

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA  
June 8, 2011

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. STUDENT REPRESENTATIVE REPORT
- C. APPROVAL OF MINUTES
  - May 25, 2011 – Regular Meeting
- D. SUPERINTENDENT'S REPORT
  - D.1. Town Council and Board of Education Agreement on the Use of Parker School
  - D.2. Town Council and Board of Education Agreement for Fields and Grounds Maintenance
  - D.3. Board Policy 5080 – Student Discipline  
Administrative Regulation 5141 – Guidelines for Use of Videotapes, Films and Other Media in the Classroom
  - D.4. Cancellation of Summer Board Meetings
- E. PUBLIC PARTICIPATION
- F. POINTS OF INFORMATION
- G. COMMITTEE REPORTS
- H. BOARD ACTION
  - H.1. Strategic Planning for the District
  - H.2. Obsolete and Surplus Equipment
- I. INFORMATIONAL ITEMS
- J. OLD BUSINESS
- K. COMMUNICATIONS
  - Town Council Minutes of May 24, 2011 Regular Meeting
- L. CHAIRPERSON'S REPORT
- M. FUTURE AGENDA ITEMS
- N. EXECUTIVE SESSION – Personnel Matters
- O. ADJOURNMENT

**TOLLAND BOARD OF EDUCATION  
Tolland, CT****MINUTES – May 25, 2011**

**Members Present:** Mr. Robert Pagoni, Chairperson; Dr. Gayle Block, Vice Chairperson; Mr. Andy Powell, Secretary; Mr. Steve Clark; Mr. Thomas Frattaroli; Mrs. Judy Grabowicz; Mrs. Diane Clokey; and Mrs. Karen Bresciano.

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

The meeting was called to order at 7:34 p.m.

**STUDENT REPRESENTATIVE REPORT**

Beverly Naigles reported that class assemblies were held and class officers would be elected for next year's sophomore, junior and senior classes. The Student Council prom safety week went well and the prom was very good. There are a great many field trips going on. Members of the Student Council attended a Leadership Conference at Quinnipiac College.

The Superintendent read a letter from the Acting Commissioner of Education, congratulating Beverly on being a semi-finalist in the Presidential Scholars Program.

**APPROVAL OF MINUTES**

Mr. Powell motioned and Mr. Clark seconded to approve the minutes of the regular meeting of May 11, 2011. All in favor. Motion carried.

**SUPERINTENDENT'S REPORT****D.1. Gifted Students – Dr. Sally Reis**

The Superintendent introduced Dr. Sally Reis, a UCONN professor and expert on gifted and talented programs who addressed the Board of Education regarding the education of gifted students. The presentation focused on two areas. These are the current practices that address the needs of the gifted students and possible additional ways to address gifted students' educational needs with and without additional resources. Dr. Reis reported that on a national level, half of the states mandate programs and identification of gifted and talented. Connecticut mandates identification but not specific programs. There has been no funding from the State to provide resources. The statistics on the United States versus other countries is very discouraging. Federal and State funding has focused on underachieving students.

Dr. Reiss indicated areas that could address the needs of these students without large expenditures as follows:

- Enhancement through differentiated instruction

- Cluster grouping to decrease the wide range of levels
- Enrichment clusters that would be available to all levels of students
- Enrichment teams with stipends, and
- Acceleration programs.

Dr. Reis offered her services and the services of the University of Connecticut for professional development and reduced costs for teachers to attend conferences. Dr. Reis responded to questions from members of the Board.

### **D.2. School Guidance Counseling Presentation**

Mr. Guzman presented Corinne Lorenzet, Guidance Director, who reviewed the four areas of the District's developmental counseling program. Mrs. Jennifer Parzych, Guidance Counselor from Tolland Middle School was also in attendance. Ms. Lorenzet's formal report was included in the Board packet. She reviewed the three areas of the counseling program as Academic, Career and Personal/Social skills. She indicated that the Social Worker had been invaluable in a difficult year at Tolland High School. Mrs. Grabowicz asked about the value of the ROPE program at Tolland Middle School and would it be possible for the Social Worker to assist with the program if it could be reinstated. Mrs. Parzych explained that she felt that it was important and further work was being done to accommodate ROPE into the cycle. Ms. Lorenzet explained that the Social Worker was fully engaged at the high school.

### **D.3. Obsolete and Surplus Equipment - Technology**

Mr. Guzman presented a list from Johnathon Stake, District Network and Telecommunications Administrator, and Tom Swanson, Principal of Birch Grove Primary School, showing those items which are in disrepair and obsolete.

#### **Printers**

<b>Brand</b>	<b>Model</b>	<b>Serial No.</b>
HP	Deskjet 722c	MY8A5190YK
HP	Laserjet 1200	CNCB289372
HP	Officejet 7300	MY6BTR80HG
Epson	Stylus 740	A6R1833701
Xerox	Phaser 8400	RPCO75572
Okidata	Microline 520	605A0078898

#### **Computers**

<b>Brand</b>	<b>Model</b>	<b>Serial No.</b>
Apple	PowerPC	XA8251U9CT9
Apple	PowerPC	XA8250RGCT9
Apple	Imac G3	SG9374LCGSN
Apple	Imac G3	SG93757HGSN
Dell	GX260	39DW831
Dell	GX280	3WCMT71
Compaq	Deskpro 500en	MSCS2000-32

Compag	Deskpro 500en	MSCS2000-49
AOS	Desktop	31816285
HiTech	Desktop	92704HT3

21 displays

Miscellaneous keyboards, mice, power supplies, cables, etc.

Bretford black cart

RCA Television, model #J32332, serial #936624567

3M 1700 Overhead Projector, model #1700 AJG, serial #1098941.

RCA TV/VCR Combo, model #T20064, serial #CO94M11MA

Califone Spirit Boom Box, model #1776, serial #FL21274

Califone Card Master, model #2010, serial #JL110153

Magnavox VCR, model #VR9530ATO1, serial #39855810

Toshiba DVD Player, model #SD-3750N, serial #18PL119443

RCA Camcorder, model #E157884, serial #845530509

JVC Camcorder, model #GR-AXM100U, serial #063F0739

The Administration requested that the Board of Education declare these items as obsolete and turn it over to the Town Council in accordance with Board of Education Policy 3040, Disposal of Obsolete or Surplus Equipment/Materials. This will be an action item at the meeting of the Board of Education on June 8, 2011.

#### **D.4. Status of the Budget – May 12, 2011**

In accordance with the Board of Education Policy 3010, the Superintendent gave the status report of the budget for fiscal year 2010-2011 as of May 12, 2011.

The adjusted budget for fiscal year 2010-2011 is \$32,286,245. As of May 12, 2011, projected expenditures and encumbrances total \$32,270,055. The projected balance at this time is \$16,190.

The projected deficit in the utility account has dropped since the last budget projection. The April budget report projected a deficit of \$12,001, this current report projects a deficit in the utility accounts of \$5,684.

There has been no new information regarding the FEMA Assistance Request as of this date. The review of open purchase orders is ongoing and some purchase orders have been removed from the system, as well as, adjusting others as needed.

#### **D.5. 2011-2012 Fiscal Year Budget**

The Superintendent distributed fiscal information based on the revised amount for the May 31, 2011 budget referendum. If the referendum passes on May 31, 2011, \$413,058 in reductions to the Board's budget would have to be made. Mrs. Grabowicz would like to reinstate the pay to play fees as one of the adjustments. Mr. Clark indicated that he felt that the Board should wait until the referendum passes.

Mr. Guzman stated that once the referendum passes, he would present to the Board recommended adjustments and discussion would start based upon those recommendations.

### **PUBLIC PARTICIPATION**

Dominic Tursi of 69 Torry Road stated that he had just become a registered voter. He also wanted to state that there should actually be more focus on the arts in the high school. He will be attending the University of the Arts in Philadelphia.

Nick DeCrosta of 174 Mile Hill indicated that the arts had given him a place to be comfortable at the high school where he otherwise would not have fit in. It provides a valuable outlet for students who do not have any other outlet. Nick stated that he was also a registered voter and will be attending the University of Connecticut.

Evan Wilchak of 143 New Road explained that he was a member of the ATS group that provides lights and sounds for the events at the high school auditorium. The students were very upset when the Board was asking for these students to pay to participate in this group. If the high school had to hire someone to do the work, it would be approximately \$20,000.

Beverly Naigles of 35 Birchwood Drive encouraged the Board to hire the best teachers. In looking back some of the teachers were good and some were not so good.

### **POINTS OF INFORMATION**

Mrs. Grabowicz reminded everyone about the hovercraft competition on June 11, 2011 at Riverside Park in Hartford, CT.

Mrs. Clokey responded to the concerns about certain service oriented groups paying Activity Fees stating that after the Principal explained what some of these groups did, the Board made a determination not to charge for these programs.

### **COMMITTEE REPORTS**

- **Policy Committee – May 25, 2011**

Mrs. Clokey reported on the three topics discussed at the meeting. The first was the process used to administer the pay-to-participate fees that were implemented after Middle School and JV sports were eliminated from the Board of Education budget last year along with Middle School and many High School clubs. The Committee agreed that it would be useful to pull together a group of the staff who were affected by this policy. The purpose of such a committee would be to examine how the process worked this year, incorporate feedback from students and parents and determine if any changes should be made. The Superintendent can then report back to the Board regarding the committee's findings.

The Committee also discussed a proposed Administrative Regulation and proposed changes to a policy. The Regulation is a formalization of the District's guidelines regarding the types of videos that can be shown in classes. The Policy changes affect the Student Discipline policy. Both will be on the agenda for review at the June 8<sup>th</sup> Board Meeting.

The Committee had a lively discussion about school uniforms.

Finally, the Committee discussed the proposal to the Board regarding engaging an external organization to facilitate a strategic plan within the district. Mrs. Clokey distributed a sample of an EASTCONN-facilitated plan to share as well as a few slides that summarize the work that the committee has done to this point. The Committee is recommending awarding the contract to NESDEC. This will be an action item on the June 8, 2011 Board agenda.

- **Town Council Liaison – May 24, 2011**

Mr. Clark reported that the Town Council had approved the use of \$12,000 to cover the cost of the elevator project at Tolland Intermediate School. The Superintendent explained that the reason for the project was the age of the elevator and the need to have it upgraded. Two public hearings were set for the use of Parker School by the Town and the medicare reimbursement.

## **BOARD ACTION**

### **H.1. Primary Mental Health Grant Application**

Mr. Powell motioned and Mrs. Grabowicz seconded to approve the Primary Mental Health Grant Application totaling \$25,000 as presented at the regular meeting of the Board on May 5, 2011. All in favor. Motion carried.

### **H.2. Town Council Request**

Mr. Powell motioned and Mrs. Clokey seconded to use \$8,047 from the CIRMA Equity Distribution of \$14,436 to cover the balance of additional interest expenses associated with bonds issued for the high school project that the Town Council requested, and further that any remaining funds from the CIRMA Equity Distribution be set aside for future District capital improvements. Mrs. Grabowicz stated that this amount was the balance of interest previously requested. All in favor. Motion carried.

### **H.3. Fiber Optic Cabling Project**

Mr. Powell motioned and Mr. Clark seconded to approve to the Town Council for a fiber optic cabling project for Birch Grove Primary School and Tolland Intermediate School using funds previously committed for the replacement of two HVAC units at Tolland Intermediate School. The HVAC project at Tolland Intermediate School would be amended to replace one unit rather than two units, and thereby reduce the HVAC project cost by \$52,000. The \$52,000 would be used for the cabling project. All in favor. Motion carried.

## **INFORMATIONAL ITEMS**

School calendars for June were enclosed.

Mr. Pagoni noted that the eighth grade graduation will be held on June 24, 2011 and the high school on June 27, 2011.

**OLD BUSINESS**

None

**COMMUNICATIONS**

- Town Council Minutes of May 4, 2011 Special Meeting
- Town Council Minutes of May 5, 2011 Special Meeting
- Town Council Minutes of May 10, 2011 Regular Meeting
- Town Council Minutes of May 18, 2011 Special Meeting

**CHAIRPERSONS REPORT**

None

**Motion**

Mrs. Bresciano motioned and Mr. Powell seconded to extend the meeting beyond 10:00 p.m. Mrs. Clokey, Mr. Frattaroli, Mr. Clark, Dr. Block, Mr. Powell, and Mrs. Bresciano in favor. Mrs. Grabowicz against. Motion carried.

**FUTURE AGENDA ITEMS**

1. Town Council and Board of Education Agreement for the Use of Parker
2. Town Council and Board of Education Agreement for District Field Maintenance
3. Board Policy and Administrative Regulation
4. Strategic Plan Proposal
5. Obsolete and Surplus Equipment

**EXECUTIVE SESSION – Personnel Matters**

Mr. Clark motioned and Mrs. Bresciano seconded to go into Executive Session at 10:10 p.m. for the purpose of personnel matters. All in favor. Motion carried.

The Board returned to public session at 11:12 p.m.

**ADJOURNMENT**

Mr. Clark motioned and Mr. Frattaroli seconded to adjourn at 11:12 p.m. All in favor. Motion carried.

Respectfully submitted,

Cheryl J. Abbott  
Board Clerk

D.1.

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

**FROM: William D. Guzman**

**DATE: June 8, 2011**

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

Attached for your review is a copy of the agreement on the use of Parker School by the Tolland Park and Recreation Department. The agreement has been developed in cooperation with Steve Werbner, Tom Ainsworth, and Clem Langlois from the Town. Jim Dineen, Principal of the Intermediate School, John Carroll, Director of Maintenance and Chris White, Energy Manager also contributed to the development of the Agreement.

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

WDG:ca



## USE OF PARKER SCHOOL AGREEMENT

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

**WHEREAS**, the Town desires to enter into a contract with the Board for the use of the Parker School which includes the gymnasium, library, rooms 36, 37, 38, 39, 40, 41, 42, 43, 44, 45 and 46 (see Attachment 1) (hereafter called the 1992 Addition).

**WHEREAS**, the Board desires to provide the Town with this use; and

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

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

### ADMINISTRATIVE ISSUES:

1. This Agreement shall commence and shall be effective July 1, 2011 and shall remain in effect through June 30, 2016, unless sooner terminated by mutual written agreement between the Town and the Board. To terminate early, one year's advanced notice must be provided to the parties.
2. The Town agrees to:
  - a. provide all grounds maintenance and snow removal for Parker School.
  - b. provide all custodial services for the portion of the building utilized by the Town. The Town shall perform a weekly walkthrough of the entire facility and notify the Board in writing of any found concerns.
  - c. pay for all utility charges, including electrical, water, oil, alarm systems and sewage for Parker School. The Town and Board shall meet and revise this section should the Board actively utilize any portion of the remaining sections of the building.
  - d. ensure that the 1992 Addition used by the Town is properly segregated from the remainder of the building.
  - e. allow use of the playscape by Tolland Intermediate School students. The Town shall not be responsible for maintenance or upgrade of the playscape.
  - f. parking lots (see Attachment 2)

- allow use of the front parking lot (#1) by Tolland Intermediate School staff.
  - allow use of the front Parker parking lot (#1) during Tolland Intermediate School events, day and/or night. The side parking lot (#6) and lower parking lot (#5) shall be available at all times for Town use except for those times mutually agreed upon by the Principal of the Intermediate School and the Director of the Park and Recreation Department. Sufficient advanced notice for proper scheduling purposes will be provided. During these events there shall be shared use of the parking. In addition access to the parking lot (#6) shall not be restricted by BOE activities.
3. The Town shall be responsible for all repairs to the areas of the 1992 Addition as part of this agreement. Should the Board terminate the Agreement early, they shall reimburse the Town on a prorated basis for the cost of the repairs made to the date of separation.
  4. The Town shall not modify or renovate any portion of the 1992 Addition without written prior approval of the Superintendent of Schools, or his/her designee other than renovations currently underway which have been previously discussed and reviewed with the Board.

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

Signed in Tolland, Connecticut on this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

By: \_\_\_\_\_  
 Steven R. Werbner  
 Town Manager

By: \_\_\_\_\_  
 William D. Guzman  
 Superintendent of Schools

D.2.

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

**FROM: William D. Guzman**

**DATE: June 8, 2011**

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

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

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

WDG:ca

## **FIELDS AND GROUNDS MAINTENANCE AGREEMENT**

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

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

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

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

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

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

### **ADMINISTRATIVE ISSUES:**

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

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

**FIELD AND LAWN AREA ISSUES:**

8. The Board shall prepare a master schedule of its field utilization requirements at the end of each school year. This schedule will be directed to the Town for inclusion in a town-wide master schedule by the Town's Director of Recreation. From time to time it may be necessary to modify the schedule because of the need to reschedule league games. When this is necessary, first priority will be given to meeting the needs of the school. When games are scheduled or rescheduled, the field(s) will be prepared in accordance with CIAC rules.
9. The use of school fields and grounds remains under the jurisdiction and control of the Board. Priority of Board field use will rest in favor of school teams.
10. When fields are undergoing renovation work or are unusable, an alternate field, whenever possible, will be provided or the play will be rescheduled.
11. The Town will have access to Board fields and related facilities when school use is not required for games or practices. Such use shall be subject to reasonable rules and regulations as established by the Towns' Director of Recreation in concert with the Board's Athletic Director. Every effort will be made to schedule the use of the field by the children in order to ensure that maintenance activities required by this Agreement may be executed in an efficient and timely manner.
12. The Parks and Facilities Supervisor and the high school Athletic Director will communicate each week to update team schedules and clarify issues. In the event of conflicts which can not be resolved between the **Public Works** Supervisor and the Athletic Director, the matter will be addressed by the **Public Works Operations Manager, and then by the** Town Manager and Superintendent of Schools to review the issues at hand and develop a compromise solution.
13. **The Board will transfer funds to the Parks & Facilities line account (16106172-733600) for field maintenance on or before August 1<sup>st</sup> as provided for in the adopted Board budget. Prior to November 1 of each year, the Town will submit budget items with associated dollar amounts for field maintenance to the Board's Maintenance Manager to be included in the projected Board's budget for the following fiscal year.**

14. The schools will provide a minimum four hour period each day when Town personnel and equipment may perform the necessary work and freely enter and exit the work area without restriction which includes mowing/overseeding, top dressing ball fields etc. The Town reserves the right to restrict access to fields when major repairs are needed. Prior notice will be given.
15. When other than normal maintenance is planned for the high school fields, the Athletic Director will be involved in the planning and discussions.
16. Every effort should be made to keep students, coaches, spectators and other personnel from parking their motor vehicles on the grass areas.
17. The Town will line all fields once a week for games. Minor touch up marking prior to a weekend game shall be the responsibility of the Board of Education. Baseball/Softball fields will be lined the day of a game on weekdays. For weekend games the fields will be lined on Fridays.
18. The purchase, maintenance, and upkeep of field accessory items such as bats, balls, scoreboards, benches, batting cages, fencing, light poles, light fixtures and goals on fields related to school activities are the responsibility of the Board of Education.
19. Major capital improvement requirements for field reconstruction will be identified in the respective Capital Improvement Program of each party evaluated along with other Town priorities. The Board shall put track resurfacing in their Capital Budget request.
20. **For the 2012/2013 Budget, the cost for operating the irrigation system at the Tolland High School will be in the Board Budget.**
21. Normal grass clippings will be left on the field. The Town will make every effort to eliminate large windrows that would damage the grass.
22. The Town will assist in the put-out/setup of soccer goals, before the season and the take-down/storage at the end of the season. The individual teams will be responsible for the put-up and take-down of nets and benches.
23. The bank on the south side of field one will be maintained in a reasonable manner by the Town.
24. The Town will drag and scarify the baseball and softball fields the day of a game whenever possible. The Board of Education shall arrange to have the area around all bases, pitcher's mound and catcher's area lightly raked to ensure optimum playing conditions.
25. The fields will be watered by the Town when they become dry as long as there is a source of water available. **Under no circumstances should potable, Tolland Water Fund or Connecticut Water Company water be used for any irrigation purpose at any school without prior written consent by the Superintendent of Schools, or his/her designee.**

- 26. The Town will paint the lines on the shot/disc slab at Tolland High School.
- 27. The Board will make sure all hurdles are off the grass of field 6 after all games and practices.
- 28. If the Board elects to use infield tarps on baseball/softball fields, they are responsible for making sure the tarps are removed and stored so they don't interfere with field grooming or mowing by the Town.

**SNOW REMOVAL ISSUES:**

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

**TRASH/RUBBISH ISSUES:**

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

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

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

By: \_\_\_\_\_  
Steven R. Werbner  
Town Manager

By: \_\_\_\_\_  
William D. Guzman  
Superintendent of Schools

## **APPENDIX I**

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

### **Parker Memorial School**

**All grass areas adjacent to Parker School.**

### **Tolland Intermediate School**

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

### **Tolland Middle School**

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



**Birch Grove Primary School**

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

**Tolland High School**

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

## APPENDIX II

### SNOW REMOVAL

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

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

Parking lot at the Board Office Building.

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

D.3.

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

**FROM: William D. Guzman**

**DATE: June 8, 2011**

**SUBJECT: Board Policies**

- **Board Policy 5080 – Student Discipline**
- **Administrative Regulation 5141 – Guidelines for Use of Videotapes, Films and Other Media in the Classroom**

Attached please find Board Policy 5080, Student Discipline and Administrative Regulation 5141, Guidelines for Use of Videotapes, Films and Other Media in the Classroom.

The Policy and Regulation were reviewed by the Policy Committee on May 25, 2011.

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

Administrative Regulation 5141 is a new regulation. The Administrative Regulation 5141 – Guidelines for Use of Videotapes, Films and Other Media in the Classroom is enclosed for your information and does not require Board approval.

WDG:ca

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

---

BOARD POLICY

REGARDING: Student Discipline

Number: 5080  
Students

Approved: 2/12/03

Revised: 6/28/06

Revised: 6/13/07

Revised: 6/25/08

Revised: 2/24/10

**REVISED:**

---

I. Definitions

- A. **Dangerous instrument** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a “vehicle” or a dog that has been commanded to attack.
- B. **Deadly weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A deadly weapon is one which is designed for violence and which is capable of inflicting death or serious bodily harm and may include pellet guns and/or air soft pistols.
- C. **Electronic defense weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury including a stun gun or other conductive energy device.
- D. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- E. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- F. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one (1) calendar year.
- G. **Firearm**, as defined in 18 U.S.C §921, means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. As used in this definition, a

“destructive device” includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell particular suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½” in diameter. The term “destructive device” also includes any combination or parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A “destructive device” does not include: an antiques firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.

- H. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- I. **Martial arts weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- J. **Removal** is the exclusion of a student from a classroom for a class period, provided such exclusion shall not exceed beyond (90) ninety minutes.
- K. **School Days** shall mean days when school is in session for students.
- L. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
- M. **Seriously Disruptive of the Educational Process** as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- N. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
- O. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release devise by which a blade is released from the

handle having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes.

- P. Notwithstanding the foregoing, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

II. Scope of the Student Discipline Policy

A. **Conduct on School Grounds or at a School-Sponsored Activity:**

Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

B. **Conduct off School Grounds:**

- 1. Students may be suspended or expelled for conduct off school grounds if such conduct is seriously disruptive of the educational process and violative of a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section Conn. Gen. Stat. § 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider whether such off-campus conduct involved the use of drugs.

III. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity (including on a school bus), and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, or law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s) lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.

14. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
15. Unauthorized possession, sale, distribution, use, consumption, or aiding in the procurement of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages), including being under the influence of any such substances. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials or any kind which are used, intended for use of designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs", pipes, "roach clips", vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.
18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.



23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution.
27. Use of a cellular telephone, radio, walkman, CD Player, Blackberry, Personal Data Assistant, walkie talkie, **SMARTPHONE, MOBILE OR HANDHELD DEVICE**, or similar electronic device on school grounds or at a school-sponsored activity in violation of board policy and/or administrative regulations regulating the use of such devices.
28. Use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
29. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
31. Hazing.
32. Bullying, defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the school year.
33. Cyberbullying, defined as use of computer systems including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to commit acts of bullying.
34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.

35. Engaging in a plan to stage or create a violent situation for the purposes recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.
36. Engaging in a plan to stage sexual activity for the purposes recording it by electronic means; or recording by electronic means sexual acts for the purposes of later publication.
37. **USING COMPUTER SYSTEMS, INCLUDING EMAIL, INSTANT MESSAGING, TEXT MESSAGING, BLOGGING OR THE USE OF SOCIAL NETWORKING WEBSITES, OR OTHER FORMS OF ELECTRONIC COMMUNICATIONS, TO ENGAGE IN ANY CONDUCT PROHIBITED BY THIS POLICY.**

[37.] **38.** Any action prohibited by a federal or state law.

[38.] **39.** Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

#### **IV. DISCRETIONARY AND MANDATORY EXPULSIONS**

- A. A principal may consider recommendation of expulsion of a student in a case where he/she has reason to believe the student has engaged in conduct described at sections II.A. and II.B., above.
- B. A principal must recommend expulsion proceedings in all cases against any student whom the administration has reason to believe:
  1. was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 U.S.C. §921 as amended from time to time; or
  2. off school grounds, possessed a firearm as defined in 18 U.S.C. §921, in violation of Conn. Gen. Stat. §29-35, or possessed and used a firearm as defined in 18 U.S.C. §921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under Chapter 952 of the Connecticut General Statutes; or
  3. was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. §21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

The terms ‘dangerous instrument,’ ‘deadly weapon,’ ‘electronic defense weapon,’ ‘firearm,’ and ‘martial arts weapon,’ are defined above in section I.

- C. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board of Education can consider and act upon this recommendation.

- D. In keeping with Conn. Gen. Stat. § 10-233d and the Gun-free Schools Act, it shall be the policy to expel a student for one (1) full calendar year for: conduct described in section IV (b) (1), (2) and (3) of this policy. For mandatory expulsion offense, the board may modify the term of expulsion on a case-by-case basis.

V. Procedures Governing Removal from Class

- A. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.
- B. A student may not be removed from a class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action by the principal or his/her designee within twenty-four (24) hours of the time of the institution of such removal from class.

VI. Procedures Governing Suspension

- A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend any student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.
  - 1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.

**2. IF SUSPENDED, SUCH SUSPENSION SHALL BE AN IN-SCHOOL SUSPENSION UNLESS, DURING THE INFORMAL HEARING, THE PRINCIPAL OR DESIGNEE DETERMINES THAT THE STUDENT: (A) POSES SUCH A DANGER TO PERSONS OR PROPERTY OR SUCH A DISRUPTION OF THE EDUCATIONAL PROCESS THAT HE OR SHOULD BE EXCLUDED FROM SCHOOL DURING THE PERIOD OF SUSPENSION; OR (B) THE ADMINISTRATION DETERMINES THAT AN OUT-OF-SCHOOL SUSPENSION IS APPROPRIATE BASED ON EVIDENCE OF (I) THE STUDENT'S PREVIOUS DISCIPLINARY PROBLEMS THAT HAVE LED TO SUSPENSIONS OR EXPULSION OF SUCH STUDENT, AND (II) PREVIOUS EFFORTS BY THE ADMINISTRATION TO ADDRESS THE STUDENT'S DISCIPLINARY PROBLEMS THROUGH MEANS OTHER THAN OUT-OF-SCHOOL SUSPENSION OR EXPULSION, INCLUDING POSITIVE BEHAVIORAL SUPPORT STRATEGIES.**

[2.]3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.

[3.]4. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.

[4.]5. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal, or designee), offering the parent or guardian an opportunity for a conference to discuss same.

[5.]6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty four (24) hours of the time of the institution of the suspension.

[6.]7. Not later than twenty-four (24) hours after the commencement of the suspension, the principal or designee shall also notify the superintendent or his/her designee of the name of the student being suspended and the reason for the suspension.

[7.]8. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.

**[8.]9.** The school administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an administration-specified program and meets any other conditions required by the administration. Such administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.

**[9.]10.** Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with section v.a(8), above, the administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the administration-specified program and meets any other conditions required by the administration.

**[10.]11.** If the student has not previously been suspended or expelled, and the administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the administration may refer to the existence of the of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense,

**[11.]12.** The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.

**[12.]13.** During the period of suspension, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

B. In cases where a student's suspension will result in the student being suspended, more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

## VII. Procedures Governing In-School Suspension

A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school

policy, seriously disrupts the educational process or in other appropriate circumstances as determined by the principal or designee.

- B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.
- C. In-school suspension may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the Board.
- D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- E. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

#### VIII. Procedures Governing Expulsion Hearing

##### A. Emergency Exception:

Except in an emergency situation, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. §10-233d and the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat §§4-176e TO 4-180a, and §4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

##### B. Hearing Panel:

- 1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three (3) affirmative votes to expel are cast.
- 2. Alternatively, the Board may appoint an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

##### C. Hearing Notice:

- 1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) within a reasonable time prior to the time of the hearing.

2. A copy of this board policy on student discipline shall also be given to the student, and if the student is a minor, to his/her parent(s) or guardian(s) at the time the notice is sent that an expulsion hearing will be convened.
3. The written notice of the expulsion hearing shall inform the student of the following:
  - a. The date, time, place and nature of the hearing.
  - b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
  - c. A short, plain description of the conduct alleged by the administration.
  - d. The student may present as evidence, relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion, and that the expulsion hearing may be the student's sole opportunity to present such evidence.
  - e. The student may cross-examine witnesses called by the administration.
  - f. The student may be represented by any third party of his/her choice, including an attorney, at his/her expense or at the expense of his/her parents.
  - g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) requires the services of an interpreter because he/she/they do(es) not speak the English language or is disabled.
  - h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).
  - i. Information about free or reduced-rate legal services and how to access such services.

D. Hearing Procedures:

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.

2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.
3. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The presiding officer will rule on testimony or evidence as to it being immaterial or irrelevant.
4. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the administration.
5. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
6. Each witness for the administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel, by the presiding officer and by Board members.
7. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the presiding officer and/or by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the presiding officer and/or by the Board. Concluding statements will be made by the Administration and then by the student and/or his or her representative.
8. In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent.
9. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider relevant evidence regarding the length and conditions of expulsion.
10. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The board may not review notices of prior expulsions or suspensions which have been expunged from the



student's cumulative record, except as so provided in Section VI A (8), (9), (10), above, and Section X below. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.

11. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.
12. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.
13. The Board shall make findings as to the truth of the charges, if the student has denied them, and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.
14. The board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes Board-specified program and meets any other conditions required by the board. The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.
15. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.

E. Presence on School Grounds and Participation in School sponsored Activities During Expulsion:

During the period of expulsion, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any

alternative educational program provided by the district in accordance with this policy, unless the superintendent specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

F. **Stipulated Agreements:**

In lieu of the procedures used in this section the administration and the parents (or legal guardians) of a student facing expulsion may choose to enter into a joint stipulation of the facts and a joint recommendation to the board concerning the length and conditions of expulsion. Such joint stipulation and recommendations to the board shall include language indicating that the parents (or legal guardians) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the board, in its discretion, has the right to accept or reject the joint stipulation of facts and recommendation. If the board rejects with the joint stipulation of facts and recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the student is eighteen years of age or older, the student shall have the authority to enter into a joint stipulation and recommendation on his or her own behalf.

If the parties agree on the facts, but not on the disciplinary recommendation, the administration and the parents (or legal guardians) of a student facing expulsion may also choose to enter into a joint stipulation of the facts and submit only the stipulation of the facts to the board in lieu of holding the first part of the hearing, as described above. Such joint stipulation shall include language indicating that the parents understand their right to accept or reject the joint stipulation of facts. If the board rejects the joint stipulation of facts, a full expulsion hearing shall be held pursuant to the procedures outlined herein.

IX. **Alternative Educational Programs for Expelled Students:**

A. *Students under sixteen (16) years of age:*

Whenever the Board of Education expels a student under sixteen (16) years of age, it shall offer any such student an alternative educational program.

B. *Students sixteen (16) to eighteen (18) years of age:*

The Board of Education shall provide an alternative education to a sixteen (16) to eighteen (18) year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education, except as follows. The Board of Education is not required to offer an alternative program to any student between the ages of sixteen (16) and eighteen (18) who is expelled for the second time, or if it is determined at the hearing that (1) the student possessed a dangerous instrument, deadly weapon, firearm or martial arts weapon on school property or at a school-sponsored activity, or (2) the student offered a

controlled substance for sale or distribution on school property or at a school-sponsored activity.

C. *Students eighteen (18) years of age or older:*

The Board of Education is not required to offer an alternative educational program to expelled students eighteen (18) years of age or older.

D. *Students identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"):*

Notwithstanding Sections IX A. through C. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"), it shall offer an alternative educational program to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

X. Notice of Student Expulsion on Cumulative Record:

Notice of expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the student graduates from high school.

In cases where the student's period of expulsion is shortened or waived in accordance with section VII D (14), above, the board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the board-specified programs and meets any other conditions required by the board.

If the students has not previously been suspended or expelled, and the administration chooses to expunge the expulsion notice from the student's cumulative record prior to graduation, the administration may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student's first such offense.

XI. Change of Residence During Expulsion Proceedings:

A. *Student moving into the school district:*

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain

the authority to suspend the student or to conduct its own expulsion hearing.

2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing held by the Board, which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

B. *Student moving out of the school district:*

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

XII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA"):

A. *Suspension of IDEA students:*

Notwithstanding the foregoing, if the Administration suspends a student identified as eligible for services under the IDEA (an "IDEA student") who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

B. *Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:*

Notwithstanding any provision to the contrary, if the administration recommends for expulsion an IDEA student who has violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in placement:

1. The parents of the student must be notified of the decision to recommend for expulsion (or to suspend if a change in placement) on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to recommend for expulsion (or to suspend if a change in placement) was made.
2. The school district shall immediately convene the student's planning and placement team "PPT", but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of his/her disability.
3. If the student's PPT team finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.
4. If the student's PPT finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
6. When determining whether to recommend an expulsion or a suspension that constitutes a change in placement, the building administrator (or his designee) should consider the

nature of the misconduct and any relevant educational records of the student.

C. *Transfer of IDEA students for Certain Offenses:*

School personnel may transfer an IDEA student to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:

1. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or
2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity or;
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

The following definitions shall be used for this subsection **XII. C.**,

1. Dangerous weapon – means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.
2. Controlled substance – means a drug or other substance identified under Schedules I, II, III, IV, or V in Section 202 (c) of the Controlled Substances Act, 21 U.S.C. 812 (c).
3. Illegal drug – means a controlled substance but does not include a substance that is legally possessed or used under any other authority under the controlled substances act or under any other provision of federal law.
4. Serious bodily injury means a bodily injury which involves:  
(a) a substantial risk of death; (b) extreme physical pain;  
(c) protracted and obvious disfigurement; or (d) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

XIII. Procedures Governing Expulsions for Students Identified as Eligible for Educational Accommodations under Section 504 of the Rehabilitation Act of 1973 (“Section 504”):

Notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational

accommodations under Section 504 of the Rehabilitation Act of 1973 (a "Section 504 Student") who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The parents of the student must be notified of the decision to recommend the student for expulsion.
2. The district shall immediately convene the student's Section 504 team (504 team), for the purpose of reviewing the relationship between the student's disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student's behavior was a manifestation of his/her disability.
3. If the 504 team finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommended expulsion. The 504 team shall consider the student's misconduct and revise the 504 plan to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.
4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion.

XIV. Procedures Governing Expulsions for Students Seeking to Return to the School District after Juvenile Detention:

If a student seeks to return to the school district after committing an expellable offense for which he/she served a period of one year or more in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement, the District shall allow the student to return and may not expel the student for additional time for such offense.

XV. Early Readmission to School

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmissions requests to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

XVI. Dissemination of Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

XVII. Compliance with Reporting Requirements

- A. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
- B. If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
- C. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in Conn. Gen. Stat. § 53a-3, the violation shall be reported to the local police.

Legal References:

Connecticut General Statutes:

§§4-176e through 4-180a	
AND §4-181a	Uniform Administrative Procedures Act.
§§10-233a through 10-233e	Suspension and expulsion of students.
§10-233f	In-school suspension of students.
§29-38	Weapons in Vehicles
§53a-3	Definitions
<u>Packer v. Board of Educ. of the Town of Thomaston</u> , 246 Conn.89 (1998).	
State v. Hardy, 896 A.2d 755.278 Conn. 113 (2006)	
State v. Guzman, 955 A.2d 72, 2008 Conn. App. LEXIS 445 (Sept. 16, 2008).	
[Public Act 07-3	An Act Implementing the Provisions of the Budget Concerning Education
Public Act 07-06	An Act Concerning In-School Suspensions
Public Act 07-122	An Act Concerning Suspensions and Expulsions by Local and Regional Board of Education
Public Act 08-160	An Act Concerning School Learning Environment]
<b>PUBLIC ACT 10-111.</b>	<b>AN ACT CONCERNING EDUCATION REFORM IN CONNECTICUT</b>

Federal law:

Honig v. Doe, (United States Supreme Court 1988)  
Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq. as amended by the Individuals with Disabilities Education Improvement Act of 2004  
PUB. L. 108-446  
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).  
18 U.S.C. § 921 (Definition of "Firearm")  
18 U.S.C. § 930 (g) (2) (Definition of "Dangerous Weapon")  
18 U.S.C. § 1365(H)(3) (Identifying "Serious Bodily Injury")  
21 U.S.C. § 812(C) (Identifying "Serious Bodily Injury")  
Gun-Free Schools Act. Pub. L. 107-110, SEC. 401,115 Stat. 1762  
(Codified at 20 U.S.C. §7151)



**TOLLAND PUBLIC SCHOOLS**  
Tolland, Connecticut

---

**ADMINISTRATIVE REGULATION**

**REGARDING: GUIDELINES  
FOR USE OF VIDEOTAPES,  
FILMS AND OTHER MEDIA IN  
THE CLASSROOM**

**NUMBER: 5141**  
**ADMINISTRATIVE**

**APPROVED:**

---

**TEACHERS SHALL EXAMINE ALL FILMS AND VIDEOTAPES USED IN THE CLASSROOM TO DETERMINE THAT THE MATERIALS USED ARE AGE APPROPRIATE AND RELATED TO THE CURRICULUM. TEACHERS SHALL USE THE GUIDELINES SET FORTH BELOW TO AID IN MAKING THIS DETERMINATION. IF THE TEACHER HAS A QUESTION WHETHER VIDEOTAPES, FILMS OR OTHER MEDIA ARE AGE APPROPRIATE, HE/SHE SHALL REVIEW THE MATERIALS WITH HIS/HER DEPARTMENT CHAIR, OR WITH AN ADMINISTRATOR IN HIS/HER BUILDING, PRIOR TO USING THE MATERIALS WITHIN THE CLASSROOM.**

**NOTE: FOR COMPUTER RELATED MATERIALS, THE BOARD'S POLICY ON STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY (POLICY 5140) AND THE BOARD'S REGULATION ON STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS (REGULATION 5140) SHALL CONTROL.**

**RATINGS:**

**G RATED FILMS AND VIDEOTAPES MAY BE SHOWN IN THE CLASSROOM AT ANY LEVEL.**

**PG RATED FILMS AND VIDEOTAPES MAY BE SHOWN AT THE MIDDLE SCHOOL LEVEL AND THE HIGH SCHOOL LEVEL. PG RATED FILMS AND VIDEOTAPES MAY ALSO BE SHOWN AT THE ELEMENTARY SCHOOL LEVEL AFTER REVIEW AND APPROVAL BY AN ADMINISTRATOR WITHIN THE BUILDING WHERE THE FILM OR VIDEOTAPE WILL BE SHOWN.**

**PG-13 RATED FILMS AND VIDEOTAPES MAY BE SHOWN AT THE HIGH SCHOOL LEVEL. PG-13 RATED FILMS AND VIDEOTAPES MAY ALSO BE SHOWN AT THE MIDDLE SCHOOL LEVEL AFTER REVIEW AND APPROVAL BY AN ADMINISTRATOR WITHIN THE BUILDING WHERE THE FILM OR VIDEOTAPE WILL BE SHOWN. WHENEVER ANY PG-13 RATED FILM IS TO BE UTILIZED AT THE MIDDLE SCHOOL LEVEL, THE PARENTS AND THE SUPERINTENDENT WILL BE NOTIFIED IN WRITING IN ADVANCE OF SHOWING ANY PORTION OF THE FILM.**

**R RATED FILMS AND VIDEOTAPES MAY ONLY BE UTILIZED FOR SHOWING AT THE HIGH SCHOOL LEVEL AFTER EDITING OUT OBJECTIONABLE SEGMENTS AS DEEMED APPROPRIATE BY THE HIGH SCHOOL PRINCIPAL. WHENEVER AN R RATED FILM OR VIDEOTAPE IS TO BE UTILIZED AT THE HIGH SCHOOL, THE PARENTS AND THE SUPERINTENDENT WILL BE NOTIFIED IN WRITING IN ADVANCE OF SHOWING ANY PORTION OF THE FILM.**

**NC-17 AND X RATED FILMS AND VIDEOTAPES SHALL NOT BE SHOWN.**

**IF A FILM OR VIDEOTAPE HAS NOT RECEIVED A RATING, THEN THE TEACHER SHALL EXAMINE THE FILM OR VIDEOTAPE TO DETERMINE WHETHER THE MATERIAL IS AGE APPROPRIATE AND RELATED TO THE CURRICULUM. IF THE TEACHER HAS A QUESTION WHETHER UNRATED VIDEOTAPES OR FILMS ARE AGE APPROPRIATE, HE/SHE SHALL REVIEW THE MATERIALS WITH THE BUILDING ADMINISTRATOR WHERE THE FILM WILL BE SHOWN, PRIOR TO USING THE FILM OR VIDEOTAPE WITHIN THE CLASSROOM OR AT A SCHOOL RELATED ACTIVITY.**

**D.4.**

**TO: Members of Board of Education**

**FROM: William D. Guzman**

**DATE: June 8, 2011**

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

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

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

WDG:ca

H.1.

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

**FROM: William D. Guzman**

**DATE: June 8, 2011**

**SUBJECT: Strategic Planning for the District**

The Policy Committee has been discussing the value of entering into a strategic planning process as a district and a community. The Committee has met with two organizations, the New England School Development Council and the EASTCONN Regional Education Service Center. Director of Curriculum and Instruction Kathryn Eidson, Tolland Intermediate School Principal Dineen and Social Studies Coordinator Jennifer Olsen have participated in these discussions. At the May 25, 2011 Board of Education meeting, the rationale for a strategic plan.

The Policy Committee recommends awarding a contract in the amount of \$11,696 with the New England School Development Council (NESDEC) to facilitate a strategic planning process for the School District (see attached).

WDG:ca.

The logo for NESDEC, featuring the letters 'NESDEC' in a bold, italicized, sans-serif font. The letters are white with a black outline and are set against a dark, textured background that tapers to the right.

*New England School Development Council*

28 Lord Road, Marlborough, MA 01752 • Tel: 508-481-9444 • [www.nesdec.org](http://www.nesdec.org)

**FRAMEWORK FOR A PROPOSAL  
TO PROVIDE CONSULTING SERVICES TO  
THE TOLLAND, CONNECTICUT SCHOOL DISTRICT  
FOR THE DEVELOPMENT AND FACILITATION OF AN  
EXPEDITED STRATEGIC PLANNING PROCESS**

**New England School Development Council  
28 Lord Road  
Marlborough, MA 01752  
508-481-9444  
[nesdec@nesdec.org](mailto:nesdec@nesdec.org)  
[www.nesdec.org](http://www.nesdec.org)**

## **GENERAL INFORMATION ABOUT NESDEC**

The New England School Development Council (NESDEC) is an organization whose general purpose is the development of high performance schools throughout the Northeast. NESDEC was founded in 1946 under the auspices of the Harvard Graduate School of Education. Based upon the concept of collaboration, NESDEC seeks to meet the needs of school districts by pooling resources so that many can do together what one cannot do alone.

Today, NESDEC represents approximately 400 cities and towns in New England and offers services to school districts in four areas:

- **Planning Services.** NESDEC offers services related to short and long-range planning, special education audits, collaboration studies, facilities planning (including enrollment forecasting, capacity determinations, option development, etc.) as well as services related to other aspects of school district planning.
- **Executive Search.** NESDEC assists School Boards in filling Superintendent, Assistant Superintendent, Principal and other educational leadership positions.
- **Learning and Teaching.** NESDEC sponsors workshops/seminars and on-site training/coaching for school administrators, teachers, school board members and others within the educational community. NESDEC also offers an Office Professionals Conference, which focuses on issues of importance to support staff. In addition, NESDEC periodically sponsors a New England School Facility Conference, bringing all six New England states together around the topic of school facility planning.
- **Research and Development.** NESDEC undertakes research or development projects funded through public, foundation or corporate sources, which have a high potential for enhancing the performance of schools and school districts.

NESDEC is governed by a Board of Directors and administered by an Executive Director who is assisted by professional/support staff in the Marlborough, Massachusetts office and associate staff located throughout New England.

A not-for-profit organization, NESDEC is financed through affiliation fees, contract service fees, and grants received from public and private sources.

## **STATEMENT OF QUALIFICATIONS**

Through its Planning Services office, NESDEC has been helping school districts plan for a variety of needs for over thirty years. NESDEC involves community and staff throughout the planning process. NESDEC's staff brings expertise in educational program, community relations, and facilities at all levels--elementary, middle and secondary.

Specifically:

1. NESDEC prepares and updates approximately 250 enrollment forecasts each October. Additionally, NESDEC has prepared over 150 Community Demographic Profiles for those districts needing additional background data as a context for enrollment projections. These profiles are based on information from the U.S. Census, updated with more recent data, interviews with municipal officials, regional planners, and others familiar with each local community being studied.
2. NESDEC has extensive experience in working with the full range of a community's constituencies, including city/town officials, school building committees and/or other ad hoc planning groups, school staffs, parents and other community members. Beyond our experience with these diverse groups is NESDEC's belief that early and complete involvement of all constituents is an integral part of any successful planning process.
3. NESDEC has a proven record of success in effectively presenting and explaining planning issues in a variety of public forums.
4. NESDEC has been using an authentic focus group and facilitated interview approach in our community needs assessment process for over twenty-five years and has conducted literally hundreds of focus group meetings and interviews.

## **A. GENERAL NATURE OF THE STUDY**

The Tolland School District wishes to create a Strategic Plan to maintain and enhance the delivery of high quality, comprehensive educational services, and to serve as a benchmark for the improvement of the school district.

A good strategic plan, by definition, should have value for all of its stakeholders. It should build a shared vision for the entire district. It should garner broad-based support throughout the district and in the community, and it should increase the likelihood of success for the district's schools and its students. In addition, the plan should enable the district to be responsive to a dynamic and changing environment. A successful planning process should afford the district the opportunity to prepare responses to change in a thoughtful way, especially if the planning is done in an open and inclusive environment.

The NESDEC proposal builds upon the basic premise that strategic planning leads to strategic thinking, and strategic thinking, in turn, promotes strategic leadership. Like any other planning, the measure of its success will be how much of the plan actually finds its way into practice. Thus, the challenge in the strategic planning process will be the creation of a manageable document that will not only capture people's imaginations, but will also prompt people into action.

## **B. SCOPE OF WORK**

**NESDEC would provide a Lead Consultant to assist the Superintendent with strategic planning.**

### **1. Assist in Identifying Roles and in the Development of a Timeline**

- a.** NESDEC would assist the Board of Education/Administration in identifying the participants in the planning process and their respective roles. (Frequently, a Strategic Plan Steering Committee and District Leadership Team are involved in various stages of the planning process.)
- b.** The NESDEC consultant would meet with the Board of Education/ Superintendent/Steering Committee to develop an event timeline for the entire strategic planning process. This timeline would include major tasks in the planning process and would delineate the responsibilities for the various components of the process.



**2. Assist in Clarifying the Mission Statement and Vision Statement**

- a. With the assistance of the NESDEC consultant, the Board of Education and Superintendent would review and, if necessary, clarify the existing district mission statement and vision statement.
- b. If a mission and/or vision statement do not exist, NESDEC would assist the Board of Education/Superintendent in the development of a mission statement and/or vision statement for the district.

**3. Develop a Profile of the Present State of the District**

- a. NESDEC would review prior studies and selected documents (i.e. NEASC Accreditation Report, enrollment projections, standardized test result summaries, etc.) from the district that would be used to support the planning and decision-making process.
- b. Through review and analysis of the data and information accumulated in "3a." (above), NESDEC would develop a Profile of the Present State of the District.
- c. Based upon the Profile of the Present State of the District and, in conjunction with the Board of Education/Superintendent/Steering Committee, NESDEC would assist in the process of identifying the major issues, concerns or areas that the strategic plan should address (i.e. curriculum development, assessment, professional development, changing demographics, technology, facilities, etc.).

**4. Assist in Defining the Focus and Creation of Strategic Targets**

- a. NESDEC would communicate with the Superintendent (electronically and/or by telephone) to review potential focus group prompts relating to the issues identified in "3c." (above). After ascertaining the general topics, NESDEC would refine the discussion points for use in focus groups.
- b. The NESDEC consultant would conduct up to six focus groups (2 days) with specified stakeholders at a central location. Using the focus groups as a vehicle to work toward consensus, the NESDEC consultant would encourage focus group participants to review and discuss the issues, concerns and/or areas in need of attention, clarify these where necessary, and rank them in priority order.
- c. The issues, concerns and/or areas in need of attention, once clarified and ranked in priority, would be stated as Strategic Targets.

**5. Assist in the Development of Goals and Objectives/Strategic Plan Outline**

- a. The mission and vision statements, along with the strategic targets, would be presented to the Superintendent and District Leadership Team who, with the assistance of the NESDEC consultant, would apply them in the development of goals and objectives.
- b. With assistance from NESDEC, the Superintendent/District Leadership Team/Steering Committee would draft an outline of a strategic plan for the district which would include the adopted mission and vision statements, strategic targets, goals, and objectives. This outline would serve as the basis for a more comprehensive written strategic plan document which would be developed and written by district personnel (should the Board of Education/Superintendent determine that such a comprehensive document is needed).

**6. Drafting the Strategic Plan Document and Building Support**

- a. The draft strategic plan outline would be shared as a working document with key decision makers (i.e. Board of Education and senior staff, school councils, faculty and staff, and municipal officials, etc.).

The draft outline could be shared for feedback electronically. However, another possible method for soliciting this critical feedback on the plan outline would be to conduct a "**Stakeholder Retreat**" with the draft outline plan as the sole topic. NESDEC would provide facilitation for this retreat. The residual benefit of this retreat would be the momentum that such a process would generate for the plan as the participants become involved in the process.

**C. THE STRATEGIC PLAN OUTLINE**

1. At the conclusion of the planning process, NESDEC would provide the final outline of the Strategic Plan for the District.
2. The format for the Strategic Plan Outline would be as follows:
  - Table of Contents
  - Introduction (perhaps by the Chair of the Board of Education and/or the Superintendent of Schools)
  - Executive Summary (including a brief description of the process)
  - Profile of the Present State of the District
  - Mission Statement and Vision Statement

- Strategic Targets
- Management Goals and Objectives
- Appendices

**D. THE CONDUCT OF THE STUDY**

1. NESDEC would provide the staff for conducting the strategic planning process. The Board of Education, acting through the Superintendent of Schools or his designee, would take such action as appropriate to facilitate the process. The Superintendent/designee would make necessary arrangements to provide access to municipal and school reports and records, to make available such files and summaries of data as are collected and maintained by the school system, to provide access to school buildings and classrooms, and to designate members of the staff of Tolland Public Schools to work with appropriate personnel of NESDEC.
2. A final report of the Strategic Plan Outline would be presented to the Superintendent/Board of Education on a mutually acceptable date and time.
3. Twenty copies of the Strategic Plan Outline would be published, primarily in bullet format, as determined by the NESDEC study staff.

**E. TIMELINE FOR THE STUDY**

This project could be completed within 6 to 12 months of the signing of an Agreement or other mutually acceptable commencement date, contingent upon school vacation schedules, availability of district data and information, availability of school and municipal officials, and NESDEC workload at the time of signing.

NESDEC has consistently met deadlines for all project work. We invite verification from references.

**F. COST**

Consulting Fee

The fixed fee to the Tolland Public School District for the work described in this proposal would be \$11,696 (\* 14,620 less the 20% affiliate discount of \$2,924). This quote includes all professional services, including a one-day stakeholders' retreat.

Additional days beyond the day included for the stakeholders' retreat; additional days for presentations beyond that noted in D-2 (above); or additional days for expanded scope of work, if requested by the District; would be billed at \$850/day plus reasonable expenses.

**This price quote will remain in effect until May 31, 2011.**

**TO: Members of Board of Education**  
**FROM: William D. Guzman**  
**DATE: May 25, 2011**  
**SUBJECT: Obsolete and Surplus Equipment – Technology**

The attached list from Johnathon Stake, District Network and Telecommunications Administrator, shows those items which are in disrepair and obsolete. In addition, the following equipment from Birch Grove Primary School is obsolete or defective equipment:

Bretford black cart  
RCA Television, model #J32332, serial #936624567  
3M 1700 Overhead Projector, model #1700 AJG, serial #1098941.  
RCA TV/VCR Combo, model #T20064, serial #CO94M11MA  
Califone Spirit Boom Box, model #1776, serial #FL21274  
Califone Card Master, model #2010, serial #JL110153  
Magnavox VCR, model #VR9530ATO1, serial #39855810  
Toshiba DVD Player, model #SD-3750N, serial #18PL119443  
RCA Camcorder, model #E157884, serial #845530509  
JVC Camcorder, model #GR-AXM100U, serial #063F0739

The Administration requests that the Board of Education declare these items as obsolete and turn it over to the Town Council in accordance with Board of Education Policy 3040, Disposal of Obsolete or Surplus Equipment/Materials.

WDG :ca  
Attachment

<b>Printers</b>		
<b>Brand</b>	<b>Model</b>	<b>Serial No.</b>
HP	Deskjet 722c	MY8A5190YK
HP	Laserjet 1200	CNCB289372
HP	Officejet 7300	MY6BTR80HG
Epson	Stylus 740	A6R1833701
Xerox	Phaser 8400	RPC075572
Okidata	Microline 520	605A0078898
<b>Computers</b>		
<b>Brand</b>	<b>Model</b>	<b>Serial No.</b>
Apple	PowerPC	XA8251U9CT9
Apple	PowerPC	XA8250RGCT9
Apple	Imac G3	SG9374LCGSN
Apple	Imac G3	SG93757HGSN
Dell	GX260	39DW831
Dell	GX280	3WCMT71
Compaq	Deskpro 500en	MSCS2000-32
Compaq	Deskpro 500en	MSCS2000-49
AOS	Desktop	31816285
HiTech	Desktop	92704HT3
21 displays		
miscellaneous keyboards, mice, power supplies, cables, etc.		

## **I. INFORMATIONAL**

## **K. COMMUNICATIONS**

MAY 26 2011

MEETING MINUTES

TOLLAND TOWN COUNCIL  
HICKS MEMORIAL MUNICIPAL CENTER  
6<sup>th</sup> FLOOR COUNCIL ROOM  
MAY 24, 2011 – 7:30 P.M.

*Suzanne M. Litwin,*  
Asst. Town Clerk  
RECEIVED  
MAY 31 2011  
Tolland Public Schools

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Steven R. Werbner, Town Manager; Agata Herasimowicz, Assistant Finance Director/Treasurer; Linda Calabrese, Collector of Revenue; Linda Farmer, Director of Planning & Community Development; Lois Query, Vice-Chair of the Conservation Commission; Richard Merritt, Alternate on the Conservation Commission

1. **CALL TO ORDER:** Frederick Daniels called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.

**Craig Nussbaum motioned to add 11a to the Agenda, which would be an Executive Session to discuss a land transaction. Seconded by Dale Clayton. All in favor. None opposed.**

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

**Sam Belsito of 55 Lee Lane** – Oh what a cut: The new 3<sup>rd</sup> budget is only 2.25% more than the current year. The amount cut was \$325,000 from the \$51m budget. Boy did that hurt. Did anyone on this Council hear of keeping the budget the same as last year? With all the shared sacrifice that the Governor is ramming down our throats, what has this Town Council been thinking? Did it ever occur to you that the taxpayers just can't afford what you are laying upon us along with the Governor? He hopes the taxpayers turn out again and defeat this budget. It is time for this Council to come back to reality.

**Rich Bazzone of 9 Elm Road** – He can understand why these budgets are being defeated. It has to do with the environment in this State and the largess extended to public employees over the years. He went on to list what is happening with bonuses and pensions throughout this State. All of us are paying for this. We cannot address our budget here until we address what is going on in Hartford.

6. **PUBLIC HEARING ITEMS:**

- 6.1 Consideration of appropriating \$12,000 of the \$50,000 received from AT&T for an easement at the Tolland High School property to the Board of Education Intermediate School Elevator Capital Project as well as discussions regarding the use of the remaining funds.

The town has received the \$50,000 check from AT&T Mr. Werbner said. Originally, \$25,000 of the \$50,000 was going to be used for BOE Capital purposes. The Superintendent would like \$12,000 of that



money as a revenue source for funding the replacement of the elevator at TIS. One supplemental appropriation has been made and this \$12,000 would be the remainder needed for them to move forward with this project. This appropriation will complete the funding and allow work to take place this summer. The remaining \$13,000 will come up on an agenda in June to appropriate it to district wide capital improvement projects for the BOE.

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

**Sam Belsito of 55 Lee Lane** – There is almost a 50% increase in putting this elevator in. How does this happen? Either someone underbid this, or they never got an estimate. *Mr. Werbner said this entered the Capital Budget two years ago. Obviously, something has gone up in the industry. The price they did receive was off. There was a bid process and it came in at \$170,000.*

**Rich Bazzone of 9 Elm Road** – He asked if we are in violation with the ADA with the elevator being down. *Mr. Werbner said he cannot comment whether it is completely down or not. Ms. Delaney Tuttle believed the elevator now drops the children/aids off in the cafeteria area. She believes a new shaft maybe installed at this time. Mr. Werbner does not believe it is being upgraded just because of the present location of the shaft. He believes there are mechanical problems.*

Dr. Daniels asked the Council members if they feel they have enough information on this item. Mr. Flynn is fine with moving forward, but inquired if there is a time issue here. Mr. Werbner said there is a bid, and they would like to do the work during the summer. It was delayed, and the bid has already been extended. This was an approved capital project and we've already approved funding for it once. Mr. Werbner will get information to the Council members for the questions being raised.

A straw poll was conducted of all those in favor of appropriating \$12,000 of the \$50,000 received from AT&T to fully fund the elevator project. 2 in favor; 2 opposed.

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

MaryAnn Delaney Tuttle read the following resolution:

**BE IT RESOLVED** by the Tolland Town Council that it hereby appropriates \$12,000 of the \$50,000 received from AT&T for an easement at the Tolland High School property to the Board of Education Intermediate School Elevator Capital Project.

Seconded by Craig Nussbaum. All in favor. None opposed.

- 6.2 Consideration of a resolution making an additional appropriation of \$3,802 to the Town Council's 2010-11 Communication Budget for funds received from a Department of Public Utility Control PEGPETIA Grant.

Mr. Werbner commented that Tolland received a grant from the DPUC for a camera that will allow for live feeds from the Council Chambers for both Council and BOE meetings. The cable company has the appropriate nights available for the productions.

Dale Clayton motioned to open the public hearing; Seconded by Craig Nussbaum. All in favor. None opposed.

A straw poll was conducted of all those in favor of making an additional appropriation from the grant. 5 in favor; 0 opposed.

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

MaryAnn Delaney Tuttle read the following resolution:

**WHEREAS** the Town of Tolland Town Manager's Office applied for and was awarded a PEGPETIA Grant through the Department of Public Utility Control; and

**WHEREAS** the Town of Tolland has received a payment in the amount of \$3,802 from the State Department of Public Utility Control;

**NOW, THEREFORE, BE IT RESOLVED** by the Tolland Town Council that it hereby appropriates an additional \$3,802 in PEGPETIA Grant funds to the Town Council's 2010-11 Communication Budget.

Seconded by Francis Kennedy. All in favor. None opposed.

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

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Mr. Flynn commented on the WPCA - the State is coming in to talk about the Facility Plan in June. Ms. Delaney Tuttle attended the PZC meeting. The meeting included the public hearing on the Plan of Conservation and Development and the change in zoning regulations for the Village area. Various issues were raised. Some people were speaking in favor of more regulatory changes, while others spoke about what areas should be developed and for what purposes. The public hearing was left open and continued to June 13, 2011.

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

8.1 Consideration of a resolution making an additional appropriation of \$25,000 to the Capital Improvements Budget for Parker School for utilities and operating costs associated with the opening of the Recreation Center Facility. This money is a part of the check received from AT&T for an easement at the Tolland High School property and the setting of a public hearing thereon for June 14, 2011.

Mr. Werbner commented that the estimated costs for the utilities are \$25,000-30,000. It is suggested that \$25,000 of the AT&T money be allocated to the Capital Improvements Budget for the utilities and operating costs during the next fiscal year. In subsequent fiscal years, after we know what the actual costs will be, it will probably be a line item in the operating budget within Park/Facilities.

Ms. Teveris commented that she was not present at the last meeting when discussion of this occurred and she requested additional information. She asked if this move of the Rec Department would be permanent. Mr. Werbner commented that as long as the space is available, it would be permanent. If additional educational space is needed, it would be used for that. Ms. Teveris asked if that were to occur would a new facility need to be built for the Rec Dept. Mr. Werbner said no. Depending on what happens in the Hicks building, the suggestion was to possibly use the gymnasium here to build out the Library. There would have to be an understanding with the BOE for use of gymnasiums, because we would have lost the gym in this building. All renovations would not impede the use of the building as a school in the future. The agreement is to be reviewed in 5 years. There will be no lease payment. Ms. Delaney Tuttle asked if there

were any issues with the plumbing and if it is on the sewer system. Mr. Werbner said he is not aware of any plumbing issues, except for what the renovations will include, and that it is on the sewer line.

MaryAnn Delaney Tuttle motioned that the following resolution be introduced and set down for a public hearing on June 14, 2011 at 7:30 p.m. in Tolland Town Council Chambers and read the following draft resolution:

**NOW, THEREFORE, BE IT RESOLVED** by the Tolland Town Council that it hereby appropriates \$25,000 to the Capital Improvements Budget for Parker School for utilities and operating costs associated with the opening of the Recreation Center Facility. This money is a part of the check received from AT&T for an easement at the Tolland High School property.

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

- 8.2 Consideration of a resolution making an additional appropriation of \$1,289.83 to the Board of Education's 2010-11 Budget for Medicaid payments and the setting of a public hearing thereon for June 14, 2011.

Dr. Daniels said this is their standard reimbursement.

MaryAnn Delaney Tuttle motioned that the following resolution be introduced and set down for a public hearing on June 14, 2011 at 7:30 p.m. in Tolland Town Council Chambers and read the following draft resolution:

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

**WHEREAS** the Board of Education has received a payment in the amount of \$1,289.83 from the Department of Social Services' Medicaid Reimbursement Plan;

**NOW, THEREFORE, BE IT RESOLVED** by the Tolland Town Council that it hereby appropriates an additional \$1,289.83 in Medicaid payments to the Board of Education's 2010-11 budget.

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

- 8.3 Consideration and action of Suspense List for June 30, 2011.

Mr. Werbner commented that these are accounts that have been deemed uncollectable after many attempts. Efforts will continue to collect on these accounts, but they will be off the books. The town is in a good position. The list is relatively short.

Ms. Calabrese explained how motor vehicles get on the grand list, the makeup of the suspension list and the detail involved in going after back taxes.

MaryAnn Delaney Tuttle read the following resolution:

**BE IT RESOLVED** by the Tolland Town Council that it hereby approves the June 30, 2011 Suspense List in the amount of \$6,204.29.

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

- 8.4 Consideration of resolution appropriating \$9,118 from July 2010 bond premium to cover a portion of the Debt Service interest for the cost associated with additional borrowing for the High School project and the setting of a public hearing thereon for June 14, 2011.

Mr. Werbner said that part of the financing for the additional borrowing for the high school project included a bond premium payment of \$9,118. It was projected and budgeted to reduce the interest expense associated with that borrowing. This appropriation would put the \$9,118 into Debt Service to pay off the interest associated with the borrowing.

MaryAnn Delaney Tuttle motioned that the following resolution be introduced and set down for a public hearing on June 14, 2011 at 7:30 p.m. in Tolland Town Council Chambers and read the following draft resolution:

**NOW, THEREFORE, BE IT RESOLVED** by the Tolland Town Council that it hereby appropriates \$9,118 to debt service for the cost associated with additional borrowing for the Tolland High School.

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

- 8.5 Consideration and action on authorizing the renewal of a contract with the State of Connecticut for Resident State Trooper services for the period of July 1, 2011 to June 30, 2013.

This is a 2 year contract. Mr. Werbner explained that it is basically the same as the previous year, with the exception that the towns are now responsible for 100% of the cost of overtime expenses vs. 70% previously.

Mr. Nussbaum asked if this has been budgeted for. Mr. Werbner said yes. There is \$10,000 for overtime. Since the State is trying to restrict the amount of overtime that troopers can have statewide, we should be fine with the \$10,000.

MaryAnn Delaney Tuttle read the following resolution:

**BE IT RESOLVED** that Steven R. Werbner, Town Manager, be and herewith is authorized to execute a contract on behalf of the Town of Tolland with the Connecticut Department of Public Safety, Division of State Police for the services of five Resident State Troopers for the period of July 1, 2011 to June 30, 2013;

And that the Town of Tolland hereby adopts as its policy to support the non-discrimination agreements and warranties required under Connecticut General Statutes § 4a-60(a)(1) and § 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142.

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

- 8.6 Consideration of a resolution to discontinue a portion of Cook Road.

Steve Werbner commented that a portion of Cook Road has been under consideration to be discontinued since the Carriage Crossing subdivision was approved in 2004. This portion of "old" Cook Road beginning at Kendall Mountain Road and extending to Ladd Road that exits the Carriage Crossing subdivision and

continues to Ladd Road in Ellington has not been passable for cars in many years. The town attorney has stated that this discontinuance would reduce the town's liability and any expectation that this roadway is passable to cars or will be in the future. The Town of Tolland has Open Space on the westerly side of the old road and holds a Conservation Easement for public access Open Space on the easterly side. This discontinuance will not alter the current use or value of the properties. The PZC endorses this discontinuance and approved a reclassification of 172 Cook Road as a rear lot.

MaryAnn Delaney Tuttle read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby discontinues a 2000' portion of Cook Road extending northerly from Kendall Mountain Road to Ladd Road as shown on attached map.

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

- 8.7 Discussion and consideration of a resolution to approve the Palmer and Auperin Conservation Area Management Plans approved by the Conservation Commission on November 18, 2010, revised April 14, 2011(Palmer) and April 12, 2010, revised April 14, 2011 (Auperin).

Lois Query and Richard Merritt were both present from the Conservation Commission. Ms. Query spoke on behalf of the Commission and started with the Palmer property. The Palmer property was purchased in 2007. It was the Commission's idea that it would sit on it and take their time with it. The Conservation Corp has completed the trail system. It contains the 3<sup>rd</sup> highest mountain in Tolland. The view scape will be in need of some trimming. She spoke of specific features contained on the site and commented that it is easy walking. The main parking will be on Kendall Mountain Road.

Dr. Daniels asked about some safety concerns that had been mentioned prior. Ms. Query said that when you get up to the very top there is a look-out. It looks down to the quarry. It has been fenced off and signs will be posted to "keep back". Dr. Daniels asked if the amount of signage was addressed in the Management Plan. Ms. Farmer said it was on page 4. Also, Ms. Query advised that trail maps will be located on the property. The trail has not been marked yet. Ms. Farmer confirmed that appropriate signage will be installed.

Regarding the Auperin property, this property joins up with the Weigold and Tobiasson properties. The trail has been put in and has been designed to go up to a very attractive and peaceful area. There is a well on the property which has been covered and secured, although the trail does not go near the well. The entrance will be from the Weigold property. The dam on the way to the Weigold / Auperin property has been cleaned out, brush taken out, etc. Looking from the road, it is a very attractive entrance. Two benches have been constructed by the vernal pool.

Mr. Query commented that there are walks planned for this coming year. The first is June 6<sup>th</sup>. Maps for the various properties/trails are on the Conservation Commission's website, and e-blasts have been sent.

Dr. Daniels thanked the Conservation Committee, the Corp, Conserving Tolland and all involved for the work performed. This is a great asset to the town.

MaryAnn Delaney Tuttle read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached Palmer and Auperin Conservation Area Management Plans approved by the Conservation Commission on November 18, 2010, revised April 14, 2011(Palmer) and April 12, 2010, revised April 14, 2011 (Auperin).

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

8.8 Appointments to vacancies on various municipal boards/commissions.

No appointments tonight.

Dr. Daniels did acknowledge a letter from the Housing Authority recommending a continuance of a term that expires on June 30<sup>th</sup>. This will be addressed at the next meeting. Also, volunteers are always welcome to the Boards/Commissions. There are a number of vacancies. Call the Town Manager if you have any questions.

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):** None. Dr. Daniels reminded the public of the Referendum next Tuesday and encouraged everyone to exercise their right to vote.

11. **ADOPTION OF MINUTES**

- 11.1 May 5, 2011 Special Meeting Minutes - MaryAnn Delaney Tuttle moved to adopt the minutes; Seconded by Jack Flynn. All in favor. None opposed. April Teveris and Francis Kennedy abstained.
- 11.2 May 10, 2011 Regular Meeting Minutes - MaryAnn Delaney Tuttle moved to adopt the minutes; Seconded by Jack Flynn. All in favor. None opposed. April Teveris, Dale Clayton and Francis Kennedy abstained.
- 11.3 May 18, 2011 Special Meeting Minutes - MaryAnn Delaney Tuttle moved to adopt the minutes; Seconded by Francis Kennedy. All in favor. None opposed.

12. **CORRESPONDENCE TO COUNCIL**

- 12.1 Comcast flyer; and
- 12.2 CRRA newsletter

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** MaryAnn Delaney Tuttle had someone approach her about newspaper delivery people driving on the wrong side of the road. This is a hazard. Can we ask the State Troopers do something about this? Mr. Werbner asked if she has a license number. She did not; she believed it was the JI given the time of day. Mr. Werbner can have the State Trooper call and discuss this with the Journal's circulation dept.

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

**Lisa Burns of 214 Slater Road** – She had some visitors come to her house this past weekend. They were religious affiliated and were uninvited. She tells these people that they are required to have a permit to solicit. They say they are not required. Ms. Burns does not believe it appropriate given the home invasions that occur. Can anything be done? Mr. Werbner said they should have a permit. Ms. Teveris agrees, but advised Ms. Burns to not engage with them.

**Rich Bazzone of 9 Elm Road** – He agrees with the newspaper delivery issue. It is a safety issue. They may be in violation of State law, although he doesn't know. He spoke about information published by the Tax Foundation that he came across. He highlighted interesting facts from the data they put out.

**Sam Belsito of 55 Lee Lane** – Lets take another look – Even though the geo-thermal system is almost here, he believes the natural gas option should be looked at again and he listed out his reasons. Some included: the residents will want to hook up to it, Parker can be hooked up, the future Tolland Village can hook up, etc. If the town pays for the installation, there may be a chance that the gas company will buy or rent the line from us. Geo-thermal v. natural gas should be looked at again. You are overlooking an opportunity to bring natural gas into our town.

**11a. EXECUTIVE SESSION**

**Jack Flynn motioned to go into Executive Session at 9:10 p.m., thus ending the Regular Meeting of the Town Council. Seconded by Francis Kennedy. All in favor. None opposed.**

**11a. Executive Session to discuss a land transaction.**

**15. ADJOURNMENT** – Jack Flynn moved to adjourn the meeting; Seconded by Dale Clayton at 9:45 p.m. All were in favor.

---

Frederick M. Daniels, Council Chair

Michelle A. Finnegan  
Town Council Clerk