

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA  
November 28, 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

November 14, 2012 – Regular Meeting

- C. PUBLIC PARTICIPATION (2 minute limit)  
*The members of the Tolland Board of Education welcome members of the public to share their thoughts and ideas at this time. When appropriate to do so, members of the Board and the administration may respond to comments during "Points of Information." However, in consideration of those in attendance and in an effort to proceed in a timely manner, follow-up discussion may need to take place outside of the meeting setting.*
- D. POINTS OF INFORMATION
- E. STUDENT REPRESENTATIVE REPORT
- F. SUPERINTENDENT'S REPORT
  - F.1. Tolland Girls Cross Country Team
  - F.2. Teacher/Administrator Evaluation Presentation
  - F.3. Cancellation of December 26, 2012 Board Meeting
  - F.4. Unpaid Leave of Absence Report
  - F.5. Student Success Plan
  - F.6. Board Policy 6012 - Personal Technology
- G. COMMITTEE & LIAISON REPORTS
- H. CHAIRPERSON'S REPORT

- I. BOARD ACTION
  - I.1. Strategic Plan
  - I.2. Proposed Artificial Turf Field and Athletic Field Lighting Projects – Tolland High School
  - I.3. Director of Educational Technology
  - I.4. Tolland Middle School – Track Resurfacing Project
  
- J. PUBLIC PARTICIPATION (2 minute limit)  
*Comments must be limited to items on this agenda.*
  
- K. POINTS OF INFORMATION
  
- L. CORRESPONDENCE
  - Town Council/Board of Education Joint Meeting Minutes from November 8, 2012
  - Town Council Meeting Minutes from November 13, 2012
  - AP District Honor Roll Notification 2012
  
- M. FUTURE AGENDA ITEMS
  
- N. ADJOURNMENT

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REGULAR MEETING - November 14, 2012

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

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

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

B. APPROVAL OF MINUTES

October 17, 2012 – Special Meeting

Mr. Pagoni motioned to accept the minutes of the October 17, 2012 Special Meeting. Ms. Vincent seconded the motion. All were in favor. Mr. Tantillo and Mr. Clark abstained. None opposed. Motion carried.

October 24, 2012 – Regular Meeting

Mr. Pagoni motioned to accept the minutes of the October 24, 2012 Regular Meeting. Ms. Vincent seconded the motion. All were in favor. None opposed. Ms. Vincent abstained. Motion carried.

November 5, 2012 – Special Meeting

Ms. Vincent motioned to accept the minutes of the November 5, 2012 Special Meeting. Mr. Tantillo seconded the motion. All were in favor. Mr. Pagoni opposed. None abstained. Motion carried.

C. PUBLIC PARTICIPATION (2 minute limit) - None

D. POINTS OF INFORMATION

Ms. Vincent inquired about the programs held at the Tolland schools for Veteran's Day. Mr. Guzman explained that each of the four schools developed a program. Tolland High School had two assemblies with guest speakers. Speakers at the school included Major Tantillo, Colonel Healy, and two staff teachers who are veterans. Birch Grove also held two assemblies. Students were asked to invite and bring relatives and friends who were veterans of the armed forces to participate in a ceremony where they were recognized by the principal. The students participated in song and other student-led activities to recognize the sacrifices that the veterans have made. Tolland Intermediate School held an assembly in the afternoon. Mr. Tate and Mr. Gill both attended the ceremony in recognition of the work and sacrifice of veterans. Further, the administration presented Mr. Tate with a poster which dated back to World War II. At Tolland Middle School, activities included creating packages to send to veterans. Further, the presentation culminated today, November 12<sup>th</sup> where one of the students had the idea to raise money through a bottle drive. This generous donation of \$1,500 was presented to Sargent Caron, a Vernon resident who was bravely wounded in Afghanistan. Sargent Caron addressed the students, described his experiences, and did a question and answer session with them.

The programs were developed by the principals and teachers in each of the schools. Mr. Guzman commended all of them for accomplishing a wonderful task and producing substantive programs to recognize the sacrifices of veterans over time.

Mr. Tantillo noted that he did speak at both assemblies at the High School. He commended Ms. Fox on doing a great job in putting this together. All of the participating veterans gave a different perspective of why they served and their careers. Mr. Tantillo added that if in the future, school was to be held on Veteran's Day, that he would like to see something more robust and the administrators allowed more time to prepare. He noted that he was proud to participate in the program.

Mr. Clark inquired if anyone outside of the school visited. Mr. Guzman responded that, indeed, parents attended at Birch Grove. Mr. Pagoni added this may be an opportunity for Tolland residents to connect with Veterans in the future.

Mr. Powell noted that the Board of Education received notification from CABA (Connecticut Association of Boards of Education) that Tolland received an Honorable Mention in the CABA Award of Excellence for Educational Communications for its Annual Report and District Budget in regard to its clarity and capabilities.

#### E. STUDENT REPRESENTATIVE REPORT

Ms. Dave noted that the National Honor Society has been working on Community Service. They provided leaf-raking services to elderly residents in Town and have been collecting food for Thanksgiving baskets for families in need. At the end of the month, the Society will hold a blood drive.

Ms. LaSala noted that the Student Council is working on a food drive to take place at the end of the month as well. Additionally, closer to the holidays, there will be an event where students donate \$1 and dress in attire appropriate to the way each of them celebrates the December holiday. This money will be donated to charity.

Mr. Clark inquired as to the date of the Madrigal Dinner but neither of the representatives was sure of the information.

Mr. Powell added that the eighth grade is currently on their Washington D.C. trip. Three of the students will have the opportunity to place the wreath at the Tomb of the Unknown Soldier at Arlington National Cemetery.

#### F. SUPERINTENDENT'S REPORT

##### F.1. Tolland Public Schools – Strategic Plan

Mr. Guzman explained that this project has been ongoing for over one year. Back in September, Mr. Don Kennedy from NESDEC (New England School Development Council) and Diane Clokey, the Strategic Plan Steering Committee Chair presented reports with their findings to the Board of Education. These findings included the following six broad areas: Communication, Technology, 21<sup>st</sup> Century Learning Skills, Parent/Community Engagement, Student Learning/Curriculum, and School Environment. The Strategic Plan was developed by the administrative staff which discusses five specific goals. These goals are the following:

1. To ensure high levels of student achievement for each individual academically, socially, and emotionally in preparation for a 21<sup>st</sup> Century world.

2. To establish a positive school climate where all members of the school community are safe, respected, and available for learning.
3. To provide and utilize technology to promote learning.
4. To facilitate consistent communication among Tolland Public Schools' stakeholders.
5. To improve school facilities that support student achievement and provide a safe learning and working environment.

These five goals address most, if not all, of the findings of NESDEC and the interns who worked with focus groups. For each of the stated goals, there are specific strategies and each strategy has action steps. Each action plan lists the plan, the person(s) responsible for implementing the plan, the timeline, indicators of success, and evaluation criteria.

Mr. Frattaroli inquired how the common core standards relate to this Plan and used the example of full-day kindergarten. Mr. Guzman noted that there have been several conversations regarding all-day kindergarten. Mr. Guzman believes it may be something on the horizon and is something that is being discussed. Several districts in CT are implementing all-day kindergarten to address the academic requirements of the common core and future testing program. Dr. Eidson noted that this is referenced in item 1.3.5 in the Strategic Plan. Mr. Frattaroli noted that if a student needed additional reinforcement, that early intervention is a key component to doing so. Mr. Powell added that this is one reason a position was returned to Birch Grove, to aid in mitigating issues if they arose.

Mr. Guzman noted that as the budget is developed for next year, the Board of Education will look at the budgetary impact of this and have discussions regarding the common core, particularly as it pertains to students who come to kindergarten ill-prepared. Sometimes, what is referred to as an achievement gap, is really a gap due to students coming to school ill-prepared which is often carried through multiple grades. In turn, there are a host of reasons as to why one should implement an all-day kindergarten program.

Mr. Guzman encouraged the members of the Board to review the Strategic Plan document in depth. It will be on the next agenda for the Board's consideration for approval. Please e-mail Mr. Guzman directly with any questions. Mr. Guzman expressed his gratitude to the Steering Committee: Ms. Barbara Bednarz, Ms. Deb Couture, Ms. Erica Bushior, Ms. Kim Reilly, Ms. Beth Regan, Ms. Shelly Manning, Dr. Kathryn Eidson and Mrs. Diane Clokey. Further, a lot of work was done by volunteer focus groups and their facilitators Mrs. Linda Hodge and Ms. Michele Burge. Mr. Powell reiterated to the Board members the importance of reviewing the document as it will be the direction for the next five years to justify what the Board of Education is doing and where it is going. This document will drive the budget. A substantive conversation will take place at the next meeting. Mr. Sce inquired if there would be a blanket approval or an approval of each point. Mr. Guzman responded that the expectation is that the members will look through each item and, as with anything presented for consideration to the Board, will have a give and take dialogue of the aspects of any items on the agenda for a vote. Mr. Sce inquired if the costs involved with the Strategic Plan will be available when it is time for its approval. Mr. Guzman responded that,

indeed, some items will have a cost impact while others will not. Anything that has a monetary impact will be reflected in a budget at some point. Mr. Powell added that this is a guiding document. If costs are not known until the time of implementation, there will be flexibility at that point.

Mr. Clark explained that \$12k was spent to have NESDEC come in to begin this process and arrive at this point. Ultimately, this document is a result of that. There could be additional costs involved in implementing some of the recommendations.

F.2. Proposed Artificial Turf Field and Athletic Field Lighting Projects – Tolland High School

The funding sources are as follows. Mr. Guzman provided information regarding the cost of the project and the revenue source which was previously requested by the Board. An attachment with the breakdown was provided. The cost for the artificial turf field is \$500,000, the design fee is \$20,980, athletic field lighting is \$200,000 and the design fee for the lighting is \$35,315 for a total of \$756,315. These are estimates. The actual costs will be determined after the competitive bidding process.

On July 10, 2012, the Town Council approved the Tolland Capital Improvement Plan which included \$300,000 for lighting at the high school. The state bond commission (October 3, 2012) provided funding via a state grant in the amount of \$200,000 for upgrades to the football field including artificial turf, lighting and ADA (Americans with Disabilities Act) restroom facilities. Lastly, on October 24, 2012, the Small Town Economic Assistance (STEAP) grant was awarded to the Town in the amount of \$500,000. The funding sources total \$1,000,000. Mr. Guzman believes there is sufficient money to cover the estimated cost of the project. At yesterday's Town Council meeting, the Town Manager received approval to create a building committee. A memo in this regard was provided in the members' packets. The Town Council would like to have a member from the Board of Education, a Town Council member, two school district personnel, two Town personnel, two members from a sports-affiliated club, and one member at-large on the committee.

Mr. Guzman would like the Board of Education to approve going forward with the proposed artificial turf field project and the athletic field lighting project when it is presented for action on the November 28<sup>th</sup> agenda.

Mr. Powell entertained volunteers to be on the building committee. He added that the Board should look at the ability to build a concession stand which would be an additional revenue source at that time as well. Many school districts receive considerable funding via their concession stands.

Mr. Clark inquired as to when this project became all-inclusive – artificial turf and lights. A year ago, the Board of Education approved the lighting. It was going to be bonded and reimbursed by individuals so there would not be any expense to the Town. The artificial turf project has not yet been approved, but this is now all included in a single project. Mr. Guzman explained that for funding purposes, it was combined into one project for clarity of total cost. On the 28<sup>th</sup>, the Board of Education may decide that the funding is sufficient to address both projects with

no impact to the Town and go forward with approval for the artificial turf project. Another option may be that the Board of Education decides not to fund the artificial turf project and not go forward.

Mr. Pagoni inquired as to what the downside is of approving the project. Mr. Guzman explained that in 12-15 years, another turf will have to be installed. The hope is that sufficient revenue will be generated to offset some, or all, of the cost of the replacement field and ongoing maintenance. The principle is that this will be a self-sustaining program.

Mr. Sce inquired about the \$300,000 bond issue and where the funds would come from to pay for that bond. Mr. Guzman explained that the original bond issue was put there and approved by the Town Council with the idea that the groups in Town that do fundraising would be able to pay the Town back via their activities. In turn, it would be expense-neutral to the Town.

Mr. Powell noted that this item will be on the agenda for approval at the next meeting.

F.3. School Improvement Goals – 2012/2013

Mr. Guzman explained that these are SMART (Strategic, Measurable, Attainable, Results-based and Time-bound) goals. Each school was charged with developing a goal that has to do with academic growth achievement, school climate, and response intervention. In February and August, Mr. Guzman will report as to where the schools stand in terms of their goals.

Mr. Guzman explained that a law was recently passed by the general assembly that mandates the way teachers and administrators are evaluated. It will require changes to next year's goals setting (2013/14) from how it has been done in the past. The evaluation criteria for teachers and administrators, to some degree, correspond to academic achievement as demonstrated on the CMT (Connecticut Mastery Test) and the CAPT (Connecticut Academic Performance Test). In turn, these goals, should the current timeline that is established within the law remain the way it is, in the school year 2013/14, teachers will be evaluated on this new schematic. This will change the goals established at each of the four schools.

A presentation regarding the new evaluation process may be available in the near future. Currently, there are ten districts in CT that are piloting this new evaluation process. The scope of the new law is monumental in terms of how teachers and administrators will be evaluated. Given this, this is probably the last time these goals will be presented in this format. They will still be SMART goals but the exactness of the goals may change and deviate from the three areas focused on in the last several years.

Mr. Tantillo inquired if these goals are nested within the Strategic Plan in order to prevent having parallel programs. Mr. Guzman noted that they are doing their best to keep this aligned and focused.

F.4. Tolland High School Girls' Lacrosse Team

Mr. Guzman reviewed the proposal. The Tolland Lacrosse Club has agreed to sponsor the program so that it is expense-neutral to the school district for two

years. The projected cost for year one (current year) is \$7,729 and for year two, \$5,977. The estimate from the Pay to Participate fees is \$4,500 in each of the two years. This leaves a balance of \$3,229 in the first year and \$1,477 in the second year. In terms of cost, the total is \$4,707. The Tolland Lacrosse Club has agreed to pay these costs for the first two years; in turn there is no burden on the school district.

Mr. Guzman noted that in 2002/3/4, the Tolland Lacrosse Club presented a similar proposal to sponsor a Tolland High School Boys' Lacrosse Team. Mr. Guzman is recommending this proposal for passage at the next Board of Education meeting.

Since this is expense-neutral, Mr. Powell entertained a motion to make this Action Item I.4. Mr. Pagoni motioned to make this Action Item I.4 this evening. Mr. Tantillo seconded the motion. All were in favor. Dr. Block abstained. Motion carried.

F.5. Director of Educational Technology

This item is to request the position of Director of Educational Technology. With this year's adoption of Common Core State Standards by the state of CT, as well as the passage of the Public Act 12-116 which sets forth the provision of the new teacher evaluation protocol, the district is in need of this educational support person. Mr. Guzman reviewed the needs which are delineated in attachment F.5. The teachers' contract currently has a position, Director of Computer Education, which is vacant and has been for a couple of years. Mr. Guzman recommends, and is asking the Board, to change the title of that position to Director of Educational Technology. A job description was included in the attachment. Mr. Guzman would like this to be approved at the next Board meeting to allow advertising for the position to commence. It is his hope that the position will be filled by February 1<sup>st</sup>. The estimated salary and benefit costs were reviewed. The funds to cover the cost of the position will be transferred from Program 181, Building Operations. This is due to two factors. First, the salary for the replacement employees for two vacated custodial positions is lower. Second, workers' compensation insurance is paying a portion of the salary of a custodian absent due to an injury.

Mr. Guzman would like the Board to consider establishing this position at the next meeting. At this particular juncture, in the district's ongoing development, the need for an educational technology person is critical. Several years ago, the state passed a law requiring every student in grades six and up have a success plan. In turn, there is a need for someone to manage that program. Further, the teacher protocol going forward, in terms of evaluation in the first year, mandates that every certified teacher in a building be evaluated six times: three times formally and three times informally. This is an immense amount of data that will need to be managed.

Mr. Clark clarified that the salary and benefits discussed is for a partial year and further, this person will not be doing any teaching but will be more of a coordinator. Mr. Powell added that there needs to be delineation between the IT team, which works with infrastructure, and new position which will focus on the new mandates, regulations, applications, data input, and analysis. Further, there



needs to be coordination in the Strategic Plan in terms of having educational technology in the classroom match up with the infrastructure technology not only in the school district, but also in the Town. He expressed a need for better direction and focus on in-class technology implementation. Mr. Sce inquired if those who currently do this work manually would be able to do it electronically. Dr. Block explained that this is much more extensive. Dr. Eidson expanded on this point. Mr. Powell added that analysis will be needed as well as staff training so that teachers can utilize data from the reports in the classroom. Mr. Powell added that there needs to be a coordination of applications over time. Currently, many applications being used will be incompatible with the new technology. Mr. Sce commented that it is his first review of this but traditionally technology reduces the workload. Mr. Powell responded that at the moment, there are greater mandates and amounts of information required but the current resources cannot support them. It is important to be proactive in planning and able to respond to mandates.

Mr. Powell added that there should not be conflicting goals and responsibilities between the infrastructure and application teams.

Mr. Clark inquired about the Director of Computer Education position and whether, when filled, if it was a teaching position. Mr. Guzman explained that it was part of the teachers' contract but it was not a teaching position, similar to the position of Director of Counseling. Mr. Clark asked if it is not currently filled due to a lack of funding or need. Mr. Guzman provided a brief history of the position and explained that with the passage of the new law it is now necessary to create the position of Director of Educational Technology. Mr. Clark noted that, during budget discussions, he would not want to see a teaching position lost in order to retain this one.

Mr. Frattaroli noted that the initiation of these programs will take a good deal of effort, but added that once everyone is familiar with the programs that perhaps there will be a reduction of those needs. Mr. Powell commented that education becomes a force multiplier and the learning experience is constantly changing. He added that the curriculum and delivery of service are always fluid. Currently, the district has applications that are ten years old and soon will not be supported. It will be imperative to have someone address this and to have the resources and training in place. Other policies, such as BYOD (Bring Your Own Device) will save the district money but this assumes that the infrastructure team is able to put standards in place. Further, the curriculum coordinators will need to work with the technology coordinator to ensure that the appropriate technology is in place.

Mr. Frattaroli commented that teachers are not up to speed on educational technology. Mr. Powell added that there is training that takes place; however, there has not been someone in a position to implement and review it strategically. Mr. Powell addressed the attached job description. He would like the Finance and Facility Committee to review it at its next meeting, in part, to ensure the clarity in the language.

F.6. Tolland Middle School – Track Resurfacing Project

In the current, adopted Capital Improvement Plan, there is a sum of \$115K for the resurfacing of the track at the Tolland Middle School. Invitations to bid were published in the Hartford Courant and the Journal Inquirer. A bid was received from ProTrack and Tennis, Inc. from Bennington, NE in the amount of \$94,143. Bid documents and references were reviewed by John Carroll, Director of Maintenance. He added that the references were very good and positive. Mr. Guzman recommended that the Board, at its next regular meeting, approve the bid by ProTrack. Ms. Vincent inquired if any local businesses submitted a bid and questioned the timeframe in which bid submittal was open. The ad was published on September 15<sup>th</sup> and a response was due by September 21<sup>st</sup>. Mr. Pagoni added that the timeframe of only one week was insufficient. Further, he noted that a policy should be established which would specify the timeframe during which bids may be accepted.

Mr. Carroll clarified that while there was only one bid, two other companies expressed interest. They visited the location and met with him. Ultimately however, only one bid was received.

F.7. Energy Services Company (ESCO) Honeywell Proposal

A joint meeting of the Board of Education and the Town Council, along with representatives from Honeywell, was held on November 18<sup>th</sup>. Mr. Powell, Mr. Clark and Mr. Pagoni attended the meeting. This item will most likely be on the Town Council's next agenda and the agenda of the Board of Education for its November 28<sup>th</sup> meeting for consideration. The proposal, in its entirety is in this evening's packet.

Mr. Powell provided an overview. While companies make money off of the energy management program, it is done so in a fashion that allows for cost savings and avoidance. It would provide the opportunity to fund and update outdated systems. Additionally, it would allow a review of other areas that the Board of Education would not be able to evaluate on its own. The Town Council and the Board of Education are interested in working together to provide better services at a lower cost. This type of performance mechanism is a way to make it happen. Mr. Powell believes the energy audit needs to be done to provide benchmarks and allow the Board to customize what it wants to do. Mr. White clarified that the Investment Grade, energy audit from Honeywell would be approximately \$40,000. Celtic Energy Services' fee would be on top of that with a rollover cost of \$15,000 from the initial work in preparing the RFP (request for proposal).

Mr. Powell explained that what the Board of Education does, with regards to the ESCO will dictate what the Town does. Holistically, looking at a seventeen year window, seventeen years will have passed but with the ESCO, mechanical items will be properly maintained and funded. Further, the opportunity will exist to include other items such as significant-grade backup power for Tolland Intermediate School and Tolland Middle School. He believes the ESCO has merit, is beneficial to the Town, and provides an opportunity to mitigate issues and upgrade systems.

Dr. Block asked for Mr. White's opinion. Mr. White believes that something, indeed, needs to be done. He provided general examples of how efficiency

could be increased. He added that the energy audit would need to be done during the winter for maximum success. Mr. Guzman noted that the Town Manager has forwarded the Investment Grade audit contract to the Town Attorney for review. A good portion of the bill for \$65,000, if this does not go forward would fall on the district to pay.

Mr. Sce inquired how the savings is calculated. Mr. White explained that it is cost avoidance. The utility account will still be "X" dollars but half of this will now go to the utility company and the other half to Honeywell. Mr. Powell added that there is the potential for getting a check back as well so it could be an investment opportunity. Mr. Gill explained that it is during the Investment Grade audit that the Board of Education and the Town will have the opportunity to customize the project. There will be options. Each option will have its own payback rate and term.

Mr. Pagoni recommended that all of the members review the presentation. It is imperative that the board be proactive. Mr. Clark believes this has a lot of potential and is justified in moving forward to the audit phase.

Mr. Sce inquired if there is a plan, in conjunction with this analysis, to look at the schools and how they will be used to see if it makes sense to invest this amount of money. Mr. Guzman responded that, as part of this Investment Grade audit, they will learn which buildings are best to invest in. In terms of projected student population, Mr. Guzman will provide the forecast for ten years out once finalized by NESDEC. It is currently under review.

G. COMMITTEE & LIAISON REPORTS

Finance & Facilities Committee – None

Policy Committee

Ms. Vincent explained that the policy regarding the use of technology products for the purposes of education in the school district will be on the November 28<sup>th</sup> agenda for a first reading. Another policy review will be to address language in the student handbook regarding the parameters to allow students bringing their own electronic devices. Further, the committee reviewed policy 1692. This is regarding online coursework and will be on the November 28<sup>th</sup> agenda as well.

Negotiation Committee - None

EASTCONN Liaison Report - None

Town Council Liaison

Mr. Clark noted that the Town Council discussed the artificial turf and lighting project. Further, members of the energy and facility task force have had their terms extended by six months. Additionally, there was some discussion on whether another meeting should be scheduled regarding the budget process. Lastly, Mr. Freeman wished to note that the Technology Task Force was not attempting to block a grant from going through, nor does it have the authority to do so.

The Board of Education and Town Council Community Hour will be rescheduled.

Great Path Academy Liaison - None

H. CHAIRPERSON'S REPORT -

Mr. Powell noted the importance of the budget process. The Board needs to strive to make the process better as well as better communicated. Mr. Guzman is working to have the next budget process meeting better moderated. The Board of Education, the Town Council, and the citizens will all be involved. A meeting is projected to be held sometime in late November or early December.

Mr. Powell noted that the Energy Committee, the Technology Committee, and other commissions are in place to provide guidance, not to make decisions. The energy task force was set up so the ESCO work could be done, but by its charter, cannot make decisions. In the last year, there has been tremendous collaboration between the Board of Education and the Town Council.

I. BOARD ACTION

I.1. Capital Improvement Plan – 2013/2018

Mr. Powell entertained a motion to approve the Capital Improvement Plan as provided.

Mr. Guzman distributed a memo regarding revisions to the 2013/2018 Capital Improvement Plan and recommended two adjustments.

Mr. Guzman explained that in light of the ESCO proposal and the potential for contracting an Investment Grade audit, he is recommending eliminating the inclusion of the two emergency generators listed for the Intermediate and Middle Schools listed for the 2013/14 school year.

Additionally, the Capital Improvement Plan, approved for the 2011/12 fiscal year, includes the amount of \$216,738 for repairing the Building Facade Cracks at the Intermediate School. Of this, \$190,077 remains. The difference was paid to Friar Associates, an architectural firm, for developing plans and specifications for the façade repair work and some other ancillary work which was done for the project. There has been a delay because the potential exists that caulking in the expansion joints between the bricks may contain polychlorinated biphenyls (PCBs). In turn, a more exact estimate of the cost is needed. Friar Associates recently submitted a revised estimate totaling \$386,000 which includes an allowance for removal of contaminated caulking, if any. The firm divided the project into two phases. Phase 1 includes masonry demolition and repair, concrete foundation repairs, and other items. This total, \$131,021 leaves a balance of \$59,056 (\$190,077 less \$131,021) to be used for Phase 2. Phase 2 includes installing new control joints, replacement of damaged brick and disposal. This cost totals \$254,979. Of this amount, approximately \$59,056 would come from the Phase 1 portion, leaving a balance of \$195,923.

Mr. Guzman recommends eliminating the two emergency generators for the Intermediate and Middle schools from the 2013/14 plan and including for the 2014/5 plan an amount of \$195,923 for Phase 2 of the Building Façade project. The 2014/15 asbestos tile project would be moved further out to 2015/16. Additionally, Mr. Guzman recommended moving the 2015/16 Phase I of the

Parking Lot Repaving project at Birch Grove to 2016/17 and moving the 2016/17 Phase II of the Parking Lot Repaving project at Birch Grove to 2017/18.

Mr. Clark inquired about what would happen if Phase 1 (the \$216,738 which has already been approved) is not completed in this fiscal year. Mr. Guzman explained that the funds will lapse, stay in the account, and be utilized for Phase 1. It will need Town Council approval to be carried over.

Mr. Pagoni clarified that there is a 400kW generator at Tolland High School and a 175kW generator at Birch Grove. These are the only two schools with backup generators. The system-wide server is located at Tolland Middle School. The state of CT is the ISP (internet service provider) and provides a fiber optic connection to the old high school and the middle school. At the middle school, there is switch gear with no fixed generator. There is a small generator at the school to power the UPSs (uninterrupted power supply) and when power was lost they were able to keep the connection live. The one at the middle school did need to be hot-fueled (fuel added while the unit was running) to preserve the connection. Additionally, the Town's backup server is in the room. Mr. White added that some additional UPSs may be needed and that the current setup is a gamble. The current unit will not power the cooling system. Since it was winter, this was not an issue.

Mr. Pagoni clarified that the Board of Education still has the Parker Memorial School on its plan. Mr. Guzman explained that it is there only while the Town Council and Town Manager determine its ultimate use. It is in the plan, two years away. Ideally the Town will decide by then on its use. Mr. Pagoni believed that since it does not belong to the Board of Education that it should not vote this component of the plan.

Mr. Pagoni asked if the asbestos removal at the Tolland Intermediate School had been delayed previously. Mr. Guzman noted that the date had been pushed out and confirmed that there is no reading or detection of asbestos at the location. Mr. Powell confirmed that it is not friable at this time. The floor was tested. The tile is asbestos, the mastic is not. In the science wing, the tile is not asbestos but the mastic is. At the time, it was determined that the tile is solid, sound, and not friable. There are no issues as long as it is not disturbed.

Mr. Pagoni inquired about why the locker fronts need to be changed at the Middle school. Mr. Carroll explained that the students are unable to reach the book lockers due to the height. These lockers were originally purchased for the use of high school students.

Mr. Pagoni inquired if the HVAC issue that needs to be addressed goes back to Johnson and the original installation. It was confirmed that, indeed, it does.

Mr. Pagoni inquired about the request for the generator at the Board of Education office. Mr. Guzman confirmed that it is still in the plan. Mr. Pagoni was unsure if this is necessary. Mr. Guzman explained that this would provide heating, a/c, and all of the power needs of the building. Ms. Neel confirmed the necessity of the system in order to conduct business.

Mr. Powell questioned the oil tank removal at the Parker Memorial School and inquired why it was still in the plan. Mr. Pagoni believes it should be off of the budget and that is not the Board's to vote on. Dr. Block clarified that it does not impact the budget. Its placement is so that no one loses site of the facility.

Mr. Powell entertained a motion to extend the meeting past 10PM. Dr. Block motioned to extend the meeting past 10PM with limited time. Mr. Clark seconded the motion. No abstentions. No one opposed. Motion carried.

Mr. Powell asked Mr. Guzman if the Board could vote on the Plan without the Parker items. Mr. Guzman noted that ultimately it will go to a public hearing and then the Town Council.

Mr. Pagoni motioned for the approval of the recommendation of the Superintendent in regards to the Plan including revisions. Dr. Block seconded the motion. All were in favor. Mr. Tantillo opposed. Mr. Sce abstained. Motion carried.

I.2. Board of Education Meeting Dates 2013

Mr. Pagoni motioned to have the dates as presented posted for 2013. Ms. Vincent seconded the motion. Dr. Block commented that a change in dates was not needed but that she will not be in attendance on the first day of Passover. She believed the most important holidays were addressed. All were in favor. Dr. Block abstained. Motion carries.

I.3. Board Policies

- 9070 – Board Officers
- 9130 – Time, Place and Notice of Meetings
- 9140 – Constructing and Posting of Agenda
- 9150 – Public Meetings and Executive Session
- 9160 – Meeting Conduct
- 9170 – Quorum and Voting Procedures
- 9180 – Minutes
- 9190 – Committees

Mr. Tantillo motioned to approve all policies. Dr. Block seconded the motion. All were in favor. Motion carried.

Ms. Vincent thanked Mr. Clark for all of his work on these policies over the summer.

I.4. Tolland High School – Girls' Lacrosse

Mr. Pagoni motioned to approve the introduction of a Girls' Lacrosse Team at Tolland High School with the caveat that the Board is not going to commit to funding this beyond the years that are covered. Mr. Clark added that he would like to ensure that the commitment for funding has been made and that no operating funds will be used. Dr. Block believes the students should have the opportunity to have the sport for the years covered. Mr. Tantillo seconded the motion. All were in favor of the amended motion. None opposed. No one abstained. Motion carried.

J. PUBLIC PARTICIPATION (2 minute limit) -

Diane Clokey, 29 Tolland Farms Road, commented that when the artificial turf project was originally discussed, there was talk of private funding. She noted that there is a precedent. The soccer club was involved with the Town's refurbishing of Cross Farms. Ms. Clokey asked the Chair to spend some time at CABA (CT Association of Boards of Education) discussing the additional cost of all of the laws coming down the pike from the federal and state levels. This is a strain that municipalities will need to address.

Sam Adlerstein, 164 Pine Hill Road, commented on the budget process conversation held in October. He noted that it was a challenging, but a good meeting. Mr. Guzman met with them and the thought is that the first thing that should happen is that the Board of Education should meet with the Town Council before meeting with the public again so there is a single face. He asked that each Board member make the time for these meetings. He added that most of the public comments that were made at the October meeting are listed on the Friends of Tolland Schools website. He distributed this list to the members.

Jayne Kunze, Tolland Patch, in response to an inquiry posed by Mr. Clark, noted that the Madrigal Dinner will be held on December 14<sup>th</sup> and 15<sup>th</sup> at 6:00 P.M.

K. POINTS OF INFORMATION

Mr. Powell addressed Ms. Clokey's comments. He will speak up regarding the issues at the CABA meetings. Further, in regards to upcoming budget process meetings, Mr. Powell will work toward having as much information as possible available.

Dr. Block, in response to Ms. Clokey's comment regarding the soccer club, noted that a lot should have been learned about the impact that private organizations can have on public schools. She believes that it is not acceptable for these organizations to have an impact on the public school system.

Mr. Clark inquired about the Parker school. At one time, senior housing was discussed and he asked where this stands. There was no additional information. Further, regarding the artificial turf, Rockville High School is considering it as well. Lastly, he reminded the members to complete the annual financial disclosure statement and submit it by the end of the year.

Mr. Tantillo commented in regards to Ms. Clokey's comment about making noise about the impact of these new laws. He noted that Senator Guglielmo and Representative Hurlburt should be the champions of such matters. Elected officials need to be champions in the statehouse. Mr. Tantillo challenges people elected to do their job and know what the impact is when they vote. Regarding Mr. Adlerstein's comment, the format and idea was good but after hearing reviews of the meeting, Mr. Tantillo believes the setting should be one in which the Board members are interspersed among the audience. Mr. Guzman, Mr. Adlerstein and a member from the Town Council should facilitate the meeting. The meeting should be more of a discussion. He will gladly participate when that happens.

Mr. Pagoni noted that Tolland is the healthiest county in the state. He agreed with Mr. Tantillo's comments about the meeting and holding elected officials to task. Mr. Pagoni added that at the October 23<sup>rd</sup> Town Council meeting, Mr. Bozzone made some observations. He said he was surprised that there was no e-blast that went out about the budget process meeting. Everyone should have been notified and every path

possible should have been used. Mr. Pagoni noted that while it was a Board of Education meeting, everyone on the Town Council was invited. No one should ever say that they were not aware of a meeting. He extended gratitude to Mr. Powell for his efforts in arranging the meeting.

Mr. Powell noted that the success or failure of the initial meeting falls on him. He takes full responsibility. Lessons were learned. Integration of what is going on with the Town Council and the Board of Education is critical. When speaking of elected officials, Mr. Hurlburt did a great job in getting money back to them, but he is supporting legislation that would cap pay to participate. When Mr. Powell asked how this would be funded, Mr. Hurlburt did not have an answer. While well-intended, the impact must be addressed. If this is something that has to be funded then it is possible that some teachers will have to be cut. Mr. Powell noted that he will be an active and vocal member of the CABE board.

L. CORRESPONDENCE

- Town Council Minutes from October 23, 2012
- Honorable Mention Letter from CABE
- Ms. Jane Neel, previous president of CASBO (CT Association of School Business Officials) has been appointed to the board. Mr. Powell expressed congratulations to her and thanked her for all of her work.

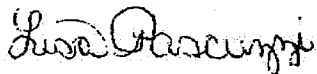
M. FUTURE AGENDA ITEMS

1. Board Policies
2. Strategic Plan
3. Artificial Turf and Lighting
4. Lacrosse Team
5. Director of Educational Technology Proposal
6. Tolland Middle School – Track Resurfacing Project
7. Proposal for ESCO for Action
8. Inviting the Class M Girls Cross Country Team to be recognized for being 2<sup>nd</sup> Time State Champions

O. Adjournment

Dr. Clark motioned and Ms. Vincent seconded the motion to adjourn the meeting at 10:20 P.M. All were in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi  
Clerk



**TO: Members of the Board of Education**  
**FROM: William D. Guzman**  
**DATE: November 28, 2012**  
**SUBJECT: Tolland High School Girls Cross Country Team**

Members of the Tolland High School Girls Cross Country team will be present at the Board meeting. Members of the Cross Country Team are:

<u>Name</u>	<u>Year</u>
Tori Cronin	Senior
Kelly Frank	Senior
Savannah Gagnon	Senior
Alexz Krause	Senior
Kierra Laramie	Senior
Melissa Caron	Junior
Madison Florence	Junior
Nicole Howard	Junior
Gabrielle Hurlbut	Junior
Shauna Maresh	Junior
Kayla Wesoly	Junior
Courtney Akerley	Sophomore
Lora Giguere	Sophomore
Gabrielle Heilman	Sophomore
Meredith Knight-Vezina	Sophomore
Molly Kozlowski	Sophomore
Emily Ward	Sophomore
McKenzie Bowden	Freshman
Breann Campise	Freshman
Kathryn Candels	Freshman
Delaney Cronin	Freshman
Haley McLain	Freshman
Hannah McLain	Freshman
Ashley Robinson	Freshman

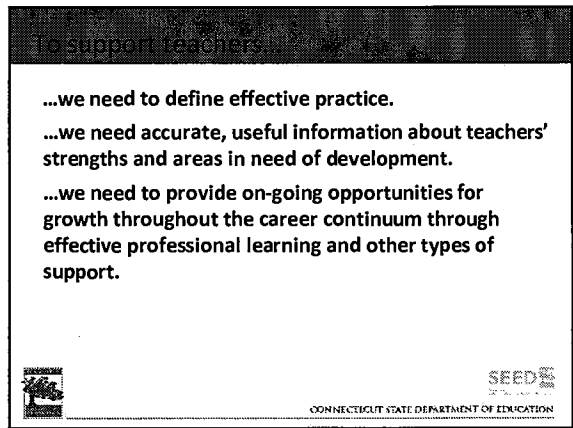
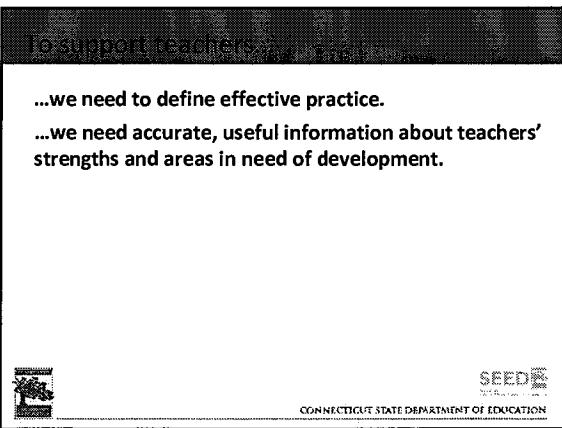
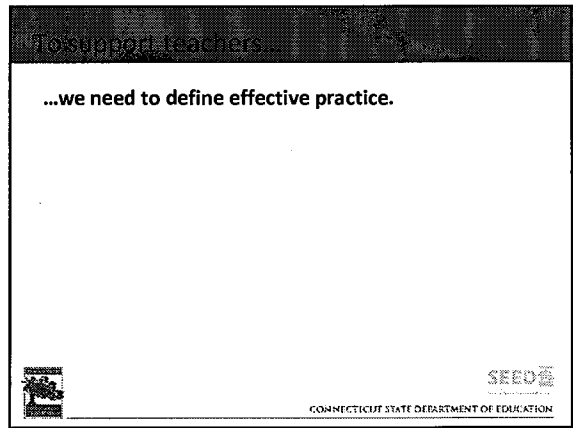
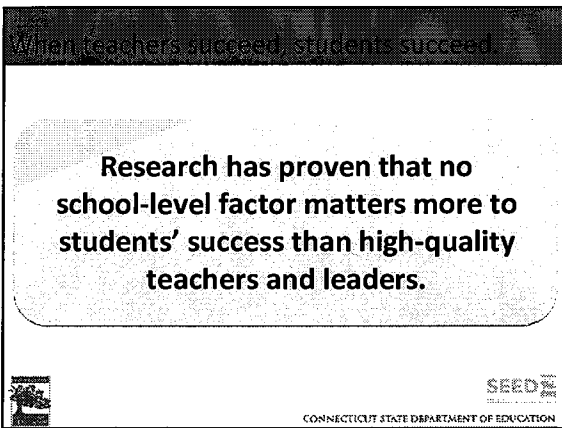
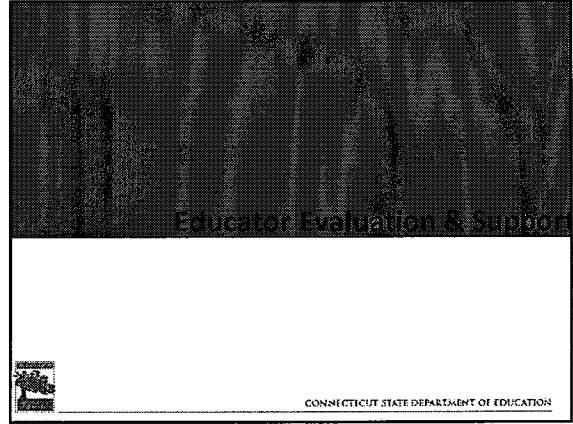
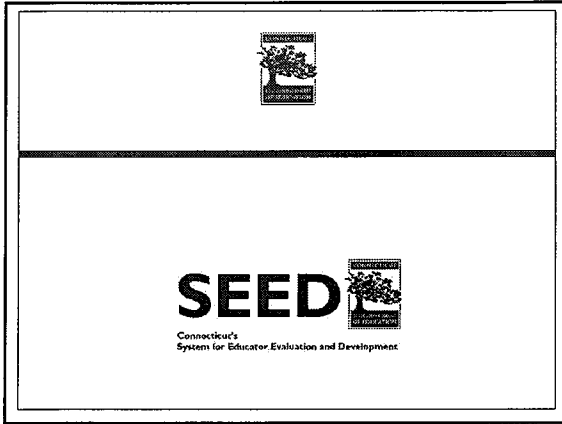
Judi Lafontaine, coach of the Girls' Cross Country team, will also be present at the meeting.

F.2.

**TO: Members of the Board of Education**  
**FROM: William D. Guzman**  
**DATE: November 28, 2012**  
**SUBJECT: Teacher/Administrator Evaluation Presentation**



Public Act 12-116 requires that School Districts implement a new teacher and administrator evaluation program. Attached are copies of slides that Dr. Eidson will present to the Board at the meeting.

WDG:ca



To support teachers...



- ...we need to define effective practice.
- ...we need accurate, useful information about teachers' strengths and areas in need of development.
- ...we need to provide on-going opportunities for growth throughout the career continuum through effective professional learning and other types of support.
- ...we must develop systems for meaningful recognition of accomplishment throughout the career continuum.

CONNECTICUT STATE DEPARTMENT OF EDUCATION

To support teachers...



- ...we need to define effective practice.
- ...we need accurate, useful information about teachers' strengths and areas in need of development.
- ...we need to provide on-going opportunities for growth throughout the career continuum through effective professional learning and other types of support.
- ...we must develop systems for meaningful recognition of accomplishment throughout the career continuum.

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Educator Evaluation Design Principles



- Based on multiple standards-based measures of performance
- Promote both professional judgment and consistency
- Foster professional dialogue about student learning
- Aligned to effective, evaluation-based professional learning, coaching, and feedback to support teacher growth and development
- Ensure feasibility of implementation

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Guidelines & State Models

- Adopted by State Board of Education 6/27/12
- Apply to both teachers and administrators
- Outline the components/standards to which all plans in Connecticut must adhere






CONNECTICUT STATE DEPARTMENT OF EDUCATION

Guidelines & State Models

- Adopted by State Board of Education 6/27/12
- Apply to both teachers and administrators
- Outline the components/standards to which all plans in Connecticut must adhere



- Apply to both teachers and administrators
- Is a specific example of the guidelines available for Connecticut districts to adopt

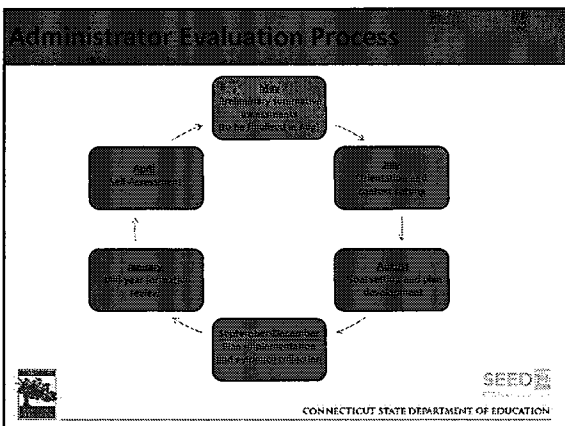
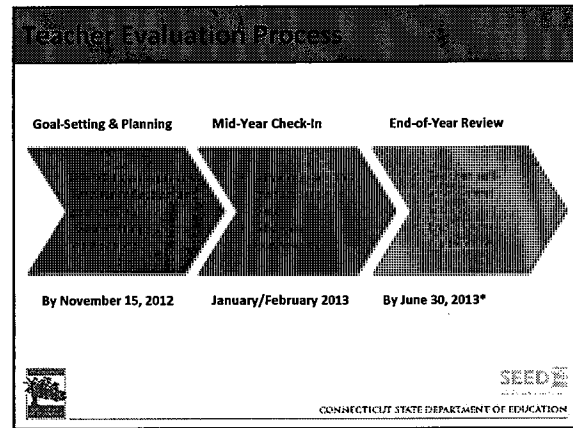
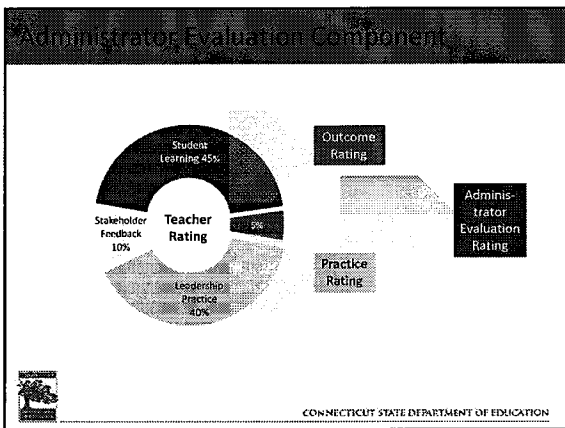
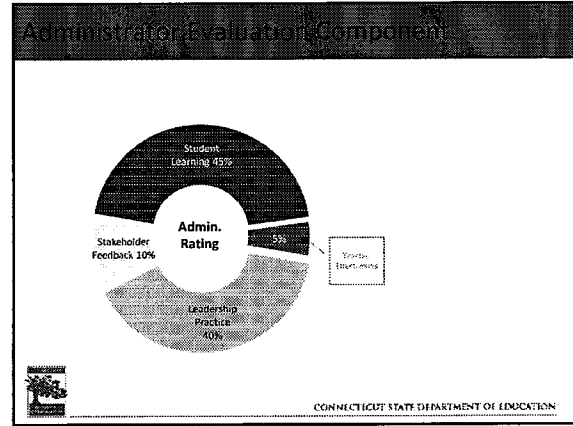
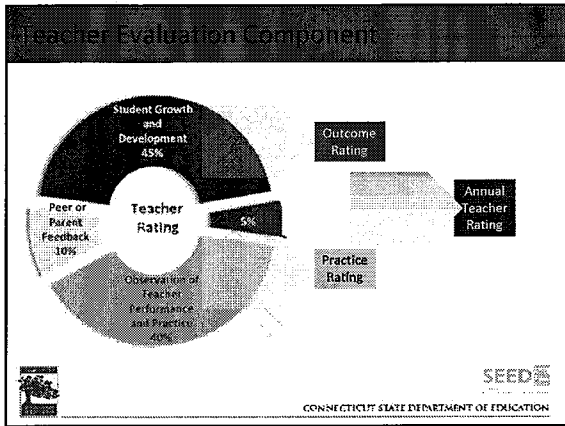
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Teacher Evaluation Component

Component	Percentage
Student Growth and Development	45%
Observation of Teacher Performance and Practice	30%
Peer or Parent Feedback	10%
Whole School Student Learning OR Student Feedback	5%

CONNECTICUT STATE DEPARTMENT OF EDUCATION



### Levels of Performance

4	<b>Exemplary</b>	Substantially exceeded target/indicators
3	<b>Proficient</b>	Met targets/indicators
2	<b>Developing</b>	Made progress but did not meet target/indicators
1	<b>Below Standard</b>	Made little or no progress against target/indicators

Each district shall define effectiveness and ineffectiveness utilizing a pattern of summative ratings derived from the new evaluation system.

SEED  
STATE DEPARTMENT OF EDUCATION



## Support & Development

**Practices**

- Evaluation-Based Professional Growth Plan
- Improvement and Remediation Plan
- Career Development and Growth
- High quality professional learning

**Practices in Book 1102**



- Linked to outcomes of evaluation
  - student learning
  - observation of professional practice (aligned with CCSS instructional shifts)
  - results of stakeholder feedback
- Can occur at multiple points during the year
- Linked to levels of performance

CONNECTICUT STATE DEPARTMENT OF EDUCATION

## Educator Evaluation Pilot



- 10 districts/consortia of districts:
  - Bethany
  - Branford
  - Bridgeport
  - CREC
  - Columbia, Eastford, Franklin & Sterling
  - Litchfield and Region 6
  - Norwalk
  - Waterford
  - Windham
  - Windsor
- Piloting the state model, as well as district-developed models
- Some districts will pilot Peer Assistance models


CONNECTICUT STATE DEPARTMENT OF EDUCATION

## The Neag Study on the Core Requirements

- The Neag School of Education at The University of Connecticut shall submit to the State Board of Education, not later than January 1, 2014, an implementation study and any recommendations concerning validation of the teacher evaluation and support program core requirements. The results of the study will help determine any changes needed to the Connecticut Guidelines (Core Requirements).
- Should pilot districts identify promising practices within the Core Requirements, to implement during the pilot that vary from the established guidelines, those practices must be approved by the State Department of Education in consultation with PEAC (Performance Evaluation Advisory Council) and be incorporated into the scope of the Neag study.

CONNECTICUT STATE DEPARTMENT OF EDUCATION



CONNECTICUT STATE DEPARTMENT OF  
EDUCATION

**Stefan Pryor**  
*Commissioner, Connecticut State Department of Education*

<p><b>Dr. Sarah Barzee</b> <i>Director For Leadership Development</i> sarah.barzee@ct.gov</p>	<p><b>Dr. Diane Ullman</b> <i>Chief Talent Officer</i> diane.ullman@ct.gov</p>	<p><b>Emily Byrne</b> <i>Director of Strategic Initiatives</i> emily.byrne@ct.gov</p>
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Contact the CSDE at (860) 713-6500

**F.3.**

**TO: Members of the Board of Education**  
**FROM: William D. Guzman**  
**DATE: November 28, 2012**  
**SUBJECT: Cancellation of December 26, 2012  
Board of Education Meeting**

In keeping with past practice, I am recommending the Board of Education meeting scheduled for December 26, 2012 be cancelled.

WDG:ca

F.4.

**TO: Members of Board of Education**

**FROM: William D. Guzman**

**DATE: November 28, 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	October 18 – 31, 2012	Parent illness in Florida	Granted
Secretary	November 15 and 16, 2012	Family Illness	Granted
Paraprofessional	September 4 – 14, 2012	Family Illness	Granted
Paraprofessional	January 16 – 18, 2013	Trip with husband	Granted
Paraprofessional	Early February	Care of Daughter	Granted

Please note that none of these leaves resulted in a cost to the District. There was a cumulative savings to the District of \$325.14.

WDG:ca



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

**FROM: William D. Guzman**

**DATE: November 28, 2012**

**SUBJECT: Student Success Plan**

As part of the School Reform effort, the Connecticut State Department of Education requires that, "For the school year commencing July 1, 2012, and each school year thereafter, each local and regional board of education shall create a student success plan for each student enrolled in a public school, beginning in grade six. Such student success plans shall include a student's career and academic choices in grades six to twelve, inclusive."

The state website describes the Student Success Plan (SSP) as, "an individualized student driven plan that will be developed to address every student's needs and interests to help every student stay connected in school and to achieve postsecondary educational and career goals. The SSP will begin in the 6th grade and continue through high school to provide the student support and assistance in setting goals for social, emotional, physical and academic growth, meeting rigorous high school expectations, and exploring postsecondary education and career interests. The Student Success Plan and supporting structures such as student portfolios and academic/personal records should be electronic and portable following the student from school to school and district to district." <http://www.sde.ct.gov/sde/cwp/view.asp?a=2702&Q=334064>

#### **Tolland Public Schools' Student Success Plan**

The Student Success Planning (SSP) Committee for Tolland Public Schools first met to create a student success plan on November 17, 2011. This group included the middle school principal, the high school principal, the district curriculum director, guidance personnel from the middle school and the head of school counseling at the high school. The work began by attending SSP workshops provided by the state. The first step was to create a complete listing of all the programs and activities that were already in place in grades 6 through 12. These encompassed all three areas of the SSP – academic, career, and social, emotional and physical – that contribute to student success. They included: interest inventories, college planning, career fairs, College and Career Pathways created through the Perkins Grant, guidance lessons, student orientations, etc.

Three considerations surfaced:

- We needed to dovetail SSP planning with Positive Behavioral Interventions and Supports (PBIS) and the creating/recreating advisories.
- We needed a cohesive transportable digital program from one building to another – from Tolland Middle School to Tolland High School - to house all these records. We have 695 students in the middle school and 913 in the high school.
- We have only a few personal student plans outside of special education.

Our analysis of current programs indicated that there was some fragmentation in individual planning for student success. In this analysis we identified gaps in our programs that included:

- little use of overall individual grade to grade academic achievement information by other than the classroom teacher.
- little use of the planned College and Career Pathways (CCPs) and individualized career considerations, especially at the middle school.
- no capstone project or portfolio.
- little bringing together of individual social, emotional and physical information
- little individualized success-focused conversations involving student with their parents, except for special education students, and
- the increased need for communication about the supports in place for success from grade to grade.

## **Resources Acquired**

After attending professional development on various systems that could be used to track students' success, we scheduled two presentations for our committee – one from Naviance and the other from Career Cruiser. The middle school had examined Career Cruiser more closely during the spring of 2012 but we ended up deciding on Naviance. We felt it more fully targeted both middle and high school needs.

Naviance will allow us to:

- electronically track and update academic, career and personal/social goals,
- link results of career exploration to college majors and programs,
- allow student data on goals, as well as career exploration and college research, to be accessed by parents, counselors and, at the high school level, adults involved in the advisory program,
- increase access to student input in Naviance to foster improved communication between students and parents and parents and school personnel, and
- generate reports that will allow school personnel to analyze data and use results to make any needed changes to the SSP process.

## **Implementation of the Student Success Plan**

With the purchase of Naviance, the high school provided introductory professional development for the staff and administrators on June 21. During the summer of 2012, the middle and high school counselors began entering or uploading student information into the system. In November of 2012 both middle school and high school personnel received training in the use of Naviance.

We have also reworked the Career Pathways, begun development of website pages to delineate SSP supports at each grade level, and begun implementing the student advisory program at the high school. We will investigate other districts capstone projects and will begin work on getting the other components of the SSP in place.

During the 2012-2013 school year additional activities will take place.

### 2012-2013 Activities

Proposed Activities	Expected Outcome
Provide the Career Pathways graphic and its links as well as the descriptions of supports for students at each grade level on the district websites.	This has been developed this summer and exists on the Tolland Public Schools website.
Attend four hours of web-based training from Naviance in the use of Naviance Succeed Foundation	Knowledge of the implementation of Naviance Succeed Foundation for the high school and middle school. This would include any information needed for the effective use of the various components of the Naviance Succeed Foundation program.
Introduce the Naviance to both middle and high school personnel	This will occur with the opening of school.
Present the SSP to parents and students	This will occur at the fall open houses.
Present the SSP to Students	This will occur during assemblies, advisories, homerooms, and guidance lessons.
Present the SSP to Parents	This will occur during the 2012-2013 school year.
Meet individually with students and parents regarding their student's success plan.	To be determined.

### Concerns

If one school teacher or administrator met with each of the 1608 students and their parent(s)/guardian(s) once, individually, it would require at least 3216 hours. A full time FTE for a teacher is 1356 hours.

# TOLLAND PUBLIC SCHOOLS

## STUDENT SUCCESS PLAN (SSP) – ACADEMIC DEVELOPMENT

### STUDENT NAME

TMS	HUMANITIES			STEM - Science, Technology, Engineering, and Mathematics			WORLD LANGUAGE	CAREER & LIFE SKILLS		Portfolio Project		
	COURSE	ENGLISH	SOCIAL STUDIES	FINE ARTS		MATHEMATICS	SCIENCE	STEM ELECTIVE	WORLD LANG	PE/ HEALTH & SAFETY	CAREER & LIFE SKILLS	Portfolio Project
GRADE 6	Language Arts	Social Studies	UA Cycles- Music, Art		Math 6	Science	UA Cycles- Tech, FCS, Computers	Exploration	PE / Health	Classroom Guidance Curriculum		
GRADE 7	Language Arts	Social Studies	UA Cycles-Music, Art		Math 7 or Pre-Algebra	Science	UA Cycles- Tech, FCS, Computers	French IA or Spanish IA	PE / Health SFA	Classroom Guidance Curriculum		
GRADE 8	Language Arts	Social Studies	UA Cycles-Music, Art	Electives – Band, Chorus, Guitar, Art 2D, Art 3D	Pre-Algebra or Algebra IA or Algebra I	Science	UA Cycles-Tech, FCS, Computer	Electives – Wood , Creative Textiles, Food Tech, Computers	French IB or Spanish IB	PE / Health SFA	Classroom Guidance Curriculum	Portfolio Project
THS	ENGLISH	SOCIAL STUDIES	FINE ARTS	OTHER HUMANITIES ELECTIVE	MATHEMATICS	SCIENCE	OTHER STEM ELECTIVE	WORLD LANGUAGE	PE/ HEALTH & SAFETY	CAREER & LIFE SKILLS	ELECTIVES	SENIOR DEMO. PROJECT
REQUIRED # of CREDITS	4	3	1	1	4	3	1	2	2	2	5	1
GRADE 9	English 1	Modern World History	Elective (see below for choices)	Elective (see categories to the left for choices)	Algebra 1 or higher	Integrated Science	Elective (see categories to the left for choices)	French 1 or Spanish 1	PE 9 (Health)	Elective (see below for choices)	Elective (see all other elective categories to the left for choices)	
GRADE 10	English 2				Geometry or higher	Biology		French 2 or Spanish 2	PE 10			
GRADE 11	English 3	Modern United States History			Intermediate Math, Probability and Statistics, Algebra 2 or higher	Elective						
GRADE 12	English 4	Civics			Elective							CAPSTONE (Projected)

# TOLLAND PUBLIC SCHOOLS

## STUDENT SUCCESS PLAN (SSP) – CAREER DEVELOPMENT

### STUDENT NAME

	PERSONAL SKILLS, INTERESTS AND ABILITIES	EXPERIENTIAL LEARNING (INTEGRATION OF WORKPLACE SKILLS)	POST-SECONDARY PLANNING	
GRADE 6	Role of a Student (Connecting School to Career)	Values Auction (Individual Values Connected to Work Values)		
	Goal Setting	Career Day Fair – (bi-annual)		
GRADE 7	High School Options Program	Time Management		
	Identifying Personal Learning Styles			
	Career Interest Inventory	Career Day Fair – (bi-annual)		
GRADE 8	Goal Setting	Technology Proficiency Test		
	Career Interest Inventory	Career Day Fair – (bi-annual)		
	Transition Skills for High School	Portfolio Project		
GRADE 9	Transition Skills	Orientation and Course Fair		
	Freshman Orientation (Presentation of Clubs & Activities)	Time Management		
	Career Interest Inventory (Exploration of Career Clusters)	Safe Use of Technology		
	Naviance – Learning Styles Inventory	PowerPoint Presentation		
GRADE 10	Do What You Are (Personality Survey)		Sophomore College Planning Program	
			AP Courses	Biology
GRADE 11		Interviewing Skills	Post-Secondary Research	
		Resume Writing	Junior College Program	
		Part-Time/Summer Employment	Financial Aid Program	
			College Fairs	
		AP Courses	Biology, English Language, European History	

<b>GRADE 12</b>	Transition Skills (Living Away from Home....)	Senior Options	Internship Experience	The College Application Process	
			Community Service	Scholarships	
			Dual Enrollment	Early College Experience (UCONN)	Chemistry, Physics, French
			Work Experience	AP Courses	Biology, Calculus, English Literature, Studio Art
			Part-Time/Summer Employment	Career College Pathways (MCC)	Child Development, CAD, Accounting II, Culinary Arts II, Baking & Pastry
CAPSTONE Project			Virtual Learning		

<b>ELECTIVES</b>	Film Studies, Creative Writing, Modern Novel, Comm. Media, Journalism & Broadcasting	Criminology, Native American, Russian History, Psychology, AP European History, Social Studies, Chinese History	Art Foundations, Drawing, Jewelry, Painting, Photography, Pottery, AP Art Studio, Visual Comm., Sculpture, Instrumental, Jazz Band, Guitar, Women's Chorus, Madrigals, Band, Chorus, Electric Piano, Music Tech, Music Theory	Pre-Calculus, Calculus, Elementary Functions, Consumer Math	Chemistry, Physics, AP Biology, Anatomy & Physiology, Applied Botany, Oceanography, Environmental Science, Geology	Tech 1, Power Tech, Graphics 1, Graphics 2, Drafting 1, Drafting 2, Drafting 3, Intro. to Engineering Design, Computer Programming, Introduction to Computers, Principles of Engineering, Modern Technology, Adv. Web Design	French 3, French 4, French 5, Spanish 3, Spanish 4, Spanish 5	PE 11/12	Culinary Arts I, Culinary Arts II, Child Development, Childhood Education, Marketing, Adv. Marketing, Economics, Accounting I, Accounting II, Business Law, Intro. to Business, Personal and Business Record Keeping, Keyboarding, Entrepreneurship, Fitness, Wellness			
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## TOLLAND PUBLIC SCHOOLS

### STUDENT SUCCESS PLAN (SSP) – SOCIAL, EMOTIONAL & PHYSICAL DEVELOPMENT

**STUDENT NAME**

	KNOWLEDGE OF SELF	SOCIAL EXPERIENTIAL LEARNING
<b>GRADE 6</b>	Conflict Resolution Skills	Clubs/Sports
	Decision Making Skills	
	Support Systems “Knowing Your Resources”	
	Refusal Skills “Staying Out of Trouble & Keeping Your Friends” Bullyproofing – Empowering the Bystander	
<b>GRADE 7</b>	Conflict Resolution Skills	Clubs/Sports
	Goal Setting	Clubs/Sports
<b>GRADE 8</b>	Interpersonal Relationships	
	Communication Skills	
	Diversity/Celebrating Individual Differences	
<b>GRADE 9</b>	Transition Skills	Clubs/Sports
	Freshman Orientation	
<b>GRADE 10</b>	Personality Survey	Clubs/Sports
<b>GRADE 11</b>		Clubs/Sports
<b>GRADE 12</b>	Transition Skills	Clubs/Sports

F.6.

**TO: Members of Board of Education**  
**FROM: William D. Guzman**  
**DATE: November 28, 2012**  
**SUBJECT: Board Policy 6012 – Personal Technology**

Attached please find the above referenced Board Policy.

This Policy was reviewed by the Policy Committee on November 14, 2012.

Board Policy 6012 is a new policy and the language is in caps and bolded.

WDG:ca



**TOLLAND PUBLIC SCHOOLS**  
**Tolland, Connecticut**

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BOARD POLICY

REGARDING: PERSONAL TECHNOLOGY

Number: 6012  
Instruction

**APPROVED:**

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**IT IS THE POLICY OF THE TOLLAND BOARD OF EDUCATION TO PERMIT ACCESS BY STUDENTS AND EMPLOYEES USING PRIVATELY OWNED ELECTRONIC DEVICES TO THE DISTRICT'S COMPUTERS, DISTRICT ISSUED PERSONAL DATA DEVICES (INCLUDING SMARTPHONES, BLACKBERRIES, PDAS, SMARTPHONES, OTHER MOBILE OR HANDHELD DEVICES) AND INSTRUCTIONAL TECHNOLOGIES; COMMUNICATIONS AND DATA MANAGEMENT SYSTEMS; INFORMATIONAL TECHNOLOGIES AND THE INTERNET; AND A VARIETY OF OTHER TECHNOLOGY RESOURCES (COLLECTIVELY THE "DISTRICT TECHNOLOGY RESOURCES") IN ORDER TO PROMOTE EDUCATIONAL EXCELLENCE. WHILE THE DISTRICT INTENDS TO PERMIT SUCH BROAD ACCESS, THE DISTRICT'S TECHNOLOGY RESOURCES HAVE NOT BEEN ESTABLISHED AS A PUBLIC ACCESS SERVICE OR AS A PUBLIC FORUM. ADDITIONALLY, IT IS THE EXPECTATION OF THE BOARD OF EDUCATION THAT STUDENTS AND EMPLOYEES WHO ACCESS THESE RESOURCES WHILE USING PERSONAL ELECTRONIC DEVICES WILL ACT AT ALL TIMES IN RESPONSIBLE AND ETHICAL WAYS THAT ARE FULLY IN ACCORD WITH THE COMPUTER USE POLICY AND OTHER APPLICABLE POLICIES AND WITH ALL LOCAL, STATE, AND FEDERAL LAWS.**

**THE DISTRICT WILL WORK TOGETHER WITH THE PARENTS OR GUARDIANS OF STUDENTS TO EDUCATE STUDENTS ABOUT THE DISTRICT'S EXPECTATION THAT ALL STUDENTS WILL ACT RESPONSIBLY AND ETHICALLY WHEN ACCESSING AND USING DISTRICT TECHNOLOGY RESOURCES, INCLUDING TIMES WHEN ACCESS IS ACHIEVED THROUGH THE USE OF PERSONAL TECHNOLOGY. SINCE STUDENTS ARE ABLE TO ACCESS THE DISTRICT'S TECHNOLOGY RESOURCES NOT ONLY FROM DISTRICT COMPUTERS, BUT ALSO FROM PRIVATELY-OWNED ELECTRONIC DEVICES, IT IS IMPORTANT FOR EACH STUDENT TO HAVE THE OPPORTUNITY TO LEARN ABOUT HIS/HER RIGHTS, RESPONSIBILITIES, AND DUTIES WHEN USING PERSONAL ELECTRONIC DEVICES TO ACCESS DISTRICT TECHNOLOGY RESOURCES. THROUGH VARIOUS MEANS, INCLUDING THE DISSEMINATION OF THE STUDENT HANDBOOK, THE DISTRIBUTION OF**

ARE NOT LIMITED TO, PERSONAL LAPTOPS, SMARTPHONES, NETWORK ACCESS DEVICES, AND OTHER ELECTRONIC SIGNALING DEVICES.

### PERSONAL TECHNOLOGY SECURITY

RESPONSIBILITY FOR KEEPING PERSONAL TECHNOLOGY SECURE RESTS WITH THE INDIVIDUAL OWNER. IF PERSONAL TECHNOLOGY IS STOLEN, LOST, OR DAMAGED, IT WILL BE HANDLED THROUGH THE ADMINISTRATIVE OFFICE SIMILAR TO HOW OTHER STOLEN OR DAMAGED PERSONAL ARTIFACTS ARE HANDLED. STAFF, STUDENTS, AND PARENTS SHOULD BE AWARE THAT THE DISTRICT IS NOT LIABLE FOR ANY PERSONAL TECHNOLOGY THAT IS STOLEN, LOST, OR DAMAGED. STUDENTS SHOULD NOT SHARE THEIR PERSONAL TECHNOLOGY WITH OTHER STUDENTS AT ANY TIME.

### DISTRICT TECHNOLOGY RESOURCES/DAMAGES

VIRTUAL OR PHYSICAL VANDALISM SHALL NOT BE TOLERATED. ANY INTENTIONAL ACT BY A USER OF THE DISTRICT'S TECHNOLOGY RESOURCES THAT DAMAGES, OR INTERFERES WITH THE PERFORMANCE OF DISTRICT HARDWARE, SOFTWARE, OPERATING SYSTEMS, OR COMMUNICATION AND DATA MANAGEMENT SYSTEMS WILL BE CONSIDERED VANDALISM AND WILL BE SUBJECT TO DISCIPLINE AND/OR APPROPRIATE CRIMINAL OR CIVIL ACTION.

### PROTOCOLS FOR USING PERSONAL TECHNOLOGY

STUDENTS AND EMPLOYEES MUST ABIDE BY ALL SPECIFIC PROTOCOLS OUTLINED IN THIS POLICY AND ALL OTHER TECHNOLOGY POLICIES AND APPLICABLE REGULATIONS. STUDENTS AND EMPLOYEES WILL BE GIVEN SPECIFIC INFORMATION FOR LOG-ON AND ACCESS PROCEDURES USING SCHOOL ACCOUNTS. NO USER MAY DEVIATE FROM THESE LOG-ON/ACCESS PROCEDURES. STUDENTS AND EMPLOYEES ARE ADVISED THAT THE DISTRICT'S NETWORK ADMINISTRATORS HAVE THE CAPABILITY TO IDENTIFY USERS AND TO MONITOR ALL PERSONAL TECHNOLOGY WHILE THEY ARE LOGGED ON TO THE NETWORK. USERS MUST UNDERSTAND THAT THE DISTRICT HAS RESERVED THE RIGHT TO CONDUCT MONITORING OF DISTRICT TECHNOLOGY RESOURCES AND CAN DO SO DESPITE THE ASSIGNMENT TO INDIVIDUAL USERS OF PASSWORDS FOR SYSTEM SECURITY. ANY PASSWORD SYSTEMS IMPLEMENTED BY THE DISTRICT ARE DESIGNED SOLELY TO PROVIDE SYSTEM SECURITY FROM UNAUTHORIZED USERS, NOT TO PROVIDE PRIVACY TO THE INDIVIDUAL SYSTEM USER. THE SYSTEM'S SECURITY ASPECTS, MESSAGE DELETE FUNCTION AND PERSONAL PASSWORDS CAN BE BYPASSED FOR MONITORING PURPOSES. THEREFORE, USERS MUST BE AWARE THAT THEY SHOULD

**TO: Members of Board of Education**

**FROM: William D. Guzman**

**DATE: November 28, 2012**

**SUBJECT: Tolland Public Schools - Strategic Plan**

At the September 12, 2012 Board of Education meeting, Mr. Don Kennedy, New England School Development Council (NESDEC) facilitator and Mrs. Diane Clokey, Strategic Plan Steering Committee Chair, presented the findings developed through the work of NESDEC and the Steering Committee.

Those findings included the following six topic areas:

1. Communication
2. Technology
3. 21<sup>st</sup> Century Learning Skills
4. Parent/Community Engagement
5. Student Learning/Curriculum
6. School Environment

The attached Strategic Plan addresses each of these areas. The Plan includes specific strategies and actions:

1. To ensure high levels of student achievement for each individual academically, socially, and emotionally in preparation for a 21<sup>st</sup> Century world.
2. To establish a positive school climate where all members of the school community are safe, respected, and available for learning.
3. To provide and utilize technology to promote learning.
4. To facilitate consistent communication among Tolland Public Schools' stakeholders.
5. To improve school facilities that support student achievement and provide a safe learning and working environment.

The development of the Strategic Plan is the result of the efforts of many people. I would like to thank the parents, students, staff, business owners and Town officials who participated in the various focus groups. I would also like to thank the members of the Steering Committee. These individuals included:

Barbara Bednarz – Birch Grove  
Deb Couture – Birch Grove  
Erica Bushior – Intermediate School

Kim Reilly – Middle School  
Beth Regan – High School  
Shelley Manning – High School  
Dr. Kathryn Eidson – Director of Curriculum and Instruction  
Mrs. Diane Clokey - Chair, Steering Committee

In particular, I would like to thank Mrs. Linda Hodge and Ms. Michele Burge, who facilitated the focus groups as part of their degree program at the University of Connecticut.

The Administration recommends approval of the Strategic Plan.

WDG:CA

**TO: Members of Board of Education**

**FROM: William D. Guzman**

**DATE: November 28, 2012**

**SUBJECT: Proposed Artificial Turf Field and Athletic Field Lighting Projects – Tolland High School**

At a recent meeting, Board of Education members requested information about the cost of the proposed artificial turf field and athletic field lighting projects at the High School.

According to information gathered from districts with recently constructed fields, the estimated cost of an artificial turf field is approximately \$500,000. Costs associated with developing plans and specifications for the project total \$20,980.

The estimated costs for the construction of the proposed athletic field lighting project is \$200,000. The costs for design and specifications total \$35,135.

In summary, estimated costs are as follows:

Artificial Turf Field	\$500,000
Design Fees – Turf	20,980
Athletic Field Lighting	200,000
Design Fees – Lighting	<u>35,135</u>
Total Estimated Costs	\$756,115

Funding for this project would come from the following sources:

Tolland Capital Improvement Plan (July 10, 2012)	\$300,000
State Bond Commission (October 3, 2012)	200,000
Small Town Economic Assistance Program (October 24, 2012)	<u>500,000</u>
Total Revenue	\$1,000,000

The Administration recommends approval of the field lighting and artificial turf field project.

WDG:ca

Medal, the National Defense Service Medal, and the Global War on Terrorism Service Medal and he is currently serving as a Platoon Leader at Ft. Drum, New York.

NOW, THEREFORE, BE IT RESOLVED that I, Jack Scavone, Chairperson of the Tolland Town Council, representing the community at large, recognize the selfless contributions and dedication of Lieutenant David Tuttle in service to our citizens. Together with his family, his friends and the entire Tolland community, I wish to share our overwhelming pride in his service to our nation, and our warmest welcome home wishes.

Jack Scavone congratulated Mr. Tuttle and said he was a true hometown hero.

Bryan Hurlburt thanked Mr. Tuttle for his service. He presented a Citation from the General Assembly introduced by himself and State Senator Tony Guglielmo, who also shares his thanks and best wishes. Mr. Hurlburt also presented two Proclamations, one from Lt. Governor Nancy Wyman, and one from Governor Daniel P. Malloy.

Richard Taft, Chairman of Veterans Recognition Commission, read a prepared statement and presented David Tuttle with a fruit basket donated by Bob Buettner of Buettner Florists.

5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** *(on any subject within the jurisdiction of the Town Council) (2 minute limit)*

**Bob Rubino of 296 Weigold Road:** He thanked the Council for an excellent, noble gesture. He compared the Council and BOE relationship to the Hatfield and McCoy's two weeks ago. It is worse than that. He asks that they keep the branch held out. Let's try it again. He has faith. We are working on changing the conversation. Let's think of it as "the long view, the three-year plan". He asks that they all work together and not jump to the easy. He has faith, and hopes the Council does to.

**Mark Gill motioned to add the Library fee issue to the Agenda as 8.4; Seconded by Josh Freeman. All in favor. None opposed.**

6. **PUBLIC HEARING ITEMS:**

- 6.1 Consideration of a resolution appropriating \$1,533,807 for Capital Projects and authorizing the issuance of bonds and notes therefore.

Mr. Werbner commented that this is the full amount (\$1,533,807) of the projects, which were included in the Capital Budget that was adopted as part of the overall town budget for non-referendum borrowing. They anticipate needing to borrow \$1,153,600 of the total amount. Approval of this item would appropriate and approve the issuance of bonds for the following projects:

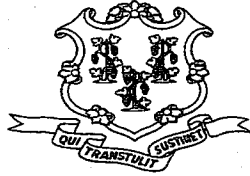
1. The cost for certain road pavement improvements in an amount of \$780,000;
2. The cost for pavement resurfacing at the Fire Station 140 parking lot in an amount of \$100,000;
3. The cost for certain drainage improvements in an amount of \$208,807;
4. The cost for the cost of preparing a facilities study in an amount of \$30,000;
- \* 5. The cost for the installation of lights for the Tolland High School stadium field in an amount of \$300,000; and
6. The cost for pavement resurfacing of the Tolland Middle School track in an amount of \$115,000.

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

A straw poll was conducted of all those in favor of this resolution. 2 in favor; 0 opposed.

# The Connecticut General Assembly

## House Democrats



September 27, 2012  
FOR IMMEDIATE RELEASE

CONTACT: Larry Perosino (860) 240-0144

### **STATE FUNDING EXPECTED FOR TOLLAND ATHLETIC FIELD UPGRADES Rep. Hurlburt secures grant to help pay for stadium lights, turf**

State Representative Bryan Hurlburt, who represents Ashford, Tolland and Willington in the legislature, announced that funding to help pay for planned improvements at Tolland High School's sports stadium is expected to be approved next week by the State Bond Commission.

Hurlburt was able to secure a commitment for a \$200,000 state grant to assist with upgrades to the football field including stadium lights, artificial turf and ADA accessible restroom facilities.

"This is exciting news for the entire town, and particularly for our student athletes, parents and fans who enjoy Tolland Eagle sports," said Hurlburt, who hopes the grant will help local private fundraising efforts for the project. "It is also a win for local taxpayers as this grant will help offset the cost of the overall cost of the upgrades."

Hurlburt also noted that artificial turf will help reduce long-term maintenance costs for the town. Stadium lights will allow for night play, allowing more people to attend games.

The grant was placed on the Bond Commission's agenda by Governor Dannel P. Malloy at the request of Hurlburt, a member of the legislature's Appropriations Committee. The Commission is scheduled to meet Wednesday, October 3 in the Legislative Office Building in Hartford.



STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT

Steven Werbner  
Town Manager  
Town of Tolland  
21 Tolland Green  
Tolland, CT 06084

October 24, 2012

Dear Mr. Werbner:

Governor Dannel P. Malloy and I would like to congratulate you and the Town of Tolland on your \$500,000 grant through the Small Town Economic Assistance Program (STEAP) for the design and installation of artificial turf at the Tolland High School Stadium Field.

The Office of Policy and Management (OPM) will administer your award using an expedited reimbursement plan (similar to LoCIP) as an alternative to an agency administration of your STEAP award. Please note: retroactive reimbursements are not allowed.

You should not proceed with any anticipated STEAP-funded project work until you are fully aware of any contractual terms required by the administering agency and all necessary contracts are fully executed.

Please confirm your award with OPM within 60 days of the date printed above. Once you have confirmed your acceptance of the award, OPM will coordinate with your town's point of contact to get the process underway. To confirm your award, please contact OPM's Chief Administrative Officer MaryAnn Palmarozza at 860 418-6360 or at [maryann.palmarozza@ct.gov](mailto:maryann.palmarozza@ct.gov).

Please keep in mind that the ultimate release of funding will be contingent on your compliance with the rules and regulations of the agency that administers your award and release of funds will not occur without a fully executed project agreement between the municipality and the state administering agency.

Governor Malloy and I look forward to working with you to continue to improve the well being of Connecticut's communities in the future.

Sincerely,

Benjamin Barnes  
Secretary

cc: State Senator Tony Guglielmo  
State Representative Bryan Hurlburt



**TO: Members of Board of Education**

**FROM: William D. Guzman**

**DATE: November 28, 2012**

**SUBJECT: Director of Educational Technology**

This past year Connecticut adopted the Common Core State Standards. Additionally, the General Assembly enacted Public Act 12-116 which sets forth the provisions of the new teacher evaluation protocol. These two significant initiatives along with other district programs have created a need to access student, staff and district educational data for multiple assessment purposes. At this time, the District has a need for a position to provide educational support information which includes, but is not limited to, the following:

- Use of "Inform" (student learning database) for retrieving reports and data to improve curriculum, instruction and learning.
- Implementation and use of "Naviance" for Student Success Planning.
- Implementation and use of "My Learning Plan", the professional development record and management software.
- Technology professional development for teachers, increasing the consistency of teacher abilities and therefore embedded student learning across grade and subjects.
- Use of technology for test taking purposes including SBAC, the test for the Common Core State Standards and a program for monitoring student learning.
- Use of professional development delivery software for teacher targeted learning.
- K-12 scope and sequence of skills and media literacy.
- Implementation of Strategic Plan Technology Goal.

This request for the Director of Educational Technology was reviewed by the Finance and Facilities Committee. It is anticipated that the teacher candidate will be hired effective February 1, 2013 with an estimated salary of \$ 38,292 (salary and stipend) plus benefits totally \$46,322.

The funds to cover the cost of this position will be transferred from Program 181, Building Operations. Currently there is a surplus in this account in the amount of \$51,918 due to two factors:

- The salary for the replacement employees for two vacated custodial positions is lower.
- Workers' compensation insurance is paying a portion of the salary of a custodian absent due to an injury.

Article 21 of the teachers' contract includes a position for a Director of Computer Education that is currently vacant. The Administration has changed the title from Director of Computer Education to Director of Educational Technology (please see attached job description) and is requesting approval to fill this position.

WDG/ja

**TITLE: Director of Educational Technology**

**QUALIFICATIONS:**

1. Degree in education and specialized training and experience in digital technology systems as they apply to teaching and learning.
2. Demonstrated skills in systemic planning, organizing, budgeting and program evaluation as each relates to educational technologies systems.
3. Strong interpersonal skills and a record of collaborative problem solving and planning skills.
4. State of Connecticut teaching certificate.

**REPORTS TO:** Director of Curriculum and Instruction.

**WORK YEAR:**

The Director of Educational Technology work year will consist of the contracted teacher work year with an additional 25 days.

**RESPONSIBILITIES:**

**Communication**

1. Maintains cooperative relationships with administrators, program directors, and teachers that support the appropriate and necessary use of educational digital technologies.
2. Coordinates the work of all staff members and consultants with responsibilities related to the design, implementation, and evaluation of educational technologies throughout the school district.
3. Supports and helps supervise building-level digital technology integration teachers.

**Curriculum**

1. Coordinates system-wide digital technologies curriculum studies and evaluations.
2. Plans for and supports the use of existing digital technologies within the curriculum.
3. Assists teachers in the implementation and integrating new digital technologies.
4. Works with technology teachers, curriculum liaisons, and grade level teams to evaluate the effectiveness of the digital technologies curricula.
5. In consultation with the Director of Information Technology directs the purchase of new digital technologies for educational purposes.
6. Meets with technology resource teachers to exchange information, review current practices and set future direction.
7. Organizes and facilitates standards based reporting for parents.
8. Develops reports for progress monitoring.
9. Facilitates developing and maintaining a structure for organizing data for administrators and teachers and supports data based and data driven decision making.
10. Supports and supervises building-level technology integration specialists.
11. Facilitates the K-12 digital education curriculum committee development and technology infusion programs in all schools and assures that they conform to the K-12 technology competencies for students and all related state guidelines.
12. Facilitates the use of the websites for educational purposes.

**Technical Support**

1. Coordinates the installation, use and maintenance of educational digital technologies.
2. Compiles a software inventory.
3. Supports and maintains enhancements to the Tolland Public Schools website.
4. Directs the implementation and use of student information systems to assist the faculty and administration in the analyses of student performance data.
5. Assists with the collection, collation, structuring and analysis of District and school data and reports that data to local, state and federal agencies as needed.
6. Monitors and reports on the receipt of assessment returns and their use by appropriate personnel.

**Professional Development**

1. Assists the director of curriculum and instruction, principals, technology integration teachers, department liaisons and team leaders, and administrators with the identification, development and implementation of digital professional development/teacher evaluation programs.
2. Provides or provides for digital technology professional development for educators as requested or needed.
3. Designs and coordinates after-school and evening use of technology for students and families.

**Related Activities**

1. Assists technology resource teachers, curriculum liaisons and team leaders, and administrators in the preparation and administration of digital technologies budgets.
2. Coordinates the implementation of educational technologies budgets by supporting effective purchasing and preparation of hardware and software systems.
3. Recommends a hardware replacement system that includes a life-cycle analysis of current technologies.
4. Researches technology grant funding and makes applications when appropriate.

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

**FROM: William D. Guzman**

**DATE: November 28, 2012**

**SUBJECT: Tolland Middle School – Track Resurfacing Project**

The 2012-2013 Capital Improvement Plan includes \$115,000 for resurfacing the track at Tolland Middle School. (see attached).

Invitations to Bid on this project were published in the Hartford Courant and Journal Inquirer on September 15, 2012. (see attached). One bid for the project was received on September 21, 2012 from ProTrack and Tennis, Inc. from Bennington, NE in the amount of \$94,143. Bid documents and references were reviewed by John Carroll, Director of Maintenance.

The Administration recommends approval of the bid submitted by ProTrack and Tennis, Inc. in the amount of \$94,143.

WDG/ja

**FIVE YEAR CAPITAL IMPROVEMENT PLAN  
BUDGET SUMMARIES FOR FISCAL YEARS 2012-2013 THROUGH 2016-2017**

PROJECT SUMMARY DESCRIPTIONS	Project Cost	Existing Funds	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	Funding Totals FY 2013-2017
<b>TOWN ADMINISTRATION</b>								
<i>Town Administration</i>								
Replacement of Light Duty Vehicles	131,326		27,877	27,877	27,877	25,906	21,789	131,326
Board of Education Vehicles	41,000		21,000	20,000				41,000
Tolland Green Routes 195 and 74 Corridor Improvements	3,050,000			250,000		2,800,000		3,050,000
<b>SUBTOTAL TOWN ADMINISTRATION</b>	<b>3,222,326</b>	<b>0</b>	<b>48,877</b>	<b>297,877</b>	<b>27,877</b>	<b>2,825,906</b>	<b>21,789</b>	<b>3,222,326</b>
<b>BOARD OF EDUCATION</b>								
<i>Parker Memorial School</i>								
Roof Replacement	575,300				575,300			575,300
Demolish Portable Classroom	15,000				15,000			15,000
Boiler	625,000				625,000			625,000
<i>Tolland Intermediate School</i>								
Driveway and Parking Lot Paving	130,000		130,000					130,000
Replacement and Removal of Asbestos Floor Tile	414,000			414,000				414,000
Skylight Replacement	18,000			18,000				18,000
Gym Door Removal	54,000			54,000				54,000
Remove and Repair Concrete Front Entrance Sidewalk	21,840				21,840			21,840
<i>Tolland Middle School</i>								
Track Resurfacing	115,000		115,000					115,000
Gym Door Removal	60,000			60,000				60,000
Roof Replacement on Modular Classrooms	18,500				18,500			18,500
Replacement of Locker Fronts	15,310					15,310		15,310
Library/Guidance/Office HVAC	60,500						60,500	60,500
<i>Birch Grove Primary School</i>								
Parking Lot Paving	200,000					100,000	100,000	200,000
<i>Tolland High School</i>								
Track Resurfacing	70,000						70,000	70,000
Lights for Stadium Field	300,000		300,000					300,000
<i>District Wide</i>								
Upgrade Analysis	10,000		10,000					10,000
Camera Upgrade and Base Equipment	35,000			35,000				35,000
HVAC Replacement Study	25,000					25,000		25,000
<b>SUBTOTAL BOARD OF EDUCATION</b>	<b>2,762,450</b>	<b>0</b>	<b>555,000</b>	<b>581,000</b>	<b>1,255,640</b>	<b>140,310</b>	<b>230,500</b>	<b>2,762,450</b>

PUBLIC NOTICE  
TOLLAND PUBLIC SCHOOLS

INVITATION TO BID

You are hereby invited to submit sealed bids for Tolland Middle School (TMS) 400 mm track resurfacing at Tolland Middle School, 1 Falcon Way, Tolland, CT per the attached specifications.

Sealed bids will be received at the Office of the Superintendent of Schools, Tolland Public Schools, 51 Tolland Green, Tolland, CT 06084, until 2:00 p.m., on Friday, September 21, 2012 at which time bids will be publicly opened and read aloud. Proposals must be clearly marked: "Bid No. 12-13 - Tolland Middle School 400 mm Track Resurfacing 2012-13" on the inner and outer envelope.

Pre-bid site visits are strongly suggested and may be arranged by contacting John Carroll at 860-614-8304.

Bidding documents will be available beginning Friday, September 14, 2012 at the Board of Education Office, 51 Tolland Green, Tolland, CT 06084. Telephone: (860) 870-6855

Bidders are reminded that the State Prevailing Wage rates if applicable to this project are subject to annual adjustments each July 1st for the duration of the project. It is the contractor's responsibility to obtain the annual adjusted prevailing wage rate increases directly from the Department of labor's website [www.ct.gov/dol](http://www.ct.gov/dol).

The Tolland Public Schools reserves the right to reject any or all bids or waive informalities in said bids if such action is deemed in the best interest of the Tolland Public Schools.

Completed bids for the above work must be made on forms furnished by the Tolland Public Schools.

Jane A. Neel  
Business Manager  
Tolland Public Schools

Journal Inquirer  
September 15, 2012

Tolland Public Schools  
TOLLAND, CT 06084

BID FORM  
SECTION E

Date: SEPT 19 2012

TO: Jane A. Neel  
Business Manager  
Tolland Public Schools  
51 Tolland Green  
Tolland, CT 06084

RE: Tolland Middle School (TMS) Track Resurfacing

The undersigned, as bidder on the above indicated project, declares that the only persons or parties interested in this bid as principals or in the contract proposed to be taken are named herein; that this bid is fair in all respects and made without collusion or fraud; that the bidder has carefully examined the location of the proposed work, the Specifications including the Invitation to Bid, Information for Bidders, Bid Documents, General Conditions, Forms of Contract and Bonds and all addenda thereto, prepared by the Owner; and proposed and agrees if this bid is accepted that the undersigned will contract, in the contract form hereto attached, to provide all necessary and proper machinery, equipment, facilities, and to do all the work and furnish all labor and material necessary or proper to carry out the contract in the manner and time therein set forth, and that the bidder will do all other things required and incidental to the completion of the work for the following lump sum pricing.

BID: Project cost to begin September 2012 \$ 94,143<sup>00</sup>  
Project cost to begin May/June 2013 \$ 94,143<sup>00</sup>

In submitting this bid, it is understood that the right is reserved by the Owner to waive any informalities in, or to reject any and all bids.

The undersigned bidder further agrees, if awarded the contract on this proposal (bid), to commence work at the time stated in the notice to proceed, unless otherwise permitted or directed by the Owner and further agrees to complete the work of this contract as specified.

This form must be signed by an officer authorized to represent and commit the organization to all terms and conditions contained in the proposal. The authorized person signing below further certifies that this bid has been prepared without collusion with any other bidder, the Tolland Board of Education, or any employee of the Tolland Board of Education, and is unaware of any direct, personal pecuniary interest of any employee of the Tolland Board of Education in the outcome of this bid.

Name of Company PRO TRACK & TENNIS INC  
Address 7404 N. 160th ST.  
BENNINGTON NE 68007  
Phone #: 800-498-4395 Fax #: 402-238-0701 Email: jr@protrackandtennis.com  
Federal I.D. #: \_\_\_\_\_  
Authorized Signature: [Signature] Date: 9/19/12  
Printed Name: JERRY RYAN  
Title: ESTIMATOR / SALES



NOV 13 2012

*Suzanne M. Letourie*  
*Asst. Town Clerk*

## MEETING MINUTES

### TOWN COUNCIL / BOARD OF EDUCATION JOINT MEETING

#### HICKS MEMORIAL MUNICIPAL CENTER 6<sup>TH</sup> FLOOR COUNCIL CHAMBERS

NOVEMBER 8, 2012 – 7:00 P.M.

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

**MEMBERS ABSENT:** None.

**BOARD OF EDUCATION MEMBERS PRESENT:** Andy Powell, Chairman; Robert Pagoni, Vice-Chair and Steve Clark

**BOARD OF EDUCATION MEMBERS ABSENT:** Thomas Frattaroli; Christine Riley Vincent; Gayle Block; Karen Kramer and Frank Tantillo

**OTHERS PRESENT:** Steven Werbner, Town Manager; William Guzman, Superintendent of Schools; Beverly Bellody, Human Services; Lisa Hancock, Director of Finance and Records; Clem Langlois, Public Works; Paul Popinchalk, Celtic Energy; Doreen Hamilton, Dylan Albach, Max Lopp and James Rudd of Honeywell

1. **CALL TO ORDER:** Jack Scavone called the meeting to order at 7:00 p.m.
2. **DISCUSSION WITH POTENTIAL ESCO**

Doreen Hamilton, Energy Account Executive of Honeywell, gave a presentation to the Council and BOE members with the use of a PowerPoint. An overview of the presentation included the goals and objectives of the town and schools, the Honeywell team, project case studies, project development process and delivery and financing.

In part, the presentation included:

**Goals and Objectives:** understanding the needs of the town/BOE; real energy guarantee; energy baseline; eliminate risk to the Town; vendor neutral approach. They will look at multiple bids and everything that they install. Celtic Energy will review the vendors and pricing. The decisions are ultimately up to the town/BOE. They are just here to help go through the process and build it.

**Team:** There are three (3) distinct phases for development of this project.

**Project Development Team:** which includes the Engineering Team, Development Team, Legal and Financing.

**Delivery Team:** This includes Subcontractors. It also includes having weekly meetings with minutes. It keeps everyone in the loop, discusses what is happening and the delivery.

**Performance Period:** this is the ongoing services piece.

Ms. Hamilton highlighted three studies that they have done:

Town of Middletown, CT: They have done multiple phases over the years. They started with a 10 year program, which grew to a 15 year program. The last phase was to look at the mechanical systems.

Danbury Schools: They are currently working on their 5<sup>th</sup> phase. They updated their facilities, did some cogeneration, a large window replacement, etc.

Town of Stratford, CT: They financed the work a couple of different ways: tax exempt bond and PURA 1% rate buy down. They received \$839,086 in energy incentives, which is guaranteed for 18 years.

Mr. Powell asked how Honeywell makes money off of this. Ms. Hamilton said they started this Energy Performance Contract in the early '80s. Most of their products, they make. It is their hope that they would install things that they manufacture, although they don't have to. The percentage of their return is 10% overhead and 10% profit.

James Rudd, P.E. Solution Development, spoke:

**Project Development:** He worked on the actual RFP. They received some utility data and had the opportunity to go to two schools and two town buildings. They interviewed staff, observed conditions, logged data, and then came up with a list of measures that would save energy. They want to help select a project that will make sense. It would be helpful if they could collect all the energy bills and understand them. They want to develop a solid energy baseline. He reviewed the existing conditions of the Intermediate and Middle Schools and the savings that could be had throughout those buildings, and discussed items that would assist in energy conservation, such as weatherization, lighting retrofits and controls, heat recovery on the ventilation, energy dashboard, etc. A slide was shown of the implementation incentives for the Intermediate School and Middle School, which is something that will be refined. They will get sub-quotes for these types of updates (lighting, mechanical, controls, electrical).

He then spoke about the existing conditions of the Tolland Senior Center, and outlined the energy conservation programs suggested for this facility (lighting retrofits & controls, weatherization, heat pump water heater and electrical surge suppression). For Fire Station 104, the suggested energy conservation programs include lighting retrofits & controls, water conservation, building envelope improvements, control upgrade – programmable thermostats and electrical surge suppression.

A slide was shown giving a program overview of the four (4) buildings. The financing could be a 15-20 year term, PURA rate buy down and NU incentives. It also showed additional potential opportunities observed: boiler replacements, solar PV array, athletic field lighting and computer monitor conversion to LCD. When you add in more buildings, there will be room to add in more opportunities to do more things. He commented that they were a bit conservative on this RFP and tried to be reasonable.

Max Lopp, P.E. Solution Development, spoke:

He explained the process of Measurement and Verification, and started by saying that they have a watchdog group within Honeywell. It is their job to keep them honest. To make sure what they project is achieved.

Options for M&V are A – D.

A – At some point in the future, they would come in and take another set of measurements and verify that the savings have been maintained;

B – Retrofit isolation: if a boiler is replaced, the savings guarantee would be based upon maintaining the efficiency and performance of the boiler. A meter would be put on, along with sensors on the supply and return, and annual tests performed;

C – A whole building analysis based on the meter; and

D - This is used the least and is dependent on building a model.

Dylan Albach, Project Manager, spoke:

**Project Development Process and Delivery:**

He showed a slide of an example project schedule. They are looking at a three (3) month process to develop the Investment Grade Audit ("IGA"), which could vary depending on the buildings. The implementation is around 12 months. The IGA process would consist of 30/60/90% meetings. They are set up ahead of time to stay on track, and to make sure they are delivering a project that is wanted. They will identify the buildings upon starting the IGA. The town/BOE will tell them which facilities they want them to move forward with. They will start design and scope right away, come in and re-audit the buildings with more detail and get into some of the facilities that they haven't been in. They will need to review all the utility information and bills, which will determine how much they have to put into this project.

Ms. Hancock, the Town's Finance Director, asked who checks Honeywell's work to make sure their audit is done correctly. Mr. Albach said Celtic Energy, and Mr. Lopp added that they have the internal watchdog group, which is separate and apart from Honeywell. Their mandate is to be the policeman. Ms. Hancock asked if their firm applies for the grants and follows through. Ms. Hamilton said yes, they do it all, and added that it is not an easy process.

Discussion occurred regarding the micro grid program. Mr. Popinchalk, Celtic Energy, said it is designed to provide the reliability to the electric grid. It needs to serve a public purpose, so that it will continue its operation when there is a disturbance to the grid, like these storms we've had. One key criterion is that the grid has the ability to run a minimum of two weeks, and to be able to refuel itself to run an additional two weeks. It needs to have an uninterrupted fuel supply. The State's view of an uninterruptible power supply is natural gas. At this time, it is not appropriate for Tolland.

After the presentation and discussion occurred, Mr. Scavone summarized that the first step is the IGA, assuming they go forward. After that, they then need to decide if they want to enter into a contract with Honeywell, select the projects and decide how much money they are going to spend. If they do not go forward after the IGA, they would need to pay \$60,000; should they decide to move forward after the IGA, the \$60,000 would be included in the plan.

Mr. Werbner added that they need to think about how they are going to structure a team going forward. Ms. Hamilton said they can help them with this by advising what other towns have done in the past.

The scheduling of the IGA conflicting with the timing of budget talks was discussed. It was determined that rather than making a decision tonight, both the Town Council and the BOE will have discussion of the ESCO on their next agendas.

3. **ADJOURNMENT:** Mark Gill moved to adjourn the meeting; Seconded by Jan Rubino at 8:50 p.m. All were in favor.

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Jack Scavone, Council Chair

Michelle A. Finnegan  
Town Council Clerk

## MEETING MINUTES

### TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6<sup>th</sup> FLOOR COUNCIL ROOM NOVEMBER 13, 2012 – 7:30 P.M.

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

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Steven Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records; Beverly Bellody, Human Services; Clem Langlois, Public Works; Pat Woods, Executive Director of the Housing Authority; Edward Sederquest, Director of Tolland Non-Profit Housing Corporation; Dorothy Mickiewicz and Gene Koss, Conservation Commission

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 in honor of all our Veterans.
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit)

**Linda Palmer of 584 Sugar Hill Road** – She thanked the Council for adding the possibility of doing an Ag Committee. She strongly supports it. There are models in surrounding towns that already have Ag Committees in place. We have a lot of resources that can be pulled from. She thinks the committee could manage town owned agricultural land, and they could also be a resource for farmers in town and an educational arm to help the community understand how much agriculture has changed over the years.

6. **PUBLIC HEARING ITEMS:** None.

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

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Mr. Belsito commented on EDC: The Savings Institute's plans are done. It looks like a barn and will be approximately 1,900 sq. feet. On November 23<sup>rd</sup>, there is a meeting, which will have a fly over view of the new tech zone. The eastern Connecticut hub at UConn (Tolland to Groton) is in the early stages of start up for business. Hopefully, there will be some activity in Tolland.

Mr. Gill commented on spending time at the EOC during the storm. It was unbelievably well organized and ran. He was there on three different occasions. Each time he was there, a staff meeting was being held. At those meetings, they heard from everyone within the town. Present were the Fire & Rescue, the Explorers, Public Works, Mike Wilkinson and the entire HR staff, the State Trooper, the Water Commission, the Sewer Commission, the Engineer, CL&P, Senior Center staff, and an army of helpers lead by Becky Tanner. It is unbelievably controlled in a chaotic environment. Mr. Scavone added that the EOC was very impressive.

Mr. Freeman said the Technology Task Force is still looking at a number of items for the town and BOE. One of the items is a potential for an RFP for new contracted services for IT. They are gathering information for that. They continue to look at the biggest need regarding the technology concerns. A bad hit like the one had a year ago showed the weaknesses that we have. They will be having discussions on that.

Mr. Field gave kudos to the Energy Task Force for holding the informational meetings at the Library.

Ms. Rubino commented on the joint meeting held with the BOE regarding the ESCO. The Council will be voting at their next meeting, as well as the BOE at their meeting, as to whether they will be accepting Honeywell as the company to do the work. There is a concern about having the project commence during the budget season.

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

- 8.1 Consideration of a resolution making an additional appropriation of \$121,976 to the Emergency Storm Fund from the General Fund assigned fund balance to cover actual costs from Hurricane Sandy and for future emergency storm needs as outlined in the Emergency Storm Fund Ordinance approved by Town Council on October 23, 2012. This resolution will also set a public hearing thereon for November 27, 2012.

Mr. Werbner commented that this would appropriate the dollars that are excess FEMA dollars from last years' storms. Estimated costs from Sandy are approximately \$112,000, but they do not know all costs at this time. A detail sheet of costs has been provided to the Council. At this time, Tolland County has not been declared a disaster zone, but the State is continuing to assess the damage in the various counties. We may be eligible for FEMA. This money would be used to pay for expenditures at this time, and should we become eligible for FEMA, he suggests those funds get re-appropriated back into this account.

**Richard Field** motioned that the following resolution be introduced and set down for a public hearing on November 27, 2012 at 7:30 p.m. in Tolland Town Council Chambers:

**NOW, THEREFORE, BE IT RESOLVED** by the Tolland Town Council that it hereby approves an additional appropriation of \$121,976 from the General Fund assigned fund balance to the Emergency Storm Fund cover Hurricane Sandy expenditures and future emergency storm needs as outlined in the Emergency Storm Fund Ordinance.

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

- 8.2 Consideration of a resolution for payment in lieu of taxes for the Old Post Village Elderly Complex.

Mr. Werbner said in 2007, the Chairman of the Tolland Housing Authority and Pat Woods requested an adjustment from 10% to 3% of the total amount of the shelter rent paid by tenants for 2008. Since that time, they have come forward with this same request, which has been granted by the various Councils. The difference in percentage will be placed in its capital improvements account. At the same time as this annual request, the Housing Authority comes forward with their Capital Improvement budget. At this time, Ms. Woods is seeking an extension so that they can work with the State to prepare their capital plan. This anticipated request has been included in the 2012/2013 budget (\$2,900).

Richard Field read the following **amended** resolution:

**BE IT RESOLVED** by the Tolland Town Council that it agrees to allow the Housing Authority to address current and future capital improvement needs:

1. Effective with the 2012 calendar year the Local Authority shall pay the Town in lieu of real property taxes as well as special benefit assessments and sewerage user charges should either of those apply to the site, the sum of three (3) percent of the shelter rent paid by tenants for each occupied dwelling unit.
2. The Housing Authority shall establish and place in its capital repair account the difference between the three (3) percent of the shelter rent paid by tenants and ten (10) percent of such rents on a calendar year basis.
3. The amount of the payment in lieu of taxes shall be reviewed by the Town Council and the Housing Authority on an annual basis in the month of September and in addition the Housing Authority shall submit **in June 2013** a list of capital improvement projects proposed for the each of the next five years.

Seconded by Sam Belsito.

Mr. Freeman asked if the current amount of money going into Capital Improvements enough. Ms. Woods said what is being proposed is fine; they have been doing very well. Ms. Woods commented that Connecticut Housing Finance Association is in the process of doing a ten (10) year capital improvement for all the housing agencies in Connecticut. They should be completed with that in June, 2013. That is why she would like to present their capital budget proposal in June. They are currently doing various updates to the units now.

All in favor. None opposed.

#### 8.3 Discussion and Action on revisions to the "Open Space Management Guideline and Process."

Dorothy Mickiewicz and Gene Koss from the Conservation Commission were present. Mr. Koss commented that over a period of years properties have been acquired and new property management plans have been drafted. What is before the Council is a planning process and guidelines that go with today's evolution. They recognized that they needed to have some changes. In the end, they have a way for Conservation Corp Stewards to report up to the Conservation Commission; however they still interact with the head Steward. It's a more detailed process.

Ms. Mickiewicz added that they are trying a five (5) revision period. Nothing ever stays the same out in nature, so they are trying to follow the State process were they do a 5 year revision. If a plan needs revising earlier than five (5) years it will be allowed.

Ms. Rubino commented that she knows they put a lot of effort into this. She commended them for their work. Mr. Gill said it is very clear, concise and there is no chance for it to be misconstrued. Mr. Field agreed.

Richard Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached "Open Space Management Guideline & Process" as approved by the Conservation Commission on September 13, 2012.

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

#### 8.4 Consideration of a resolution to establish a building committee for the Tolland High School Artificial Turf and Light Project.

Mr. Werbner is recommending that a building committee be established for this capital project. The town has received two State grants associated with this project totaling \$700,000. It is hopeful that we move this project

along with construction during the summer, and then use commencing during the Fall 2013 season. This is an important part of the process. This group will work closely with the town.

Mr. Gill asked if there has been discussion on how this is going to be structured and ran. Mr. Werbner said there has been some internal discussion, but he hopes to have a report to the Council in the beginning of December showing the options for the management of the facility, as well as the non-profit groups who are making a commitment towards funding. The town attorney is drafting a commitment letter for those groups to sign. Mr. Scavone advised that there is a similar project occurring in South Windsor at Evergreen for a hockey rink.

Mr. Freeman believes in the project, but is curious as to how it will be managed as well. He is fine with committing to the building committee, but he does want to discuss how it will be managed shortly thereafter.

Mr. Field thought the BOE was talking about putting a building committee together. That will need to be straightened out. Ms. Rubino said they made mention of it, but it was not concrete. Mr. Clark said there hasn't been any talk about the committee being formed. However, he claims the BOE hasn't approved the turf project yet. They are looking at it as two (2) separate projects. The BOE approved the lights last year, but not the turf. They do meet tomorrow night and it is on the Superintendent's report to discuss. Mr. Werbner advised that the town would need the approval of the BOE to use the land. With regards to the management of it, it will need to be discussed.

Mr. Field said if the town is acquiring \$700,000 to do this, he would like the town to set up the building committee.

Richard Field read the following resolution:

**WHEREAS**, The Town Manager has recommended that a building committee be established for the Tolland High School Artificial Turf and Light Project.

**BE IT RESOLVED** by the Tolland Town Council that it hereby authorizes the following for the composition of the Building Committee:

- 2 Town employees, 2 Board of Education employees, 1 Board of Education member, 1 Town Council member, 2 representatives from those sports groups donating to the project and 1 person from the community at large.

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

- 8.5 Consideration of Tolland Non-Profit Housing Corporation's request for assignment of lease for sale of house at Rolling Meadows.

Edward Sederquest, Tolland Non-Profit Housing Corporation Director commented that since the Town Council is the sole member of the Tolland Non-Profit Housing Corporation; they need to approve the assignment of the lease in order for the sale to go through. The Board has exercised their due diligence, and the town attorney has been very helpful.

Richard Field read the following resolution:

**BE IT RESOLVED** that the Town Council of the Town of Tolland, acting in its capacity as the sole member of the Tolland Non-Profit Housing Corporation, hereby approves the assignment of the lease of the property known as 52 Rolling Meadow Drive to Qualified People (as that term is defined by the State of Connecticut, Department of Housing) pursuant to the terms of the Assignment attached hereto.

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

8.6 Discussion of the creation of an Agricultural Committee.

Mr. Werbner said this was suggested by several residents during the discussion of the Campbell property. Several towns have these in place. Samples from a number of communities have been forwarded to the Council for their review. He suggests that a sub-committee be appointed to review the feasibility of such a committee and the structure if recommended for adoption. An e-blast will be sent seeking volunteers interested in this committee. The committee will explore the nature of an agricultural committee and whether they are suggesting to the Council that one be formed.

Mr. Field motioned to authorize the Town Manager to solicit names for a sub-committee to review the possibility of creating an Agricultural Task Force; Seconded by Mark. Gill. All in favor. None opposed.

8.7 Consideration of the extension of terms of the members of the Tolland Technology Task Force and the Tolland Energy & Facilities Task Force.

Mr. Werbner said both task forces were for six (6) month terms. Mr. Freeman said he has spoken to most of the members on the Tech Task Force, and they are willing to come back. They have a lot to do and discuss. They are doing good work and he would encourage the Council let them continue on. Although, he wanted to reiterate that they are just advisory. He has heard that some believe they need to get their stamp of approval. This is not true. Mr. Stanford said some members have been contacted to rejoin the Energy & Facilities Task Force.

Richard Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it extends the terms of the members of the Tolland Technology Task Force and the Tolland Energy & Facilities Task Force for another 6 months at the expiration of their current terms.

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

8.8 Appointments to vacancies on various municipal boards/commissions.

Jan Rubino motioned to make the following appointments:

Permanent Celebration Committee:

Katherine Farrish, 423 Old Post Road. Term expired 11-07-2012.

**Re-appointment desired**

New term 11-07-2012 to 11-07-2015.

Mary Pat Soucy, 111 Torry Road. Term expired 11-07-2012.

**Re-appointment desired**

New term 11-07-2012 to 11-07-2015.

Perne Maynard, 113 Williams Way. Term expired 11-07-2012.

**Re-appointment desired**

New term 11-07-2012 to 11-07-2015.

Veteran's Recognition Commission:

Leann L. Fritsch, 36 Derek Drive. Term expired 10-31-2012.

**Re-appointment desired**



New term would be from 10-31-2012 to 10-31-2015.

Richard E. Tapp, 768 Tolland Stage Road. Term expired 10-31-2012.

**Re-appointment desired**

New term would be from 10-31-2012 to 10-31-2015.

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

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Mr. Field proposed adding 8.9 Discussion of the December 25<sup>th</sup> Town Council meeting date to the Agenda. He suggested canceling the meeting and having just one meeting in December. If something comes up, a special meeting may be called. Mr. Gill suggested having a workshop in lieu of. The members will work on scheduling a date amongst them.

**Mr. Field moved to cancel the December 25<sup>th</sup> Town Council meeting; Seconded by Josh Freeman. 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's written report was included in the member's packet. He did add that there has been some talk about a community conversation occurring between the Council and BOE on budgetary matters sometime between now and the first of the year. There will be more on that forthcoming.

~Ms. Rubino thanked Mr. Werbner for getting the permit process on-line. She also thanked Mr. Langlois and his crew for their work during the storm.

~Mr. Freeman thanked the staff for their grant work.

~Mr. Field thanked Mr. Langlois for getting us back in Chambers. It looks great.

~Mr. Scavone thanked the Town Manager and the town staff for all their work during storm Sandy.

Mr. Stanford asked how the interface went with the CL&P liaison. Mr. Werbner said the process was much more conducive this storm. There are still some major problems when you have these types of storms. It really comes down to available resources. There will be a post storm meeting to discuss issues that occurred.

11. **ADOPTION OF MINUTES**

11.1 October 23, 2012 Meeting Minutes: Richard Field moved to adopt the minutes; Seconded by Ben Stanford. All in favor. Josh Freeman abstained. None opposed.

12. **CORRESPONDENCE TO COUNCIL:** None.

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Mr. Gill remarked on the Veteran's Day celebration at TIS. He believes the children are benefiting from attending school on that day (even though the day has been added to the school calendar the last two years due to storms). The program was educational, informative and inspiring.

Mr. Belsito said he had a question from a citizen: why is the Town Manager's vehicle not identified as a town owned vehicle by a Tolland license plate, or a Tolland nameplate on the side of the vehicle. Mr. Werbner said it's in his employment agreement with the town. The citizen also wanted to know how many other vehicles are owned by the town, but are not identified. Mr. Werbner said two.

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

*(3 minute limit)*

**Ken Hankinson of 54 Johnson Road** – He thinks this Council has met and exceeded the expectations over the last year. He hasn't seen an angry word or glare during the meetings he has attended. He has heard approval from others in the Community. The Council works together; you have the town's interests in mind. You should be applauded for it. It's a pleasure seeing small government work. He hopes it continues.

**Edward Sederquest of 84 Williams Way:** He seconded Mr. Hankinson's comments.

15. **ADJOURNMENT:** Mark Gill moved to adjourn the meeting; Seconded by Josh Freeman at 8:42 p.m. All were in favor.

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Jack Scavone, Council Chair

Michelle A. Finnegan  
Town Council Clerk



Guzman, William <wguzman@tolland.k12.ct.us>

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## AP District Honor Roll Notification 2012 - College Board

1 message

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Bernstein, Alan <abernstein@collegeboard.org>

Wed, Oct 31, 2012 at 11:18 AM

To: "wguzman@tolland.k12.ct.us" <wguzman@tolland.k12.ct.us>

Cc: "keidson@tolland.k12.ct.us" <keidson@tolland.k12.ct.us>, "dfox@tolland.k12.ct.us" <dfox@tolland.k12.ct.us>

Superintendent Guzman,

Congratulations to you and your colleagues in the **Tolland Public Schools** on being selected for the **3rd Annual AP District Honor Roll**. A total of 539 school districts across the U.S. and Canada are being honored by the College Board for simultaneously increasing access to Advanced Placement® coursework while maintaining or increasing the percentage of students earning scores of 3 or higher on AP Exams. Twenty-six districts in Connecticut met the criteria to be placed on the AP Honor Roll this year.

While you are encouraged to share this information internally with your staff, **we ask that you wait to release the information to the press or your external constituents until after the national press announcement by the College Board on Monday, Nov. 12, 2012**. At that time, the College Board will release the names of all the AP Honor Roll districts that have opened AP classroom doors to a significantly broader pool of students, while maintaining or improving the percentage of students earning scores of 3 or higher.

Criteria used for inclusion in the AP District Honor Roll:

1. Increased access to AP courses by
  - At least 4% in large districts
  - At least 6% in medium districts
  - At least 11% in small districts
2. The percentage of African American, Hispanic/Latino, and American Indian/Alaska Native students taking AP exams must not have decreased more than 5% for large and medium districts and 10% for small districts.
3. Performance levels were maintained or improved when comparing the percentage of exams scoring 3 or higher from 2010 to 2012.

To support your district in sharing this award with your schools and constituents, we will be providing posters, a certificate, and a web banner for your school and district websites (forthcoming). We will also be providing a boilerplate press release that your communication team can use to spread the good news **after the College Board's Monday, Nov. 12, 2012 national press conference**.

Again, congratulations on your success! Expanding access to AP courses while improving performance is a difficult balancing act. Your commitment to providing equitable access to ALL students while improving your overall performance is to be commended. Please let me know if you have questions or need additional assistance.

Congratulations again,

**Alan Bernstein**

Senior Educational Manager, K-12 Services

New England Regional Office

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