0.0%
136	Student Activities	\$ 17,025	\$ 6,934	\$ 23,959	\$ 23,959	\$ -	\$ -	0.0%
142	Guidance Services	\$ 9,948	\$ (453)	\$ 9,495	\$ 6,580	\$ -	\$ 2,915	30.7%
144	Nursing	\$ 16,601	\$ -	\$ 16,601	\$ 14,652	\$ -	\$ 1,949	11.7%
145	Library	\$ 17,620	\$ -	\$ 17,620	\$ 15,495	\$ -	\$ 2,125	12.1%
146	Audiovisual	\$ 5,914	\$ (500)	\$ 5,414	\$ 3,212	\$ -	\$ 2,202	40.7%
710	Principals' Office	\$ 85,937	\$ 4,319	\$ 90,256	\$ 54,467	\$ -	\$ 35,789	39.7%
701	Transportation	\$ 2,347,622	\$ -	\$ 2,347,622	\$ 2,264,262	\$ (12,769)	\$ 70,591	3.0%
755	Superintendent's Office	\$ 20,384	\$ -	\$ 20,384	\$ 18,191	\$ -	\$ 2,193	10.8%
756	Business Office	\$ 182,558	\$ (84)	\$ 182,474	\$ 173,956	\$ -	\$ 8,518	4.7%
757	Technology Services	\$ 113,206	\$ -	\$ 113,206	\$ 112,026	\$ -	\$ 1,180	1.0%
661	Custodial Services	\$ 173,518	\$ -	\$ 173,518	\$ 149,039	\$ -	\$ 24,479	14.1%
667	Comm/Ins	\$ 195,161	\$ -	\$ 195,161	\$ 195,161	\$ -	\$ -	0.0%
663	Utilities-Energy Mgt	\$ 1,347,820	\$ -	\$ 1,347,820	\$ 1,347,436	\$ -	\$ 384	0.0%
666	Energy Management	\$ 2,195	\$ -	\$ 2,195	\$ 2,195	\$ -	\$ -	0.0%
662	Maintenance	\$ 378,703	\$ -	\$ 378,703	\$ 351,116	\$ -	\$ 27,587	7.3%
770	Prog/Prof Development	\$ 52,993	\$ -	\$ 52,993	\$ 52,993	\$ -	\$ -	0.0%
790	Adult Education	\$ 29,674	\$ -	\$ 29,674	\$ 29,674	\$ -	\$ -	0.0%
791	Board of Education	\$ 81,039	\$ 2,236	\$ 83,275	\$ 83,728	\$ -	\$ (453)	-0.5%
xxx	<b>Program Total</b>	<b>\$ 7,580,561</b>	<b>\$ 7,722</b>	<b>\$ 7,588,283</b>	<b>\$ 7,309,641</b>	<b>\$ (12,769)</b>	<b>\$ 265,873</b>	<b>3.5%</b>

JAN

TOLLAND PUBLIC SCHOOLS  
 Business Services  
 January 18, 2012  
 Fiscal Year 2011-12 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	January Budget Transfers	Balance	%
177	Staff Services - Other	\$ 1,194,108	\$ (2,236)	\$ 1,191,872	\$ 1,225,011	\$ -	\$ (33,139)	-2.8%
177	Staff Services - Health Insurance	\$ 5,219,463	\$ -	\$ 5,219,463	\$ 5,123,161	\$ -	\$ 96,302	1.8%
178	Certified Regular Ed	\$ 12,366,268	\$ (41,188)	\$ 12,325,080	\$ 12,185,073	\$ -	\$ 140,007	1.1%
179	Certified Special Ed	\$ 2,701,786	\$ (24,000)	\$ 2,677,786	\$ 2,657,770	\$ -	\$ 20,016	0.7%
180	Non-Certified	\$ 1,148,115	\$ 15,000	\$ 1,163,115	\$ 1,135,063	\$ 12,769	\$ 40,821	3.5%
181	Building Operations	\$ 850,879	\$ -	\$ 850,879	\$ 850,879	\$ -	\$ -	0.0%
182	Building Maintenance	\$ 175,337	\$ -	\$ 175,337	\$ 175,337	\$ -	\$ -	0.0%
183	BOE Clerk	\$ 1,240	\$ -	\$ 1,240	\$ 1,240	\$ -	\$ -	0.0%
184	Business Services	\$ 287,675	\$ (2,207)	\$ 285,468	\$ 286,403	\$ 1,000	\$ 65	0.0%
185	Superintendent's Office	\$ 263,129	\$ 2,207	\$ 265,336	\$ 266,980	\$ 1,650	\$ 6	0.0%
186	Principals' Office	\$ 1,485,822	\$ -	\$ 1,485,822	\$ 1,477,075	\$ (2,650)	\$ 6,097	0.4%
187	Substitutes	\$ 354,612	\$ 41,188	\$ 395,800	\$ 395,800	\$ -	\$ -	0.0%
188	Systemwide Services	\$ 1,033,362	\$ 3,514	\$ 1,036,876	\$ 991,482	\$ -	\$ 45,394	4.4%
xxx	<b>Personnel Total</b>	<b>\$ 27,081,796</b>	<b>\$ (7,722)</b>	<b>\$ 27,074,074</b>	<b>\$ 26,771,274</b>	<b>\$ 12,769</b>	<b>\$ 315,569</b>	<b>1.2%</b>
xxx	<b>Unallocated Reserve Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
xxx	<b>Original Appropriation Total</b>	<b>\$ 34,662,357</b>	<b>\$ -</b>	<b>\$ 34,662,357</b>	<b>\$ 34,080,915</b>	<b>\$ -</b>	<b>\$ 581,442</b>	<b>1.7%</b>
	<b>Additional Appropriations:</b>							
179	Medicaid Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	<b>Add'l Appropriations Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
xxx	<b>Grand Total</b>	<b>\$ 34,662,357</b>	<b>\$ -</b>	<b>\$ 34,662,357</b>	<b>\$ 34,080,915</b>	<b>\$ -</b>	<b>\$ 581,442</b>	<b>1.7%</b>

I.1.

**TO: Members of the Board of Education**  
**FROM: William D. Guzman**  
**DATE: January 25, 2012**  
**SUBJECT: 2011/2012 School Calendar Revision**

In the original school calendar for the current school year, Thursday, November 10, 2011 was scheduled as a full day on in-service training for teachers with no school for students.

As a result of the excessive number of school cancellations in the beginning months of the school year, the November 10<sup>th</sup> full day of in-service training for teachers was changed to a half day of training and a half-day of school for students.

In order to make up for the reduced number of hours of in-service training (approximately 4 hours), the Administration recommends that Wednesday, March 28, 2012 and Wednesday, May 9, 2012, be changed to half days for students.

Please see the attached proposed revised calendar for the current 2011/2012 school year.

# Tolland Public Schools

REVISED 2011-12



**August/Sept. (19 days)**

M	T	W	TH	F
IS	IS	31	1	2
5	6	7	8	9
12	13	14	15	16
19	20	HD	22	23
26	27	28	29	30

**October (18 days)**

M	T	W	TH	F
3	4	5	6	7
10	IS	12	13	14
17	18	HD	20	21
24	25	26	27	28
31				

**November (14 days)**

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

**December (16 days K-8)  
(17 days 9-12)**

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

**January\* (20 days K-8)  
(19 days 9-12)**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	HD	26	27
30	31			

**February (20 days)**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

**March (22 days)**

M	T	W	TH	F
			1	2
5	6	PTC-HD	8	9
12	13	14	15	16
19	20	21	22	23
26	27	<del>X</del> HD	29	30

**April (15 days)**

M	T	W	TH	F
				5
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

**May (22 days)**

M	T	W	TH	F
	1	2	3	4
7	8	<del>X</del> HD	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**June (14 days)**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	LD	21	22
25	26	27	28	29

\*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: Make up days due to inclement weather will be scheduled after June 20.

**DATES**

August 31, 2011  
 June 20, 2012  
 June 20, 2012  
 \*TENTATIVE

First Day  
 \*Last Day  
 \*THS Graduation

**NO SCHOOL** =

August 29-30  
 August 31, September 2-3  
 September 5  
 October 10  
 October 11  
 October 31, November 1-8  
 November 24-25  
 December 9  
 December 26-January 2  
 January 16  
 T.B.D.  
 February 20  
 April 6  
 April 16-20  
 May 28

Teacher Inservice  
 Inclement Weather  
 Labor Day  
 Columbus Day  
 Teacher Inservice  
 Inclement Weather  
 Thanksgiving  
 K-8 Conferences (PTC)  
 Winter Break  
 Martin Luther King Day  
 \*\*THS Mid-Semester Day  
 Presidents' Day  
 Contractual Holiday  
 Spring Break  
 Memorial Day

**HALF DAYS = HD**

September 21  
 October 19  
 November 10  
 November 23  
 December 8  
 January 25  
 March 7  
 June 20

K-12 Teacher Inservice  
 K-12 Teacher Inservice  
 Teacher Inservice  
 Thanksgiving  
 K-5 Conferences (PTC)  
 K-12 Teacher Inservice  
 K-12 Conferences (PTC)  
 Last Day of School

\*If school is closed due to inclement weather on the PTC scheduled for Thursday or Friday, Dec. 8 or 9, the make-up day will be Monday, Dec. 12. If school is closed due to inclement weather on the PTC scheduled for Wednesday, March 7 (1/2 days of school), the make-up day will be Monday, March 12 (1/2 day).

PTC = Parent/Teacher Conferences\*  
 IS = Inservice Meeting for Teachers  
 HD = Half Day (Inservice)  
 LD = Last Day

Revision Approved December 14, 2011



Students = 180  
 Teachers = 188

**TO: Members of the Board of Education**

**FROM: William D. Guzman**

**DATE: January 25, 2012**

**SUBJECT: Board Policies**

- **Policy and Administrative Regulation 4030 - Non-Discrimination**
- **Administrative Regulation 4041 - Use of Social Media**
- **Policy 4050 - Employment Checks**
- **Policy and Administrative Regulation 4110 - Employee Use of the District's Computer System**
- **Administrative Regulation 5130 - Suicide Prevention Intervention**

The above Policies and Administrative Regulations were presented for a first reading at the January 11, 2012 meeting of the Board of Education.

Policy and Administrative Regulation 4030, 4110, Policy 4050, Regulation 4040 and 5130 were reviewed by the Policy Committee on December 14, 2011.

Board Policies 4030, 4110, and 4050 are revised. The language to be deleted is in brackets and new language is in caps and is bolded.

The Administrative Regulations 4030, 4041, 4110 and 5130 are enclosed for your information and do not require Board approval.

The Administration recommends approval of the Board Policies.

WDG:ca

February 2012						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Jan 30	31	Feb 1	2 Groundhog Day	3 Six Flags Read to Succeed Logs Due	4	5
6 TEPTO Meeting	7	8 Board of Ed Meeting-Council Chambers	9	10	11	12 Lincoln's Birthday
13	14 Valentine's Day	15	16	17	18	19
20 No School- President's Day	21	22 Board of Ed Meeting at the Council Chambers	23	24	25	26
27	28	29	Mar 1	2	3	4

[Print](#)



February 2012						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Jan 30	31	Feb 1	2 5th Grade Esteem Day	3	4	5
6	7	8	9 Snow Date for Esteem Day	10 4th Grade Valentines Day Dance	11	12
13	14	15	16	17 TIS Favorite Team Day	18	19
20 No School - Presidents' Day	21	22	23	24	25	26
27	28	29	Mar 1	2 PTO Game Night	3	4

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February 2012						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Jan 30 Basketball Game vs. Stafford ROPE Graduation	31 Basketball Game	Feb 1	2	3 Basketball Game vs. Vernon	4	5
6 Boys Basketball Tourney (tentative 12/14/11)	7 Boys Basketball Tourney (tentative 12/14/11)	8 Early Dismissal Parent Teacher Conferences	9 Girls Basketball Game	10 Student Council Dance	11	12
13	14 TMS PTO Meeting	15	16	17	18	19
20 Winter Break	21 Winter Break	22	23	24	25	26
27	28	29	Mar 1	2	3	4

[Print](#)

February 2012						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Jan 30 Mid-Semester Day (Tentative) - No School	31 Orientation and Course Fair	Feb 1	2	3	4	5
6	7	8	9 2nd Semester Open House	10	11 ACT	12
13	14	15	16	17	18	19
20 President's Day - No School	21	22	23	24 3rd Quarter Progress Reports	25	26
27 Spring Sports Physical/Permission Slips Due Booster Club	28	29	Mar 1	2	3	4

[Print](#)

Received January 12, 2012  
Margaret DeVito  
Town Clerk

## MEETING MINUTES

### TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6<sup>th</sup> FLOOR COUNCIL ROOM JANUARY 10, 2012 – 7:30 P.M.

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

**MEMBERS ABSENT:** Mark Gill

**OTHERS PRESENT:** Steven R. Werbner, Town Manager; Clem Langlois, Public Works; Michael Wilkinson, Administrative Services; 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) – None.
6. **PUBLIC HEARING ITEMS:**
  - 6.1 Consideration of a resolution making an additional appropriation of \$625,000 to the General Fund Storm Account from fund balance to cover actual and estimated future costs for clean-up after Storm Irene and Storm Alfred.

Mr. Werbner commented that this is to appropriate \$625,000 from Fund Balance. Hopefully, FEMA will reimburse the town for approximately 75% of those costs, leaving Tolland with an out-of-pocket expense of up to \$156,250. If all of the money expended for the clean-up is less than \$625,000, it would bring the Fund Balance reserve down from 12% to 11%, which is still healthy. Mr. Werbner does not know anyone who has done the type of job that Tolland has for the costs that the town has incurred. (Avon spent \$2.5m, South Windsor spent \$7m, Glastonbury spent \$6m, and Vernon was in the multi-million dollar range). He congratulated the town staff, Mr. Langlois, Public Works, and the Council for coming up with innovative ways to do things to reduce the costs associated with these two storms. The residents have been saved considerable dollars.

Rick Field motioned to open the public hearing; Seconded by Ben Stanford. All in favor. None opposed.

Mr. Field read the public notice aloud.

**Bob Rubino of 296 Weigold Road** – He asked if the Town Manager has put a value on the volunteer activities associated with the last storm. Mr. Werbner said he has not; however, it is something that will need to be done for the FEMA reimbursement. We will get credit based upon a formula the government uses for volunteer service.

A straw poll was conducted of all those in favor of making an additional appropriation of \$625,000 to the General Fund Storm Account from fund balance to cover actual and estimated future costs for clean-up after Storm Irene and Storm Alfred. 5 in favor; 0 opposed.

Jan Rubino motioned to close the public hearing; Seconded by Rick Field. All in favor. None opposed.

Richard Field read the following resolution:

**NOW, THEREFORE, BE IT RESOLVED** by the Tolland Town Council that it hereby approves an additional appropriation from fund balance to cover Storm Irene and Storm Alfred related expenditures.

Seconded by Josh Freeman. All in favor. None opposed.

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

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Mr. Freeman commented on the PZC meeting: There was discussion regarding the technology corridor. He believes there could be a lot of actions the Town Council can take to assist the PZC, EDC and other entities with this. He would like to see more cooperation amongst all bodies.

~Ms. Rubino attended the 12/14 BOE meeting: One of the main discussions was the calendar. They voted to shorten the school year to 180 from 183. They took an in-service day from February vacation and made it an instructional day. It is the 25<sup>th</sup> anniversary for Project Graduation. The Committee was awarded a Proclamation from the BOE.

~Ben Stanford attended the WPCA meeting: There will be a Public Hearing held at the January 17<sup>th</sup> meeting to change the sewer regulations for the assessment of sewer in the business park. They are going to be doing some cleaning and maintenance to the system around Big Y.

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

8.1 Consideration of a resolution authorizing the Town Manager to enter into an agreement with the Town of Manchester for temporary engineering services.

Richard Field moved to table this item until the next meeting; Seconded by Ben Stanford. All in favor. None opposed.

8.2 Consideration of a resolution appointing Town Council Vice Chair Richard J. Field to the Board of Directors of the Eastern Highlands Health District for a two year term of service.

Jan Rubino read the following resolution:

**BE IT RESOLVED** that Richard J. Field is hereby appointed as a member of Board of Directors of the Eastern Highlands Health District for a two year term of service.

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

8.3 Consideration and action on a resolution appointing Town Manager Steven R. Werbner to the Board of Directors of the Eastern Highlands Health District for a three year term of service.

Richard Field read the following resolution:

BE IT RESOLVED that Steven R. Werbner is hereby appointed as a member of the Board of Directors of the Eastern Highlands Health District for a three year term of service.

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

8.4 Discussion of the deteriorating stone wall on Tolland Stage Road in front of the Post Office/Liquor Wine Discount Store.

Mr. Field took a few pictures of the wall in question and distributed. He believes this has become a safety issue. It is 6 inches away from the road. He would like to solve this problem.

Ms. Farmer has had discussions with the DOT Maintenance Section and prepared a memo summarizing, which Mr. Werbner reviewed with the Council. The Director of Maintenance sent a survey crew to the location last week to determine if the wall was within the State's right-of-way. They found that the right-of-way actually runs through the stone wall. The course of action that the DOT plans to follow is to have a structural engineering crew inspect the integrity of the wall to determine if the soil and foundation are sound. It is expected that despite the loose stones on the top, the wall base is secure. Although the wall is not entirely on State property, the DOT is viewing this as a highway issue. The need for resolution of this situation is being forwarded to Highway Design Section. The town will be notified of any pending action, but it is not clear if this will be at the beginning of the process. The solutions mentioned maybe to modify the right-of-way boundary and bury the stone wall to achieve a reduce slope. The wall is currently functioning as a retaining wall. There is no availability of funds for roadway improvements at this time. The CT DOT will be seeking Federal Transportation Funds. This may be a 10 – 15 year plan, although small projects are sometimes fast-tracked. In the interim, the local DOT maintenance crew out of Vernon will pick up rocks from the pavement and touch up the wall as best they can.

Ms. Rubino agrees that something should be done, although she doesn't want to see it buried. There has to be another way to fix it. She thinks they should go to people who know how to fix it and ask them.

Mr. Freeman asked if there is anything the town could do. Mr. Werbner said it is State / private property. If it comes to them wanting to bury it, the town can voice our concerns.

Mr. Field said he would like to see a bunch of volunteers come forward and moved it, but that is tuff work.

Mr. Scavone is concerned that if we push too hard, they'll bulldoze it. We are between a rock and a hard place.

Mr. Belsito asked how many stones are falling. He's been driving by it for 40 years and has seen a couple, but not enough to have it buried. None of the Council members want to see the wall buried.

Mr. Stanford suggested getting the Conservation Commission or Historic District Commission involved. Mr. Werbner said not on State property. With regard to the private property, they would need to get all the necessary approvals.

Mr. Field said if this isn't a concern to the other members on the Council, maybe they should hold off on this. Ms. Rubino said at least discussion has been started and it is out there to be talked about.

Mr. Belsito said if you get someone to move the wall, and you go down to the base because you want all of the stones, who is going to come back and re-enforce the highway?

Mr. Field moved to table this item indefinitely until further information can be gotten; Seconded by Jan Rubino. All in favor. None opposed.

8.5 Consideration of a resolution to approve the Social Media Policy.

Mr. Werbner commented that they have a policy in front of them that has been drafted by the labor counsel to address the use of social media. This policy addresses what the conditions are for use of those types of instruments, as they relate to Town business. If this is adopted, it will be distributed to all town employees.

Richard Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached Town of Tolland Social Media Policy.

Ms. Rubino questioned the last paragraph of the policy. Mr. Werbner commented that it reiterates the fact that they are not taking away any of the employees legal rights that they may have in terms of exercising their opinion. Mr. Freeman commented that you are separating the employee use from personal use. Mr. Werbner said exactly. **Mr. Freeman asked if this was for the Council and other Boards and Commissions. Mr. Werbner said they are considering the employee terminology to encompass any representative on Boards and Commissions. Mr. Freeman would like that clarification added to the policy. Mr. Werbner agreed.** Mr. Freeman suggested that a best practice on how to use social media would be nice. It doesn't need to be in the policy, but if we want to funnel communication through the Town Manager's office, that needs to be said. Mr. Werbner said when the policy gets distributed; they can add that as part of the cover memo.

Ms. Rubino asked if there could be some clarification to the last paragraph. Mr. Freeman suggested rewording it to say: ...**inhibit employees from engaging in personal lawful activities....** So that there is an actual distinction that it is personal.

Seconded by Sam Belsito. All were in favor *as amended*. None opposed.

8.6 Consideration of a resolution authorizing Steven R. Werbner, Town Manager on behalf of the Town of Tolland, to apply for Department of Energy & Environmental Protection Municipal Quick Spend Energy Efficiency & Conservation Program (Competitive Grant Opportunity) through the Office of Policy and Management.

Mr. Werbner commented that the State has \$300,000 of left over ARRA funds for energy purposes. They are offering a grant pool to 142 municipalities that were not eligible automatically, based on their size, for ARRA energy grants. There is a short turnaround time for applications for this grant, and the money needs to be expended by June 30, 2012. They have suggested that the BOE file an application for an energy audit for the old high school, the current middle school, because the systems in that school are aged. There is also the ability to purchase energy efficient computers. The BOE has indicated that they will be filling out an application.

Richard Field read the following resolution:

WHEREAS, there is federal monies available from the Connecticut allocation of funds under the American Recovery and Reinvestment Act Energy Efficiency and Conservation Block Grant; and

WHEREAS, these monies are available through the State of Connecticut Office of Policy and Management Municipal Quick Spend Energy Efficiency & Conservation Program;

BE IT RESOLVED that Steven R. Werbner is hereby authorized to make, execute and approve on behalf of the Town of Tolland any and all applications, contracts and amendments and to execute and approve on behalf of this municipality other instruments a part of or incident to such contracts and amendments, effective until otherwise ordered by the Town Council.

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

8.7 Appointments to vacancies on various municipal boards/commissions.

Ms. Rubino moved to appoint **Vin Avino, 33 Lorraine Drive**, as an alternate to the ZBA;  
Seconded by Josh Freeman. All in favor. None opposed.

Ben Stanford motioned to appoint the following:

- **Bob Valk, 219 Anthony Road** – Board of Recreation –regular member
- **Anthony Ciccone, 89 Noah Lane** – Board of Recreation – regular member
- **Vincent Tursi, 69 Torry Road** – Water Commission – regular member
- **Kim Ravalese, 68 Charles Street** – Board of Assessment Appeals – alternate member
- **Kathy Bach, 255 Tolland Stage Road** – Historic District Commission – regular member
- **Robert Bavier, 85 Tolland Green** – Historic District Commission – alternate member
- **Jodi Coombs, 56 Laurel Ridge Road** – Permanent Celebration Committee – regular member
- **Herb DiMeola, 112 Kozley Road** – Permanent Celebration Committee – regular member
- **Patty Hollay, Inlands Wetlands Commission** – regular member

Seconded Josh Freeman.

Ms. Rubino commented that Holly Suchecki has put requests out through the Tolland Patch and e-blast for volunteers to the Boards/Commissions. We have received a great number of people interested. She thinks some of it may have to do with the community outreach day.

Mr. Scavone thanked both Jan and Ben for their time spent on this. It is probably the highest percentage of fill rate in a long time.

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 1<sup>ST</sup> MEETING OF THE MONTH ONLY) –**

Mr. Werbner commented on the following:

~a regional grant application was submitted with Coventry and Mansfield for an economic development position or contractual arrangement;

~we received a Steep Grant for a concession facility and bathroom at Cross Farms Park, which will be part of the ADA playground (Adams Adventure);

~we are going live with using the Tolland Alert, which is the Everbridge Notice System, an emergency notification system. We will be able to alert businesses and residents about various advisories (severe weather, major road closures, public health advisories, etc.) It is our hope that people sign up for this by going onto the Town's website and following the prompts. You can receive notice via e-mail, cell phone, land line, etc. It's your choice.

~The Town Council and BOE will have a joint meeting, which will be attended by the Lt. Governor, on 01/19/12 at 7:00 in the Council Chambers. After that meeting, the Town Council will discuss their budget philosophy with the BOE; on 01/25/2012 there will be a meeting with



the PZC and EDC to discuss the Tolland Village area. Specifically, what action steps the Town Council can take in the near term to help move that project forward. The WPCA and TWC have expressed an interest of having a meeting with the Council. The tentative date is 02/07/12.

Mr. Scavone thanked Beverly Bellody for applying for the grant, receiving the grant and her presentation.

#### 11. ADOPTION OF MINUTES

- 11.1 December 6, 2011 Special Workshop Meeting Minutes
- 11.2 December 13, 2011 Meeting Minutes
- 11.3 December 27, 2011 Special Workshop Meeting Minutes

Rick Field moved to adopt the minutes from the December 6<sup>th</sup> Special Workshop, the December 13<sup>th</sup> Meeting, and the December 27<sup>th</sup> Special Workshop; Seconded by Josh Freeman. All in favor. None opposed.

#### 12. CORRESPONDENCE TO COUNCIL – None.

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS** – Josh Freeman commented that he saw some residents were asking about the blue/recycling bins. They were quoted \$80.00 for larger replacement units. Mr. Werbner will look into the options to see if there is a broader interest. He believes we should encourage recycling, not only from an environmental standpoint, but it also saves the town money. Mr. Werbner said an e-blast will be sent out to see what the interest is among the residents. Recycling is one thing that the residents can do to help the environment and the budget. There is a direct dollar savings for every piece of material that you recycle. We are now getting \$25-30 a ton in revenue from the recycling that is being picked up. Currently, we are seeing a flat-line and an increase in the solid waste tonnage, which is disturbing. We will make another plea and put out reminders that everyone should take a serious look at recycling. Mr. Werbner will come back with the information on the bins.

Mr. Stanford would like to see the various Boards/Commissions come to a Council meeting to explain what they do. He also asked what the percentages of vacancies are left for the Boards/Commissions, because he would like to track that. Mr. Werbner will find that out.

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

**Rich Bozzone of 9 Elm Road** – He asked if the reimbursement from FEMA would automatically go back into the fund balance. Mr. Werbner said it would need to be appropriated by the Council. He asked if the energy grant could be applied to a project already taken place. Mr. Werbner said no. He complimented Jan and Ben for filing the positions that they have. He advised that Staples will recycle electronics for no fee.

**Bob Rubino of 296 Weigold Road** – On the issue of recycling: He thinks the 80 gallon green container should be the recycle bin and the small bin should be for the garbage. Regarding the stone wall, the Counsel went wrong when they shelved this topic pending further input. What input could that be? You are in negotiations with the State. The State won the first bat of the ball. You should be instructing the Town Manager to bat the ball back.

#### 15. EXECUTIVE SESSION

Rick Field motioned to go into Executive Session at 8:35 p.m., thus ending the Regular Meeting of the Town Council; Seconded by Josh Freeman. All in favor. None opposed.

15.1 Executive Session to discuss a personnel matter.

Motion: The Town Manager is authorized to negotiate with Lisa Hancock for the salary and benefits associated with the position of Finance Director subject to the guidance given by the Town Council.

5 in favor, 1 opposed (Sam Belsito). Mark Gill was absent.

16. **ADJOURNMENT** – Rick Field moved to adjourn the meeting; Seconded by Jan Rubino at 9:00 p.m. All were in favor.

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Jack Scavone, Council Chair

Michelle A. Finnegan  
Town Council Clerk