

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
January 8, 2014

VISION STATEMENT

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

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

December 11, 2013 – Regular Meeting
December 11, 2013 – Special Meeting
December 18, 2013 – Special Meeting

C. PUBLIC PARTICIPATION (2 minute limit)

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

D. POINTS OF INFORMATION

E. STUDENT REPRESENTATIVE REPORT – Aiyla Zahid

F. SUPERINTENDENT'S REPORT

- F.1 Common Core State Standards (CCSS) – Status Report
- F.2 Professional Learning and Evaluation Plan – Status Report
- F.3 Obsolete and Surplus Equipment
- F.4 Student Surveys - Tolland High and Tolland Middle School
- F.5 Magnet School Enrollment
- F.6 2014/2015 District Budget (no enclosure)

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

I.1 Baseball and Softball Field Dugouts

J. PUBLIC PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

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

REGULAR MEETING – December 11, 2013

Members Present: Mr. Sam Adlerstein, Chair; Mr. Patrick Doyle, Vice Chair; Mrs. Kathy Gorsky, Secretary; Mrs. Karen Moran, Mr. Robert Pagoni, Mr. Steve Clark, Mr. Thomas Frattaroli, and Mr. Alfred Fratoni.

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

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

B. APPROVAL OF MINUTES

November 13, 2013 – Regular Meeting
Minutes stood approved as presented.

December 3, 2013 – Joint Meeting with Town Council
Minutes stood approved as presented.

C. PUBLIC PARTICIPATION (2 minute limit)

Rebecca Risley, 103 Mountain Spring Road, explained that she was here to advocate for full day kindergarten for Tolland schools. With the Common Core Curriculum going into effect, it is assumed that children are receiving full day kindergarten program, it is pressing that the Town stay up to speed an offer full day kindergarten like the more than 80% of CT towns that already have it in place or will institute it shortly. We cannot ask our students to give more academically without giving them the tools needed to meet goals set for them. With a full day program available, the stress would be eliminated for the first graders as well as the burden on first grade teachers who have to get the students where they need to be academically. Ms. Risley added that she heard disturbing statistics. Out of 169 towns in CT, Tolland is 164th in expenditures per pupil. On average, the budget allows for \$2,000 less per student than in other towns. People with young children will consider this when moving to Tolland. Having more time in kindergarten makes a child stay less stressful and frustrating. They are allowed more latitude so they may develop their interests in various activities. She implored the Board to implement now before the town is forced to do so and then not doing it under its own terms. Don't let the 2014 kindergarteners be the test subjects to prove that half day kindergarten is no longer sufficient. The kids are worth the expenditure. She believes one can think creatively to find the money to make this happen and would be happy to work with the Board on this.

David Garritt, 23 Rudansky Lane, noted that he is in attendance to speak about full day kindergarten. He spoke before the Board last year to advocate for this as well. He explained that it came down to two questions. Do we think all day kindergarten is a good idea? As far as evidence, there is a 154 page report by the US Department of Education, surrounding towns making the decision to offer the program, and a conversation Mr. Garritt had with Mr. Guzman last year. In this conversation, when partial implementation was discussed, Mr. Guzman explained that if it was only partially implemented, then there would be a huge disparity

between the kids who had it and those who did not. Thus, clearly there is a benefit. If one does not trust that, then one should use their common sense. Two additional hours in class a day is a benefit. If one believes it is a benefit, then the only other question is where to get the money. Through Mr. Sce's review of the budget, the money can be found. Let's continue with the process and find the \$146K.

Suzanne Casey, 33 Wildwood Road, noted that she has spoken with some of the Board members regarding all-day kindergarten and the benefit it would provide for the town and the future of Tolland. Do we want to be competitive with other towns? Do we want to be an attractive town to live in? She thinks the town does – it has a strong character and integrity. Full day kindergarten will benefit the entire community. She would like to present a PowerPoint presentation to the Board at a later date that would include her research along with some of Ms. Risley's ideas including where the money could be found. She is willing to be proactive in the dialogue and gather signatures and petitions but the group needs guidance in how the information should be presented and when. She would like to know what other avenues are open to them as citizens.

D. POINTS OF INFORMATION

Mr. Pagoni responded to the public comments. He noted that he agreed 100% and cannot imagine not offering full day kindergarten. He is married to a first grade teacher in Mansfield who has experience with students who have and have not had full day kindergarten and it is night and day. This is his first priority and the money issue needs to be figured out. In the future, the Board will have task forces and they may be in contact with those who spoke.

Mr. Adlerstein, to Ms. Casey, noted that the Board owes it to the public to let them know how it can be effective. This will be part of this evening's discussion.

E. STUDENT REPRESENTATIVE REPORT

Ms. Zahid explained that the Names Can Really Hurt Us assembly took place last week. It was attended by freshman and sophomores. The focus was the impact of prejudice, stereotyping, and bullying. Members of the panel shared their stories and in the afternoon, students did as well. The day was a huge success. The ultimate benefit was that it brought awareness that bullying is a school-wide issue. The assembly opened up the meaning of what bullying is.

At the last Board meeting, there was a question about the café. Mr. Zahid inquired about this. It was explained to her that the budget was not a direct result of why the restaurant is only open during the second semester. It is more because the enrollment for the class was not high enough. The budget for the culinary department went up 23% but the food cost went up 20%. In turn, the students have less cooking experience and more academic work which discourage students from signing up for the class.

Ms. Gorsky, in regard to the assembly on Names Can Really Hurt Us, inquired if students feel that they are supported by the school administration in having a safe environment and if they felt the Board and Town are supportive as well. Ms. Zahid replied that the students do feel that the Board and administration promote a safe school environment but that having school resource officers would be appreciated.

A brief discussion of student surveys took place. This past year was the first time the survey was administered in the new format. There is data from the previous three years in the old format and thus comparative data is available. Mr. Adlerstein would like to see the results of the most current survey as well as the results from the one administered in 2012. Mr. Guzman noted that the survey results can be sent to the Board members. He added that the Names Can Really Hurt Us was created thanks to the work of the Policy Committee of a previous Board.

Mr. Frattaroli, in regard to the café, one area of the economy that is expanding is food service so it is important to direct the program's focus on the scope of the food service background. Ms. Gorsky added that it is indeed a great program and that students can get credit at Manchester Community College. Mr. Doyle commented that perhaps a partnership could be worked out with local businesses and food share to make it a cost-neutral program. There may be creative ways to deal with the challenges and raise the bar so that the program can move forward.

Mr. Clark, in regard to the café, commented that a large percentage of those who dined at the café were senior citizens. They should know what happened. This is a program that allows senior citizens to see what is done in the school system and it would be to the Board's benefit to have them know this when it is time to go out and encourage people to support the proposed budget. Ms. Gorsky added that if the Tolland High School program is strengthened, then perhaps it could retain some of the students who went elsewhere to study culinary arts,

Mr. Adlerstein inquired about how the school would keep the momentum going and follow through on the action items that came out of the assembly. Ms. Zahid did not have any information on this. Mr. Guzman added that one of the findings after the first time the assembly was offered was that follow up needed to take place. He believes the administration has a plan for this. He will follow up on this point and provide further details.

F. SUPERINTENDENT'S REPORT

F.1. Status of the Budget – December 2, 2013

Mr. Guzman reviewed the data. The adopted budget for the 2013/2014 budget was \$36,059,250. As of December 2nd, expenditures and encumbrances total \$35,009,426 leaving an unexpended balance at this time in the amount of \$1,049,824.

Some of the changes that have occurred since the beginning of the school year involved Program 133 – Interdistrict Program, Program 701 – Transportation, and Program 177 – Staff Services, other. In terms of the Program 133, there has been an enormous increase in the amount of offerings. This impacts the budget because the district has to pay the tuition for these students who elect to go to other programs. A brief discussion on magnet and similar programs took place. Ms. Moran inquired if it would be possible to learn why families chose to send students to magnet schools. Mr. Guzman explained that magnet schools' programs are concentrated which draws students. He added that Tolland High School is excellent and should be promoted. Mr. Pagoni noted that that there could be an opportunity for a task force to learn more by contacting parents to learn why a magnet school was chosen. Errata note: in the F.1. Attachment, under program 133, the second sentence should read, "The actual enrollment in magnet schools for which we are required to pay tuition is 33 students, an increase of 6 students."

In regard to Program 701, transportation requirements have increased since the original budget was developed due to needs for special education students and additional late bus runs. In regard to Program 177, the projected unemployment expenses will be approximately \$98,000 over budget due to the number of staff receiving unemployment benefits.

Mr. Adlerstein inquired about the items that would have the potential to offset the unanticipated expenses. Mr. Pagoni explained that traditionally, in the spring, adjustments are made when one has a more information available. Mr. Guzman added that the Board will receive a report every month from here on out on the status of the budget. It is in those reports that one will see movement. Mr. Adlerstein commented it

would be helpful to understand the risks as well as the opportunities for accounts that will come in lower than the budget. For example, will more expenses come against personnel at the end of the year? Ms. Neel explained that in the projections are numbers that are unencumbered. For example, the revenue the district expects to get from participation fees and under system wide services, there is an open position. When the position is filled, the district may pick up some money based on the timeframe of when the person left and when the position is filled. During the budget process, the unemployment budget, which Mr. Sce had her trending, was reduced based on the invoices coming in at the time. Since then, unemployment expenses have increased thus she needs to find \$100,000 in the budget.

Mr. Adlerstein would like to see the coversheet as a table that shows the greatest risks and where one could find opportunities. Mr. Guzman responded that he is unsure as to the opportunities that Mr. Adlerstein was referencing. There is \$1M in the budget scattered throughout a variety of accounts. Some of these numbers are going to be reduced as the year goes by through the normal operation of the school district. For his staff to tell the Board now which line items are going to be held against these three accounts is not an exercise that will not do anything at this point. Every single line item that adds up to the \$836,990 balance on the first page has the potential to be tapped into to cover the deficits.

F.2. Leave of Absence Request

Mr. Guzman received a request from Ms. Lauren Mule, a paraprofessional and student at St. Joseph University, for an unpaid leave of absence so that she may do her student teaching. Since this leave is for more than 10 days, the Board needs to approve the request.

Mr. Pagoni motioned to add this item as board action item I.3 for consideration this evening. Mr. Clark seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

F.3. Baseball and Softball Field Dugouts

Mr. Guzman explained that the dugouts were destroyed during Hurricane Sandy. The district received insurance proceeds in the amount of \$17,831, of which \$2,252 has been expended for the removal of debris. This leaves a balance of \$15,579. He knows the cost to repair the dugouts will exceed the balance. To cover the expense, there are some funds available in the Capital Improvement Account for projects that were undertaken in the district for which there is a balance. In turn, Mr. Guzman is asking the Board to approve a request to ask the Town Council to move the money from these two accounts for the construction of the two dugouts. The total available in the two accounts is \$17,529. The district will have to go out to bid for the construction due to the amount and he would like them to be constructed before the season starts. He expressed some concern that \$32,000 will not be enough in which case he would return to the Board with the lowest bid to discuss where the additional funds may be available. Ideally the bid will come in under \$30,000. A brief discussion took place regarding the low insurance payout. It was noted that the dugouts were previously built by volunteers with donated materials. Mr. Guzman's request is that the Board allows him to request that the Town Council move the funds.

F.4. School Improvement Goals – 2013/2014

Mr. Guzman referenced and reviewed the documents in the packet. The administration's focus during 2013/2014 is on the following items: continued implementation of the district's strategic plan, completion of the first cycle of the

teacher/administrator evaluation plan, continued implementation of the development of the common core state standards, and the completion of the facility study and analysis.

Mr. Guzman noted that the high school is going through the accreditation process right now. During the spring and summer, the accreditation agency will visit the district and the Board will be part of this process.

Mr. Adlerstein inquired about the goals and asked what the Board will have in June that it does not have now. He would like the items to be broken down and identified so the Board knows when they are accomplished and can assist via a task force. Mr. Guzman explained that the strategic plan is a five-year plan and part of daily business. Some of the items require a budget commitment. If the funds are not available, some goals will not be met. Mr. Adlerstein referred to these types of items as obstacles and believed they should begin with what they want to accomplish. Mr. Doyle agreed that these are obstacles but the Board has an obligation to present them to the public to help them make a decision at referendum time. Mr. Adlerstein noted that this will come up again in the budget discussions.

F.5. District and School Performance Reports

These reports were in the Board's packets. This report, issued by the state, provides information relative to the entire population of the district as well as the following subgroups: ELL students (English Language Learners), students receiving free and reduced lunch, students with disabilities, and minority students. On the whole, for each of the schools in terms of the entire population, the district's schools fared very well. For 2012/2013, the district performance indices were provided. It shows the targets were achieved as well as the district graduation rate. There was an achievement gap at the 3rd-8th grade level. There was not an achievement gap at the high school level. There are six categories in which a school can be placed. The four schools of Tolland are in the upper two categories. The three elementary schools are in Progressing. The high school is Excelling.

Mr. Guzman highlighted the high school report. The high school has been classified as a School of Distinction. Of all the high schools in CT, only 15 schools achieved the level of "Excelling". The other three schools were in the second category. Mr. Guzman believes this may be due to the disparity in the performance of the subgroups previously mentioned and is something they are working on by providing support mechanisms for math and language arts and other assistance.

A brief discussion regarding how schools will be measured after the switch from the CAPT to the SBAC took place. This will require a recalibration. Given the nature of the SBAC, which will be done electronically, there will be period of acclimation and training for both the students and the teachers.

F.6. Capital Improvement Plan – Request Update

Mr. Guzman referenced the attachment which noted the changes discussed at the last meeting and items he discussed with the town manager. The high school track resurfacing project was moved from 2017/18 to 2015/16. Additionally, the security grant estimate is now \$368,147. The original \$50,000 was a placeholder. This is the amount needed for items recommended by Mr. Racicot, the assistant fire chief, who has been working on this project. The \$368,147 would be the town's share of the \$700K-\$800K estimated cost – 56% of which would be covered by the security grant. Mr. Guzman will return to the Board with the specifics when the application is due.

Mr. Guzman requested that the Board approve a transfer of funds. They have received word that the technology grant that was applied for in August was approved. The State Department of Education will issue a grant award letter after the Bond Commission acts on the governor's request. When this was presented to the Board in August, a grant application in the amount of \$178,200 was submitted of which the district is responsible for 49%. The district wants to act immediately so that it can get the computers into the hands of the teachers and students so that when SBAC is available, they are ready to go. In turn, he requested that the Board, in anticipation of the Bond Commission authorizing the money, transfer funds from Certified Regular Ed and Certified Special Ed Salary Accounts to the Technology Services Account in the amount of \$83,398, the district's portion of the entire grant.

Ms. Moran motioned to move the Transfer of Funds to the Technology Grant to action item I.4. Mr. Doyle seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

G. COMMITTEE & LIAISON REPORTS

- Town council liaison

Mr. Adlerstein attended the meeting where the departments met with the Town Council and noted that each department mentioned the Board in one way, shape, or form and had action items. Some items discussed were having a school resource officer, shared services, and the ESCO.

Ms. Moran attended the November 26th Town Council meeting. Several topics were discussed. A resolution was passed to appropriate \$25,000 to clean and secure the Parker School and it was discussed that that Technology Advisory Board would like a Board of Education liaison. Further, the proposed multi-family development on the Gottier property was discussed. A shared economic development service proposal was authorized by the town manager and the town's financial rating was upgraded to AAA. Further, Ms. Risley spoke at the meeting about all day kindergarten.

Ms. Moran noted that several people attended the TEPTO meeting and there was a lot of discussion about the budget. Mr. Guzman and Council Members were present as well.

H. CHAIRPERSON'S REPORT

Mr. Adlerstein presented the committees' structures, functions, and assignments. One correction is that under item 3, Mr. Pagoni's name should not be listed. Mr. Guzman requested that the Board inform him when an EASTCONN rep is identified. Mr. Alderstein also presented the committee taskforce proposals and asked the committees to come up with a plan and provided general format to follow. He would like to make the Communications and Outreach Committee formal. Further, he has asked the Finance and Facilities Committee to come back with a proposal to develop and execute the budget process. Additionally, he would like to build a taskforce to recognize exemplary student achievement and have it build a proposal for how this could work. In terms of communication, Mr. Adlerstein would like to look into the best way to manage correspondence.

Mr. Adlerstein proposed that the Board consider pausing the DRA study after tomorrow night. It is a new Board and the DRA did not have anyone to work with when the Board was in transition. DRA wants to change the plan – they are adding another session. Mr. Adlerstein believes the Board should pause and review to see how to best set it up for success. He asked Mr. Doyle to come back with a plan after speaking with DRA and others to ensure the Board

gets the deliverable it needs out of the study. Mr. Adlerstein noted that Mr. Guzman spoke with DRA who is willing to work with the Board on the scope change. Mr. Adlerstein noted that there may be an additional cost for this. He asked the Board for input.

Mr. Guzman recommended that the Finance and Facility Committee meet with DRA and discuss pausing the project and go back to the full board to discuss it.

Mr. Clark explained that DRA was hired to come up with a plan based upon specifications provided by the Board. They came back and quoted the cost to provide what the Board requested. Mr. Clark does not believe the Board is allowing what DRA to do what it was contracted to do. The Board hired them to come up with an idea based on information that they were told to use and their expertise in the field. At the meetings, the Board is trying to tell them what it wants them to say rather than what would be best for the district. It is important to allow them to finish the contract that they signed. Mr. Doyle inquired what the expected takeaway was from the contract. Mr. Clark explained the background and that he expects an expert architectural opinion. Then a committee can be created to decide how to proceed with the manual of expertise. Ms. Moran supported taking a step back. She has spoken to residents and parents. There is confusion about the study and these people do not believe that their thoughts are being heard. Ms. Gorsky understands that DRA was hired to do a task. The thought process is now that perhaps this Board wants to increase the scope of the study and get more out of it than was contracted. Mr. Pagoni noted that things change and he would rather the Board take a step back. There are new people with new ideas and in the long run, it will benefit the system. Mr. Frattaroli, as part of the group that interviewed DRA, came to understand their process which was to engage the public. If the public is not getting anything out of it, then perhaps they need to redirect.

Mr. Adlerstein noted that the public has some concerns. The progression of the request came from Mr. Moore coming to the last meeting. He offered to send a sample and did so. The sample had a steering committee but the Board does not have one. They went back to DRA who said that this could be an option. Mr. Adlerstein wants to ensure they are getting the best results out of the study.

Mr. Guzman explained that this contract has been signed with DRA. He does not know what their bid number was based upon. Creating a delay may have an impact on what they would want. He suggested that the Finance and Facilities Committee meet with DRA in terms of the steering committee and the delay. Does the delay in and of itself create a change-order? Mr. Adlerstein recommended that it not be called a delay and suggested getting input from people at the next DRA workshop to help make a decision. Mr. Pagoni noted that it is important for anyone at the workshop who is having issues to speak up, have a proxy speak for them, or put it on the board so the issues can be addressed. This is their chance to speak to the person running the show. Then the issues can be addressed. The Board is paying for DRA's services and they need to provide what the Board wants. The Board wants the public to be happy and if they are not happy, then DRA needs to know the specifics so they can fix it. Mr. Doyle clarified that the next workshop is really a continuation of the last workshop.

I. BOARD ACTION

I.1 Board Policies

- Policy and Administrative Regulation 1080 – Visitors to the Schools
- Policy 3010 – Board Budget Procedures and Line Item Transfers
- Policy 4090 – Reports of Suspected Abuse and Neglect of Children
- Policy and Administrative Regulation 4111 – Electronic Information
- Security

Mr. Pagoni motioned to pass Policy and Administrative Regulation 1080, Policy 3010, Policy 4090, and Policy and Administrative Regulation 4111 as presented to the Board. Mr. Fratoni seconded the motion. Mr. Doyle thanked Mr. Guzman for summarizing the information. All were in favor. None opposed. None abstained. Motion carried.

I.2. Cancellation of December 25, 2013 Board of Education Meeting

Mr. Pagoni motioned to cancel the December 25, 2013 Board of Education meeting. Ms. Gorsky seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

A discussion of a proposed Board meeting to be held on December 18th took place. The proposed agenda is public participation, discussion of the budget, public participation, and adjournment. Mr. Adlerstein clarified that that night they would like to look at the impact of a level budget – a budget with the same services with changes to the cost. Further, they would like to see the proposal from the Finance and Facilities Committee for how the budget process will look going forward.

Mr. Guzman confirmed that they will bring information on the 7-8 accounts that make up approximately 70% of the budget. The personnel number will be at the current staffing level. Mr. Adlerstein would like to see the current staffing level and the numbers using the current class size level. Mr. Doyle clarified that at this meeting they will not present a budget. They are sharing information about the cost of level services and outlining the process for a budget discussion.

I.3. Leave of Absence Request

Mr. Pagoni motioned to allow the requested leave of absence. Ms. Moran seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

I.4 Transfer of Funds for the Technology Grant

Ms. Moran motioned to transfer from the Regular Ed Account (178) \$59,369 and from the Special Ed Account (179) \$24,029 to the Tech Services Account (757) in the amount of \$83,398. Mr. Clark seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

J. PUBLIC PARTICIPATION

Ms. Rubino, member of the Town Council, noted that the proposed multi-family development on the Gottier property is only a concept at this point. She believed the development would have 85-88 units with 1-2 bedrooms.

K. POINTS OF INFORMATION

Mr. Doyle noted that there are a lot of changes taking place in education now. These include the common core state standards, the new standardized test due to the common core state standards, and a new teacher evaluation system that in part ties back to the new standardized test. Further, the Hartford Courant had a recent article which discussed the strain magnet schools are putting on school districts. Overall, there are many changes coming.

Mr. Adlerstein noted that although he spoke of task forces, the committee chairs should come up with the vision for their committees and bring it to the Board.

L. CORRESPONDENCE

Mr. Gorsky explained that there has been some confusion in regard to who should answer correspondence sent to the Board. Should it be the Secretary's job to respond to correspondence and direct it to the appropriate committee? Mr. Guzman explained that historically, the Board Chair answered any correspondence sent to the chain and copied the

Superintendent. He would also respond to questions sent to the full Board. If an e-mail is sent to a particular member, then it would be good for that member to respond to that constituent. Mr. Adlerstein recommended that when a resident sends a letter to the entire Board, the Secretary log and funnel it to the appropriate committee or to the Board. If a letter is sent to an individual, then that individual would respond if they wanted to and copy the Secretary and the Superintendent.

Mr. Clark noted that if a question is referred to a committee, the Secretary should let the individual know. If it is something that is going to come up at a committee discussion, the person may attend the committee meeting. Standing committee meetings are open meetings.

M. FUTURE AGENDA ITEMS

Future agenda items were displayed on slide projection (see attached).

N. ADJOURNMENT

The meeting was adjourned at 9:50 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lisa Pascuzzi". The signature is written in a cursive style and is positioned above the printed name.

Lisa Pascuzzi
Clerk

Tolland Public Schools - Future Agenda Items (2013/2014)

September/October/November

Recognition of Teacher of the Year/Paraprofessional of the Year
Capital Improvement Plan
School/District Improvement Goals
Report on District Student Enrollment
Review of SAT/SBAC/CAPT/CMT Results

December/January/February

District/School Performance Results
Development of School District Budget
Establish School Calendar
Report on Audit Findings
CCSS/SBAC
Teacher/Administrator Evaluation

March/April/May/June

Language Arts
Science
Social Studies
Mathematics
NEASC Accreditation
Technology Report
Leave of Absence Report

June

Adoption of School District Budget
Field Trip Report
Technology Report
Recognition of Retirees
Technology Report

Periodically

Status of the Budget (monthly)
Board Policies (as needed)
Grant Proposals (as needed)
Leave of Absence Report (quarterly)

**BOARD OF EDUCATION
TOLLAND, CONNECTICUT
SPECIAL MEETING MINUTES OF DECEMBER 18, 2013**

BOARD OF EDUCATION MEMBERS PRESENT: Sam Adlerstein, Chair; Patrick Doyle, Vice Chair; Steve Clark; Al Fraton; Tom Frattaroli; Kathy Gorsky; Karen Moran; , Robert Pagoni, Joe Sce

OTHERS PRESENT: William Guzman, Superintendent of Schools; Jane Neel, Business Manager; Kathryn Eidson, Director of Curriculum and Instruction; Chris White, District Technology Specialist; Steve May, Insurance Consultant, Milliman Company.

1. Call to Order. Sam Adlerstein, Chair, called the meeting to order at 7:00pm in the Tolland High School Library. He reviewed the three items the Board would hope to accomplish in the workshop this evening—(1) Evaluating the costs of FYE 2015 if services are kept at the same level as this year, (2) Interpreting our strategic framework, and (3) planning for the January 8, 2014 meeting.
2. Budget Discussion with Steve May, Insurance Consultant - Ms. Neel provided handouts with 2014/2015 budget data. These items were put up on an overhead projector as well. She said she worked with Mr. Guzman picking out the key large budget items. These include contractual salaries; benefits; which include health insurance and OPEB (Other Post Employment Benefits) and Pensions, Instructional Programs, Utilities, and Transportation. The utilities budget is based on meetings with the town and the energy manager. She said they provided a high and low health insurance estimate with the high being a 12 percent increase and the low being an 8 percent increase.

Mr. Guzman said that at a previous BOE meeting they entered into a utility fund account, which will pay off their debt service on the ESCO project and emergency maintenance items. He provided a handout on utility projections, the calculations based on multiple variables.

Mr. Guzman said that the last item on the list—transportation—is as yet unknown because their current multi-year contract will run out at the end of the fiscal year on June 30, 2014 and they will need to renegotiate another multi-year contract. Right now they are estimating that the increase for transportation will be in the 3 to 5 percent range, and so they provided a low figure based on a 3 percent increase and a high number based on 5 percent. However, they will not know for sure what the numbers are until they go out to bid and get prices. He said the best they can do is go out to bid as soon as possible to see what companies come forward and what the market provides.

Mr. Clark asked how many bus companies usually bid on these contracts. Mr. Guzman said that some years back, they had about seven or eight companies submit bids. He said one advantage of using the First Student bus company is that their garage is in Stafford. As part of the selection process for a bus company, they will need to consider where they will stage buses and where to store them for mechanical work.

Mr. Guzman noted that these key items in the budget represent about 75 to 80 percent of their complete budget.

Mr. Adlerstein said he was looking for additional information from this year's budget to compare it to the projected costs for next year's budget. This would give them a better handle on the potential changes in costs they may be looking at. Mr. Adlerstein saved the information on the overhead and provided them to Ms. Neel so she could add in current figures for comparisons.

While Ms. Neel worked on these figures, Mr. Guzman introduced Steve May of the Milliman Company. He has been the insurance consultant for the District and the Town for the past five or six years. His firm was also hired by ECHIP (Eastern Connecticut Health Insurance Program), the consortium to which the town and district belong.

Mr. Adlerstein said he is looking for a precision in the numbers they get for costs, because in the past personnel have been cut based on projected insurance increases, only to find out later that they might not have been necessary. He would like to do their best to avoid that situation where possible.

Mr. May said his firm's budget projection, based on their claims, employee counts, and expenses is 13.2 percent for the fiscal year July 1, 2014 through June 30, 2015. He explained that Tolland became self-insured when they became part of ECHIP, and he further explained the differences between being fully-insured and being self-insured. He said that being self-insured means that "you" (the town/district) are the insurance company. This allows for less expensive administrative costs, and that the town and districts' claims run through their own bank account. Part of Mr. May's job is to negotiate with the insurance provider, Cigna, to get Tolland a lower rate.

Mr. May further explained that in 2013, their projection for claims was an increase of 10 percent, but they got some additional revenues from the government plus other savings in the budget to lower costs. He noted they got about a \$119,000 rebate. Basically they saved over \$400,000 off the top from becoming part of ECHIP. He said if everything remains the same, he expects the projected 13.2 percent increase may end up being a little high.

Mr. May explained how the Affordable Care Act will impact rates. He said the ACA defines who is eligible for benefits, and that anyone who works on average 30 hours or more a week is eligible. As part of the employer mandate, the employer must offer benefits to those who work 30 hours a week or more. In the past, substitute teachers were defined as ineligible for benefits, but now, if they work 30 or more hours a week, they will need to be offered benefits. He said a sporadic substitute teacher might not qualify but a well-used substitute might. He explained that if the district did not offer a qualifying substitute health benefits and they went instead to the exchange, they could be fined \$3,000. Mr. Guzman said one concern they may have to figure out is how it would work for substitute teachers who work a total of 30 or more hours a week but for multiple school districts.

Mr. Sce asked if this requirement in the ACA would encourage districts to hire more substitute teachers to keep them below the 30 hour mark. Mr. Guzman said it is often difficult to get substitute teachers to begin with.

It was noted that with regard to affordability, paying a penalty for not offering qualifying substitute teachers insurance and having them go to the exchange instead might be less expensive than providing the insurance themselves.

The Board briefly discussed how many extra employees this might involve. Mr. Guzman said it is difficult to gauge how many substitutes work over 30 hours. Mr. May suggested they start a program that tracks substitute teacher hours from April to April. He acknowledged it might be cumbersome as some teachers may work in different schools within the district. He said the cost impact to the district could be a quarter to a half million dollars as some substitutes may come on or off the eligibility list for insurance as their work schedules change.

Mr. Pagoni asked if it would be practical to set a plan in place where no one would get more than 29 hours a week to avoid the trigger. Mr. May said some districts are considering this. Mr. Guzman said this would not be something they would want to do for a long-term substitute hired to, for example, fill in for a teacher out on maternity leave, but it might be worth looking at for occasional substitute situations. The Board also briefly discussed the pros and cons of hiring substitutes from a temporary employee agency as then the responsibility for providing insurance would fall to that agency. Costs for substitutes hired through temporary agencies are higher and those factors would need to be weighed. Mr. Guzman noted that over the past few years, the numbers for insurance cost projects tend to go down due to ECHIP factors and rebates.

Mr. May said his primary job for Tolland is to be their guard dog and protect their fiscal obligations. For 2014-2015 budgeting calculations, Mr. May said they put together a low figure of an 8 percent insurance increase and a high of 12 percent. He said looking at the trend, each month is worth about .6, translating to a 12 percent increase. He said he felt the 12 percent projection is an aggressive number.

Mr. Adlerstein noted that the insurance increase is the biggest variable in their budget. Mr. Pagoni noted that the risk of lowballing that number is that if you have one bad health incident happen, they would then need to go to the Town Council to come up with the shortfall of funds and that would ultimately hit the taxpayers hard. Mr. Doyle asked how soon they might have more monthly numbers so they can get a more complete picture of insurance costs so far this year. Mr. Guzman noted that a budget passed on to the Town can still be adjusted if necessary. He explained in the past that they had done so, and then when lower numbers for insurance started coming in, they were able to report that to the Town Council so they could update and revise the budget. Mr. Pagoni noted that if they cut items out of the BOE budget and later found they could save money somewhere else, they could still roll cut items back in.

Mr. Guzman shared information on the numbers of teaching staff at the various schools. He said they projected about 111 fewer students in the district next year and was asked if, because of this, if there would be the potential to eliminate one or two teachers. He provided a handout showing projected changes if they kept the same staff, and on the flip-side showing projected changes if they kept the same ratios of teachers to students in each class. Basically, it was determined that because the change in projected enrollment is distributed throughout the district, the changes would not impact the number of teaching staff needed.

Mr. Sce noted that on average the teacher/student ratio in the handout remains relatively flat. Mr. Guzman said, however, that class sizes average about 23 to 24 students, which is higher than in some other districts, and that some feel that having about 20 students on average in classes is most desirable. Ms. Gorsky noted that her daughter has two classes where there are 28 students in the class.

After working on adding in numbers from this year's budget to date to compare and contrast against projected costs for next year in the key categories, Ms. Neel provided the data to the Board. Mr. Adlerstein took those numbers and plugged them into his chart and displayed them on the overhead. Basically, from a broad overview, it appears that a 3.8 to 4.1 percent increase would be needed just to maintain a level budget. He noted that the BOE's budget needs to be presented to the Town Council by February 21, so they have only about a month and a half to fine tune things.

Mr. Adlerstein asked if anticipated teacher retirements have been factored into the projections. Mr. Guzman said they always put in an estimate of five people, and they calculate in the cost change from a retiring teachers salaries and hiring a new teacher at a lower rate. Ms. Neel said they need to keep in mind that retirees get other retirement benefits.

Mr. Adlerstein said the conclusion of this exercise is that they are probably looking at an increase in the 4 percent range just to keep services level, and that this is likely outside the Town Council's anticipated range. Mr. Doyle said they knew this already, but it was important for them to quantify it. Mr. Sce noted that on one projection, Steve Werbner's numbers were different than the BOE's and asked why. Mr. Guzman said he was meeting with Mr. Werbner the next day and would check with him on that.

Rebecca Risley, of Mountain Spring Road, a resident, said they need to work on providing a united front to the Town Council on the necessity of the increase and that the Town Council and BOE need to then also work together to communicate this to town residents. There was also a brief discussion about all day Kindergarten, with Mr. Pagoni noting he expects the Common Core curriculum program to require this. There was also a discussion about other needs including technology. Ms. Moran said the Town Council needs to be made aware of these things. Mr. Adlerstein agreed, adding that these items and others will need to be made a part of the public discussions and they will need to plan when they will have these discussions when they again meet on January 8.

Mr. Clark said the Town Council in the past has pushed several big ticket items that needed to go to referendum, such as the library expansion, the geothermal, and the ESCO project, and the consultant costs to access the road network. He said all of these items required the Town Council to get out and sell the benefits of these expenditures. He said their job as members of the BOE is to convince the Town Council that the education system is like the road network and they need to work together to get this out to the towns people. Ms. Gorsky said they will first need to get the Town Council on board with it. Mr. Doyle said this is where the working agreement they recently put together comes to life. They all represent the town. Mr. Adlerstein said they need also to look at opportunities wherever possible to do things differently if they can save money, such as shared maintenance and other services.

3. Public Participation: Matthew Mancuso of 4 Wildwood Road said he is an educator. He expressed his opinions about the Common Core and the CT Seed Program, saying he sees this program as something that hangs over the heads of educators creating a great deal of unnecessary anxiety. He provided some of the history about how the Common Core initiative came to be.

Mr. Mancuso said educators and administrators played no role in drafting standards for the Common Core initiative, and they appear to be standards that prepare students for an industrial model that creates employees that will work in cubicles. There are no controls in

assessments for student engagement, and the evaluation programs are anxiety producers for teachers and administrators.

Mr. Mancuso said he would like the BOE to think about having an open microphone meeting where people can share their views with the BOE on the new teacher evaluation program without fear of retribution. He also suggested putting together an anonymous poll on survey monkey on the seed program. Mr. Mancuso was asked to forward his ideas and statements to Kathy Gorsky, Board Secretary, so his comments could be disseminated to everyone. Mr. Mancuso said he would do this. He added that he was excited about the new life and breath he senses in this new Board.

4. Budget Discussion (continued): Mr. Doyle said Mr. Mancuso's comments touched on three separate interrelated items—the Common Core standards, the teacher evaluation by State, and the assessments of whether students are meeting the Common Core. He said when he looks at their priorities as Board of Education members, they need to support teachers to help retain the highest quality of teachers and deliver the best quality of education to students.

Mr. Sce noted that Mr. Mancuso's open microphone night request is fine, but he should be aware that anything said in a public meeting is part of the public record and people who speak at these meetings will be required to state their names and addresses.

Mr. Adlerstein provided a handout which begs the question—how do we communicate to the public our priorities and how to we get the public to support our schools. The handout lists the elements of how to communicate along with definitions. He asked that each BOE member do some homework to ask themselves what is their basic foundation? what is their vision? and what is their mission? The handout included six strategic goal categories, which asks what is the overlying goal for each.

Ms. Neel said at the January 8 meeting she will be able to provide a full picture to the Board of their entire budget with 100 percent of the accounts. Mr. White noted that an article in the Hartford Courant was projecting a 21 percent increase in energy costs, and Mr. Werbner's budget only plans for 5 percent. Mr. Adlerstein asked Mr. White to work with Ms. Neel to figure in and spell out his energy cost increase assumptions for this next meeting.

5. Adjournment: The meeting was adjourned at 10:00 p.m.

Respectfully submitted,

Annie Gentile
Clerk

**Tolland Board of Education
Special Meeting**

Minutes – December 11, 2013

Members Present – Mr. Robert Pagoni, Mrs. Kathy Gorsky, Mr. Sam Adlerstein

Administration Present – Mr. William D. Guzman, Superintendent of Schools
Mrs. Margot Martello, Tolland High School Vice-Principal

Mr. Adlerstein called the meeting to order at 2:00 p.m. in the Board Office located at 51 Tolland Green, Tolland, CT.

Mrs. Gorsky motioned and Mr. Pagoni seconded to go into executive session for the purpose of conducting an expulsion hearing and invite William Guzman, Superintendent of Schools, and Margot Martello, Vice Principal of Tolland High School into the session.

The Board returned to public session at 2:38 p.m.

Mrs. Gorsky motioned and Mr. Adlerstein seconded that based on the evidence in the record, that the Board expel Student A, from school effective December 16, 2013 and continue through December 15, 2014 under the following conditions:

- a. During the period of expulsion, the Board will provide Student A with an alternative educational program deemed appropriate by the Administration, and fulfills the remaining requirements for Student A's graduation in June 2014.
- b. During the period of expulsion, Student A will not be permitted to be on school grounds and will not be permitted to attend or participate in any school-sponsored activities, with the exception of participation in the alternative education program as described in the preceding paragraph.
- c. Prior to the start of the first semester of the 2014/2015 school year, the Superintendent will review Student A's conduct, as well as Student A's attendance and effort level in the alternative education program, for the purpose of determining, in the Superintendent's sole discretion, whether Student A should be readmitted for the start of the first semester of the 2014/2015 school year.
- d. If the Superintendent determines that Student A should be readmitted early in accordance with the preceding section, and if Student A subsequently commits any offense that would warrant suspension and/or expulsion under the policies of the Tolland Board of Education, the Superintendent may reinstate Student A's expulsion for the remainder of the expulsion period through December 15, 2014 without the need for any further proceedings before the Tolland Board of Education.

All in favor. Motion carried.

Mr. Pagoni motioned and Mrs. Gorsky seconded to adjourn the meeting at 2:45 p.m. All in favor.
Motion carried.

Respectfully Submitted,

William D. Guzman

WDG:jp

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: January 8, 2014

SUBJECT: Common Core State Standards (CCSS) – Status Report

The Council of Chief State School Officers and the National Governor's Association, with monetary support from the Gates and Mott Foundations and the desire expressed through the U.S. Department of Education "Race to the Top" initiative, released national curriculum standards for Math and English language arts as well as literacy standards for social studies, science and the technical subjects. The standards, developed in collaboration with teachers, school administrators, and experts, were released in June 2010 and have been adopted by 45 states. These standards are now Connecticut's Common Core State Standards (CCSS).

These internationally benchmarked standards define the rigorous skills and knowledge central to mathematics, English and language arts and mathematics. They were selected to provide a foundation for student academic success in college and in the workforce. They support a consistent and rigorous exposure to materials and learning experiences through refined and focused curriculum, instruction, and assessments. They also provide learning and instructional goals for teacher professional development, targets for teacher preparation programs and a means to gauge teacher effectiveness.

For the past two years Tolland has been working to develop and implement a curriculum based on the common core state standards. Tolland's move to the Common Core State Standards (CCSS) means major changes in curriculum, instruction and assessment. The CCSS standards for Math, English and Language Arts have been established for each grade level Kindergarten through grade eight. While some features of the curriculum are similar to the previous curriculum, the depth, focus and rigor are substantial and substantive changes. Teams of teachers along with the curriculum coordinators have been establishing or revising units of instruction to meet these demands

High school standards are also new and impact each and every curriculum. They are, however, not delineated by grade. In Math, the standards are by categories – number and quantity, algebra, functions, modeling, geometry, and statistics and probability. For the English language arts, the standards are delineated by grade bands: 9-10 and 11-12. There are also literacy standards that are expected to be infused into every non-core class (Music, Art, PE/Health, Library, Tech Ed, Family Consumer Sciences, Special Education, Computer, Business) as well as science and social studies in grades 6 through 12. Teachers have analyzed all standards and are placing them in new or existing units of instruction within all courses.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: January 8, 2014

SUBJECT: Professional Learning and Evaluation Plan – Status Report

During the 2013-2014 school year, both teachers and administrators began a new, state approved, “Professional Learning and Evaluation” process. Teachers of language arts, math, science, and social studies are the first cohort implementing the full plan as are the Principals in each building and the District Directors. Other teachers and Assistant Principals will begin the full process in the 2014-2015 school year. While some features of the evaluation plans are similar to the previous plans, the extent and ramifications of the requirements are not.

The Teacher Evaluation Plan consists of the following four parts:

- Using a rubric to evaluate a **teacher’s practice (40%)**. Those teachers in the full plan experience three formal observations and conferences to provide information about placement on this rubric.
- Working on a common **school-wide teaching objective (10%)**. Everyone is working on a building selected practice. Those on the full plan will have their implementation strategies evaluated to achieve this objective.
- Creating Specific, Measurable, Attainable, Realistic, Timely (SMART) goals for **student learning (45%)**. Everyone is creating SMART goals.
- Working as a building on a **school-wide student goal (15%)**, possibly a Positive Behavioral Interventions and Support (PBIS) goal from the School Improvement Plan. Everyone is working on this building selected student goal. Those on the full plan will have their strategies evaluated to achieve this practice.

The Administrator Evaluation Plan also consists of the following four parts:

- Using a rubric to evaluate the **administrator’s practice (40%)**. Administrators experience two observations and conferences to provide information about placement on this rubric.
- Working on **Stakeholder survey feedback (10%)**. The administrator is working on a selected practice related to the feedback.
- Measures of **Academic Learning (45%)**. 22.5% of an Principal’s evaluation is based on state test scores. Another 22.5% is based on student learning determined locally.
- **Student Learning Measures (5%)** based the teacher SMART goal success.

For the past two years Tolland has been working to implement these teacher and administrator evaluation plans. The district is using a program called BloomBoard to manage the data about the evaluation and professional learning process. We will continue to work towards the best learning situations for students within this process

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: January 8, 2014
SUBJECT: Obsolete and Surplus Equipment

The attached list shows those items which are in disrepair or obsolete.

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

WDG:jp

Technology – Adam Sher

<u>ITEM</u>	<u>Model Number</u>
1. 26 MGC Technologies	MGC-770H
2. 6 Philips	107B20/74H
3. 4 ViewSonic	PS790
4. 7 ViewSonic	PF775
5. 6 Komodo	K73P
6. 8 Dell	E773s
7. 4 AOC	Spectrum 110L
8. 2 HP	7650
9. 1 Max Tech	XT7871
10.2 Futura	L7035GD

Board of Education

<u>ITEM</u>	<u>Model Number</u>
1. Fax Machine	Fax-2920
2. Mail Machine	Hasler System - 304062 F
3. Check Signing Machine	810
4. Typewriters (2)	IBM Wheelwriter 5

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: January 8, 2014

SUBJECT: Student Surveys – Tolland High and Tolland Middle School

At the December 11, 2013 meeting, there was a request for the most recent student survey results. Attached are the results of the June 2012 surveys of High and Middle school students.

The results in the attached packet show 2011 responses compared to 2012 responses for the same cohort of students. For example, responses from 2011 ninth graders are compared to responses by the same students as tenth graders in 2012.

**2011-2012 THS End-of-Year Survey
Comparing Cohort Data (Juniors - Seniors)**

	Strongly Agree		Agree		Neutral		Disagree		Strongly Disagree	
	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012
1.) On average, I have more than 120 minutes of homework a night.	22	7	23	12	18	18	26	28	8	31
2.) I feel the THS policies and staff keep me physically safe while I'm at school	22	18	40	49	23	19	9	7	3	3
3.) I am not picked on, teased, or bullied during school hours.	34	29	39	42	12	15	9	7	2	3
4.) When I learn that students might get hurt or hurt others, I feel comfortable bringing this information to a staff member at THS.	7	11	26	26	34	35	22	15	5	7
5.) Teachers in my school treat students with respect.	14	10	44	53	18	19	16	7	6	6
6.) Students in my school treat teachers with respect.	4	4	19	23	41	42	26	20	6	7
7.) Students in my school teacher one another with respect.	5	3	24	20	35	41	25	22	8	9
8.) Teachers at THS care about me.	9	10	42	54	28	19	12	8	7	4
9.) I have at least one adult at school, besides my school counselor, who cares about me.	27	43	47	39	12	11	7	2	3	1
10.) Discipline is administered fairly equitably by THS staff.	4	6	21	18	30	26	26	25	15	21
11.) THS faculty and staff value what students have to say.	1	4	24	29	24	35	29	16	19	12
12.) Faculty and staff encourage me to develop my own voice.	4	6	29	28	36	37	21	18	7	8
13.) I feel a sense of pride in being a student at Tolland High School.	9	12	36	38	32	31	9	6	7	9
14.) When faced with a problem, I will work to find a solution.		29		55		9		2		1
15.) At THS, I take ownership for my actions.		26		55		13		1		1
16.) My teachers and friends can depend on me to follow through with what I say I will do.		30		55		8		1		1
17.) I am actively engaged in my classes.		21		53		18		2		2
18.) I am actively engaged in my school community through participation in athletics, clubs, or activities.		27		31		9		18		10
19.) Our core values (PRIDE - perseverance, respect, integrity, dependability, and engagement) have helped to improve our school community.		6		11		29		22		27

**2011-2012 THS End-of-Year Survey
Comparing Cohort Data (Sophomores - Juniors)**

	Strongly Agree		Agree		Neutral		Disagree		Strongly Disagree	
	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012
1.) On average, I have more than 120 minutes of homework a night.	22	22	26	20	16	17	25	22	11	14
2.) I feel the THS policies and staff keep me physically safe while I'm at school	15	16	36	44	29	23	14	4	4	8
3.) I am not picked on, teased, or bullied during school hours.	38	29	38	35	8	17	9	9	5	4
4.) When I learn that students might get hurt or hurt others, I feel comfortable bringing this information to a staff member at THS.	7	6	24	24	33	34	21	17	12	14
5.) Teachers in my school treat students with respect.	11	7	36	37	31	33	13	10	9	7
6.) Students in my school treat teachers with respect.	5	5	22	16	42	41	24	26	6	7
7.) Students in my school teacher one another with respect.	7	4	25	20	41	37	20	23	7	12
8.) Teachers at THS care about me.	7	6	36	37	35	39	15	9	7	5
9.) I have at least one adult at school, besides my school counselor, who cares about me.	27	20	43	53	17	15	6	3	5	5
10.) Discipline is administered fairly equitably by THS staff.	6	2	21	18	23	26	22	26	26	23
11.) THS faculty and staff value what students have to say.	3	1	24	21	26	35	28	22	18	16
12.) Faculty and staff encourage me to develop my own voice.	4	4	24	30	40	34	21	18	11	9
13.) I feel a sense of pride in being a student at Tolland High School.	6	9	34	32	34	32	12	14	11	9
14.) When faced with a problem, I will work to find a solution.		23		55		15		1		1
15.) At THS, I take ownership for my actions.		20		56		17		1		1
16.) My teachers and friends can depend on me to follow through with what I say I will do.		31		49		12		3		0
17.) I am actively engaged in my classes.		17		45		22		8		2
18.) I am actively engaged in my school community through participation in athletics, clubs, or activities.		38		26		11		12		8
19.) Our core values (PRIDE - perseverance, respect, integrity, dependability, and engagement) have helped to improve our school community.		2		11		31		21		28

**2011-2012 THS End-of-Year Survey
Comparing Cohort Data (Freshmen - Sophomores)**

	Strongly Agree		Agree		Neutral		Disagree		Strongly Disagree	
	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012
1.) On average, I have more than 120 minutes of homework a night.	22	22	13	17	22	22	31	24	9	14
2.) I feel the THS policies and staff keep me physically safe while I'm at school	13	13	40	32	24	32	13	14	5	9
3.) I am not picked on, teased, or bullied during school hours.	26	17	33	31	15	20	14	18	9	13
4.) When I learn that students might get hurt or hurt others, I feel comfortable bringing this information to a staff member at THS.	5	6	19	18	33	29	20	25	16	21
5.) Teachers in my school treat students with respect.	9	6	35	32	26	31	16	16	11	14
6.) Students in my school treat teachers with respect.	3	2	19	12	38	29	30	32	8	22
7.) Students in my school teacher one another with respect.	3	1	19	13	38	29	21	31	17	23
8.) Teachers at THS care about me.	7	8	32	28	38	36	12	14	10	12
9.) I have at least one adult at school, besides my school counselor, who cares about me.	17	23	42	44	26	19	7	4	5	9
10.) Discipline is administered fairly equitably by THS staff.	3	3	27	16	21	23	25	26	19	30
11.) THS faculty and staff value what students have to say.	1	3	26	19	31	33	23	20	16	23
12.) Faculty and staff encourage me to develop my own voice.	4	6	26	30	39	28	17	21	10	13
13.) I feel a sense of pride in being a student at Tolland High School.	8	5	29	24	31	34	13	19	14	16
14.) When faced with a problem, I will work to find a solution.		24		47		21		3		3
15.) At THS, I take ownership for my actions.		21		50		22		4		2
16.) My teachers and friends can depend on me to follow through with what I say I will do.		23		49		20		2		4
17.) I am actively engaged in my classes.		15		40		29		10		4
18.) I am actively engaged in my school community through participation in athletics, clubs, or activities.		23		34		19		12		10
19.) Our core values (PRIDE - perseverance, respect, integrity, dependability, and engagement) have helped to improve our school community.		2		8		34		23		31

TOLLAND MIDDLE SCHOOL
Grade 7 2011 (230) – Grade 8 2012 (225)

	% Strongly Agree		% Agree		% Neutral		% Disagree		% Strongly Disagree		% Does Not Apply	
	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012
1. On average, I have more than 90 minutes of homework a night.	12%	18%	20%	24%	24%	26%	30%	24%	14%	8%	1%	0%
2. Teachers treat students with respect at TMS.	16%	11%	38%	36%	31%	32%	10%	12%	5%	8%	0%	0%
3. Students treat teachers with respect at TMS.	4%	1%	29%	24%	49%	49%	15%	21%	2%	4%	0%	0%
4. Students treat each other with respect at TMS.	3%	3%	24%	27%	46%	45%	19%	20%	8%	5%	0%	0%
5. I feel safe at TMS.	32%	33%	44%	44%	18%	16%	5%	5%	2%	3%	0%	0%
6. Discipline is applied fairly at TMS.	7%	6%	30%	28%	31%	22%	22%	20%	10%	25%	1%	1%
7. I feel teachers at TMS care about me.	12%	12%	37%	40%	33%	33%	13%	9%	5%	6%	0%	0%
8. When I learn that students might get hurt or hurt others, I feel comfortable bringing this information to a staff member at TMS.	12%	14%	22%	28%	33%	33%	25%	20%	11%	9%	3%	4%
9. I am not picked on, teased, or bullied during school hours.	34%	29%	36%	39%	11%	15%	13%	8%	8%	9%	2%	2%
10. I have at least one adult at school who cares about me.	39%	43%	37%	35%	12%	13%	7%	4%	2%	5%	0%	2%

TOLLAND MIDDLE SCHOOL
Grade 6 2011 (229) – Grade 7 2012 (224)

	Strongly Agree		Agree		Neutral		Disagree		Strongly Disagree		Does Not Apply	
	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012
1. On average, I have more than 90 minutes of homework a night.	12%	18%	18%	19%	30%	25%	28%	28%	13%	10%	0%	0%
2. Teachers treat students with respect at TMS.	28%	22%	50%	50%	14%	21%	3%	4%	6%	4%	0%	0%
3. Students treat teachers with respect at TMS.	12%	5%	42%	32%	37%	46%	5%	12%	3%	5%	0%	0%
4. Students treat each other with respect at TMS.	8%	4%	28%	28%	46%	47%	11%	15%	7%	6%	0%	1%
5. I feel safe at TMS.	40%	32%	37%	41%	14%	19%	5%	6%	4%	3%	0%	1%
6. Discipline is applied fairly at TMS.	20%	12%	40%	29%	24%	28%	10%	17%	8%	16%	2%	2%
7. I feel teachers at TMS care about me.	23%	24%	51%	38%	17%	23%	6%	7%	3%	7%	1%	1%
8. When I learn that students might get hurt or hurt others, I feel comfortable bringing this information to a staff member at TMS.	19%	15%	36%	39%	34%	31%	11%	13%	7%	8%	6%	5%
9. I am not picked on, teased, or bullied during school hours.	34%	33%	32%	34%	16%	16%	11%	9%	7%	10%	1%	2%
10. I have at least one adult at school who cares about me.	50%	54%	33%	28%	12%	11%	3%	3%	2%	4%	2%	2%

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: January 8, 2014
SUBJECT: Magnet School Enrollment

At a recent Board of Education meeting, a request was made for enrollment data relative to magnet schools.

The attached spreadsheet shows historical enrollment data since the 2008 – 2009 school year. The data is divided among the following categories:

- Non-Hartford Host Magnet Schools (56 current students)
- Hartford Host Magnet Schools (39 current students)
- Vocational and Technical Schools (27 current students)

Except for the Hartford Host Magnet Schools, the District pays tuition for students applying for and attending all other schools on the spreadsheet.

WDG:jp

Tolland Public Schools									
Business Services									
Out-of-District Schools-Five Year Enrollment History									
<i>Revised 1/2/14</i>									
	<u>RESC</u>	<u>Enrollment FY 2013-14</u>	<u>Enrollment FY 2012-13</u>	<u>Enrollment FY 2011-12</u>	<u>Enrollment FY 2010-11</u>	<u>Enrollment FY 2009-10</u>	<u>Enrollment FY 2008-09</u>		
<u>Non-Hartford Host Magnet Schools</u>									
Arts at the Capitol (ACT)	EASTCONN	7	8	8	5	2	2		
CT River Academy (Goodwin College)	LEARN	3	3	2	0	0	0		
Discovery Academy	CREC	0	1	0	0	0	0		
Early Childhood (Goodwin College)	LEARN	5							
Glastonbury/EH Elem Magnet School (GEMS)	CREC	1	1	0	0	0	0		
Global Experience Magnet School (Gr. 6-12) GEMS	Bloomfield	0	1	0	0	0	0		
Great Path Academy	CREC	1	1	0	1	6	7		
Greater Hartford Academy of Aerospace & Engineering (Gr 6- 8)	CREC	2	1	2	0	0	0		
Greater Hartford Academy of Aerospace & Engineering (Gr 9- 12) [Formerly Math & Science]	CREC	5	2	1	2	2	1		
Greater Hartford Academy of the Arts (Part-time) (GHAA) (Gr. 9-12)	CREC	0	2	3	2	1	4		
Greater Hartford Academy of the Arts (GHAA) (Full-time) (Gr. 9-12)	CREC	7	5	4	6	4	2		
Greater Hartford Academy of the Arts (Elem) (AAES) Gr. PK-5	CREC	1	0	0	0	0	0		
Greater Hartford Academy of the Arts (Middle) (AAES) Gr. 6-8	CREC	1	1	1	1	1	1		

Tolland Public Schools								
Business Services								
Out-of-District Schools-Five Year Enrollment History								
<i>Revised 1/2/14</i>								
	<u>RESC</u>	<u>Enrollment FY 2013-14</u>	<u>Enrollment FY 2012-13</u>	<u>Enrollment FY 2011-12</u>	<u>Enrollment FY 2010-11</u>	<u>Enrollment FY 2009-10</u>	<u>Enrollment FY 2008-09</u>	
International Magnet	CREC	4	2	2	2	1	0	
Metropolitan Learning Center	CREC	2	1	0	0	0	0	
Montessori	CREC	6	4	5	4	4	4	
Public Safety Academy	CREC	0	1	1	1	0	0	
Two Rivers Magnet	CREC	3	1	0	0	0	0	
University of Hartford	CREC	1	0	0	0	0	0	
CT International Baccalaureate Academy (CIBA)	n/a	7	5	4	4	7	7	
Sub-Total Non-Hartford Host Magnet		56	40	33	28	28	28	
<u>Hartford Host Magnet Schools (No tuition to Tolland)</u>								
Betances STEM Magnet School	Hartford	1	0	0	0	0	0	
Breakthrough Magnet School	Hartford	0	1	0	0	0	0	
Capital Preparatory Magnet School	Hartford	5	3	1	0	1	0	
Classical Magnet School	Hartford	11	9	6	6	2	1	
Fisher STEM Magnet School	Hartford	6	1	1	1	0	0	
Hartford Magnet Middle	Hartford		2	2	2	1	0	
Hartford Magnet Trinity College High School	Hartford	1	0	0	0	0	0	
Montessori Magnet School at Annie Fisher	Hartford	2	0	0	0	0	0	
Pathways to Technology Magnet School	Hartford	1	3	1	0	0	0	
RJ Kinsella School of Performing Arts	Hartford	2	2	2	0	0	0	
Sports and Medical Sciences Academy	Hartford	2	2	3	2	2	0	

Tolland Public Schools								
Business Services								
Out-of-District Schools-Five Year Enrollment History								
<i>Revised 1/2/14</i>								
	<u>RESC</u>	<u>Enrollment FY 2013-14</u>	<u>Enrollment FY 2012-13</u>	<u>Enrollment FY 2011-12</u>	<u>Enrollment FY 2010-11</u>	<u>Enrollment FY 2009-10</u>	<u>Enrollment FY 2008-09</u>	
Univ of Hartford School of Science & Engineering	Hartford	8	1	0	0	0	0	
Sub-Total Hartford Host Magnet Schools		39	24	16	11	6	1	
Total Students Attending Out- of-District Magnet Schools		95	64	49	39	34	29	
<u>Vocational & Technical Schools</u>								
Rockville Vo-Ag	Rockville	2	2	3	4	4	6	
EO Smith	Mansfield	1	2	2	2	1	0	
Cheney Technical	East Htfd	12	11	8	10	11	11	
Windham Technical	Windham	12	13	8	8	7	9	
Sub-Total Vocational & Technical Schools		27	28	21	24	23	26	
Grand Total		122	92	70	63	57	55	
Budgeted		\$ 179,899	\$ 146,038	\$ 158,997	\$ 118,137	\$ 145,030	\$ 101,186	
YTD Expenditures		\$ 229,061	\$ 181,508	\$ 166,055	\$ 144,861	\$ 127,390	\$ 122,943	

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: January 8, 2014
SUBJECT: Baseball and Softball Field Dugouts

The baseball and softball field dugouts at Tolland High School were damaged during the Sandy storm on October 29, 2013.

Insurance proceeds for the damaged dugouts amounted to \$17,831 for which \$2,252 has been expended for the removal of debris. This leaves a balance of \$15,579.

Please note that there are remaining Capital Improvement Funds in two completed District projects. These include \$12,529 in the Tolland Middle School (TMS) paving project and \$5,000 in the Tolland Middle School (TMS) track resurfacing project.

According to Board policy, this project will be required to go out for bid. In anticipation of a bid award in January, Administration requests that the Board of Education approve a request to the Town Council to reallocate the remaining balance of \$12,529 (from the TMS paving project) and \$5,000 (from the TMS track-resurfacing project) to an account for replacement of the baseball and softball field dugouts. This request is in anticipation that the cost to replace the four dugouts will cost greater than the insurance proceeds.

WDG:jp

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM DECEMBER 10, 2013 – 7:30 P.M.

MEMBERS PRESENT: Jack Scavone, Chairman; George Baker, Vice-Chair; Richard Field; William Eccles; Paul Krasusky and Jan Rubino

MEMBERS ABSENT: Ben Stanford

OTHERS PRESENT: Steven Werbner, Town Manager; Barbara Pettijohn, Director of Library Services; Beverly Bellody, Human Services; Michael Wilkinson, Director of Administrative Services

1. **CALL TO ORDER:** Jack Scavone called the meeting to order at 7:32 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (*2 minute limit*): None.
6. **PUBLIC HEARING ITEMS:** None.
 - 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** None.
 - 7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Mr. Krasusky commented that Mr. Scavone and he attended the Tolland Elementary PTO meeting last Monday. There was a lot of interest in all-day kindergarten, there was concern about the rumored closing of TIS (*which is just a rumor*), and there was talk about voting on a higher budget. There were questions regarding the town's plan for increasing commercial development, and there seemed to be an understanding of the likelihood of a tax increase to maintain services (at least in that group). Mr. Baker commented on PZC meeting: They are redoing some home occupation regulations, they are looking at signage, and they are talking about solar and alternative energy. Ms. Rubino commented on the AG Commission: They had a presentation from a state soil scientist who works at the USDA, and they are working on a press release about their existence. They are doing a lot of work for a young commission. Bill Eccles commented on the EDC: The stars are aligned. They have a PZC, a Council, and an EDC that are all on the same page. They are all for ending stagnation in the town. The EDC understands that the TC and P&Z are ready to move ASAP to get the job done. They had some representatives come in from the Connecticut Small Business Development Center. They have a considerable amount of resources, both financial and brain for people who are small business owners. It would be well worth any small business's time to just go and talk to them. The information they collect and all they do is confidential. They won't tell you were to put your business, but they will help you do the evaluation of the property. Their job is to facilitate small business development. Mr. Krasusky asked if there was any resource that tracks new business inquiries made to the town. Mr. Werbner said not number wise. Although, it isn't difficult to do, and is something they could do. Mr. Scavone suggested that this information could be included in the Manager's report.

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

- 8.1 Consideration of a resolution to authorize the Town Manager to submit a STEAP application to the Office of Policy and Management.

Mr. Werbner said this is the resolution that STEAP requires. At this point in time, they are planning on applying for \$500,000, which is the max, for the library expansion. The application is due in April. It could be until October / November before they hear word on the approval.

George Baker read the following resolution:

Whereas; the Office and Policy and Management is accepting applications for the Small Town Economic Assistance Program (STEAP) and the Town of Tolland is an eligible community; and,

Whereas; the Town of Tolland project is consistent with the State Plan of Conservation and Development;

And further; the project can begin in the immediate future;

Be it resolved that Steven R. Werbner the Town Manager is duly authorized to enter into and sign said application on behalf of the Town of Tolland. Steven R. Werbner currently holds the Town Manager position and has held that office since October 1, 2005. The Town Manager is further authorized to provide such additional information and execute such other documents as may be required by the state or federal government in connection with said contracts and to execute any amendments, rescissions, and revisions thereto.

The Town Clerk is authorized to impress the seal of the Town of Tolland on any such document, amendment, rescission, or revision.

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

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

Jan Rubino motioned to appoint **Dave Skoczulek of 41 Kendall Mountain Road** to fill the Alternate position on the Planning and Zoning Commission; Seconded by Bill Eccles. All in favor. None opposed.

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

10. **REPORT OF THE TOWN MANAGER:** Mr. Werbner reminded everyone of the meeting Thursday, December 12, 2013 @ 7:00 p.m. in Chambers with the EDC, TECDC, PZC and Town Council.

Ms. Rubino asked were Parker School stood. Mr. Werbner said the formal letter of approval was submitted, and he is trying to get a meeting with the non-profit access agents and their architects.

Mr. Field asked how the ridership has been for the commuter bus that now travels to Tolland. Mr. Werbner said he didn't think there has been a big turnout. He believes it needs to be promoted better. He will call the DOT to see if they can do more publicity. He will also do more *e-blasts*.

11. ADOPTION OF MINUTES

- 11.1 November 26, 2013 Town Council Minutes
- 11.2 December 3, 2013 Special Meeting Minutes

Jan Rubino moved to adopt the minutes from both the November 26, 2013 and December 3, 2013 meetings; Seconded by George Baker. All favor. None opposed.

12. CORRESPONDENCE TO COUNCIL: None.

13. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:

Rick Field motioned to cancel the December 17, 2013 Town Council meeting; Seconded by George Baker. All were in favor. None opposed.

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

(3 minute limit): None.

15. EXECUTIVE SESSION

George Baker motioned to go into Executive Session at 7:52 p.m., thus ending the Regular Meeting of the Town Council; Seconded by Bill Eccles. All in favor. None opposed.

- 15.1 Executive Session to discuss labor negotiations.

16. ADJOURNMENT: Rick Field moved to adjourn the meeting; Seconded by Jan Rubino at 8:43 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk

SPECIAL MEETING MINUTES

COUNCIL GOALS

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM DECEMBER 10, 2013 – 6:30 P.M.

MEMBERS PRESENT: Jack Scavone, Chairman; George Baker, Vice-Chair; Richard Field; William Eccles; Paul Krasusky and Jan Rubino

MEMBERS ABSENT: Benjamin Stanford

OTHERS PRESENT: Steven Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services

7. **Call to Order:** Jack Scavone called the meeting to order at 7:00 p.m.

8. **Discussion of Council Goals (See attached):**

Mr. Werbner said the objective of tonight's meeting was to update the goals and have them in good shape to put on an agenda for approval.

To aid in their discussion, the Council referenced a document entitled Town Council Goals for 2011 – 2013, and referenced suggested changes circulated via e-mail amongst themselves and the Town Manager.

1. EDC:

Ms. Rubino began by saying that she noticed that the e-mails circulated all had something regarding the EDC and business development included in them. She inquired as to where the EDC is on their web page development. Mr. Werbner said they did some moving around and updating. After looking at other websites, they found theirs to be pretty well constructed. Structural they thought the layout was good. Now, they just need to work on keeping it current and alive, which takes a volunteer. In 2011, they adopted the Town Economic Development Action Plan. A consultant was paid to come in and update the plan. There are a lot of items centered on development. He suggested there be a goal to work with the EDC, and to have them revisit their plan to make sure that what the Council is looking for is incorporated properly into an action item.

Mr. Scavone asked what other towns are doing to draw in business. Mr. Werbner said a lot of it is location, infrastructure, available land, work force, etc. There are some that put advertising in the Business Journal, but that is not primarily where they get their inquiries from. Tolland, Coventry and Mansfield have a harder sell. We're further away from the core, the airport and population centers for employees. We do have the convenience of being right off the highway, but we don't have natural gas or land that is easy to develop. We do need to be more aggressive, and need to have more ideas as to what we want to target for development, then we need to emphasize that.

Ms. Rubino asked who a potential new business owner would call if they were interested in Tolland. Mr. Werbner said they would call the Development Office, or the Manager's office. The Manager is always informed of any new inquiry.

Mr. Scavone asked if Tolland would have the ability to do tax abatements. Mr. Werbner said we can. The last one was done for Dairy Farms. They look for things such as a return, the number of employees, and the amount of personal property they have. It is primarily for commercial and industrial, not for retail.

Goal:

Work with the EDC and the Manager's office to insure that the action plan is sufficiently specific to allow for the proper marketing and development of the Tolland Village area and other developable properties.

Ms. Rubino said even though the Council has a liaison for the EDC, she thinks it would be nice to have someone from the EDC come in to give them a report from time to time. Mr. Werbner said a lot of what happens with development is behind the scenes and cannot be talked about until it happens. He did advise that currently there are things in the works. He did agree that a periodic report may be helpful to them.

2. Budget and Operational Goals

***Consolidation of functions with BOE:**

~Ms. Rubino mentioned "Examine consolidation of functions with the BOE within the town," and asked Mr. Werbner if this is what he is working on right now. Mr. Werbner said yes. He sent them a detailed document about this.

Goal:

Implement and examine consolidation of functions with the BOE within the town.

3. Budget and Operational Goals (facilities management)

Review current policies, where appropriate, for increased revenue potential or cost savings.

~Ms. Rubino reviewed a suggestion made by Ben Stanford: *The Rec Department currently does not allow non-town entities or residents to rent ball fields for use.*

Mr. Werbner clarified that he believed Mr. Stanford is looking to have private groups use our grass fields. Currently, the town does not have a policy for that. They only have a policy for renting the turf field. The reason they don't have one for the grass fields is because of the concern of overuse. Mr. Werbner said there may be some fields that could be rented out, but some he doesn't believe should be rented out (ex. Cross Farms.) A lot of money was put into that field from private groups, to keep it in a certain condition. They could look at the fields at Herring Cove and Parker School.

Goal:

Review the possibility of renting out certain ball fields in the Town (ex. Herring Cove, Parker School) for increased revenue potential.

4. Solar Farm

Ms. Rubino asked where they were with regard to a solar farm. Mr. Scavone said they have filed a motion of intent. Mr. Baker said the PZC is looking at the regulations right now. Mr. Werbner said the bids are due in a month. Ms. Rubino said she would love to see this completed during this term.

Goal:

Actively pursue the implementation of a solar farm on town owned property.

Mr. Scavone commented that the list of goals they wrote two years ago is a book. Personally, he would like to see them come up with no more than six (6).

5. Consolidation of Services

Mr. Scavone said he'd like to see consolidated services happen. They are going to be doing the facility manager, the energy manager, and anything else they can do; particularly, now that there is a state statute.

Ms. Rubino would like to see this extend to the accounting practices. She knows there is different software, but if that could be managed, the budget process would be so much easier. Mr. Werbner said to do that they would need to have a facility to house a combined department, and the software would be an expense (\$120,000+). The ability to do it is there, but they need to have the systems in place, they have to address the employees being in different unions and their different pay rates, they have to look at the facility problem in terms of location, and then find the wherewithal to do. Mr. Werbner said as of now, there is no bridge that can communicate with the software currently in use. Other towns do this, so it can be done. This has been reviewed two or three times in the past.

Mr. Scavone said software packages are not getting cheaper. It would be nice to know what Colchester and Mansfield use for software, and how they did the changeover. Mr. Werbner said years ago, the Finance Director from Mansfield came in and gave a presentation to the Council and the BOE. The conclusion has always been to look at something that is more readily available.

Mr. Field suggested forming a joint sub-committee with members from the BOE and Council to find out the facts and problems. Mr. Krasusky agreed. He said they could find out what the investment would be, find out what the duplicative costs are, and find out what the projective savings period would be to recoup it if we did consolidate.

Mr. Field said the BOE would need to be asked if they would do a joint committee with us. Mr. Werbner said they are going to need to send a memo to the BOE, and they would have to respond saying they agree or don't agree.

Goal:

Work with the Board of Education to investigate and implement shared services wherever possible, specifically accounting practices and management of facilities and oversight.

Mr. Krasusky asked if they discussed implementing a system of measurement, having goals that are measurable and quantifiable. For any goal, how do you know you achieved it unless you've got a vehicle to measure it, and is it helpful to have a weight assigned? Mr. Scavone agreed with him, but he is not sure how they would do it. Mr.

Field believes one way to do this would be by the way they word some of the goals. Mr. Werbner said the first step is to have broad goals. The second step may be to develop an action plan as to how the goal will get accomplished.

Mr. Scavone summarized by saying they've come up with five (5) goals. He suggested they all take a shot at wordsmithing them and then they can put them all together.

9. Adjournment: Rick Field moved to adjourn the meeting; Seconded by George Baker at 7:31 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk

SPECIAL MEETING MINUTES
TOWN COUNCIL
ECONOMIC DEVELOPMENT COMMISSION
PLANNING & ZONING COMMISSION
TOLLAND ECONOMIC & COMMUNITY DEVELOPMENT CORP.
JOINT MEETING

HICKS MEMORIAL MUNICIPAL CENTER
6TH FLOOR COUNCIL CHAMBERS

DECEMBER 12, 2013 - 7:00 P.M.

COUNCIL MEMBERS PRESENT: Jack Scavone, Chairman; George Baker, Vice-Chair; Richard Field; William Eccles; Paul Krasusky; Jan Rubino

MEMBERS ABSENT: Benjamin Stanford

EDC MEMBERS PRESENT: Kevin Bouley; Christine Fields; Richard Allen; Gary Jalbert

MEMBERS ABSENT: Gregory Williams; Stephen Hurlburt; Ernst Renner

PLANNING & ZONING COMMISSION MEMBERS PRESENT: Josh Freeman; Susan Errickson; John Hughes; Bruce Mayer

MEMBERS ABSENT: Andy Powell

TOLLAND ECDC MEMBERS PRESENT: Kevin Bouley; Gary Jalbert

MEMBERS ABSENT: David Layman; Gregory Williams; Sudha Nagardeolekar; Robert Ciraco

OTHERS PRESENT: Steven Werbner, Town Manager; Linda Farmer, Director of Planning and Community Development; Alissa DeJonge and Matt Ross, CERC

10. Call to Order: Steven Werbner called the meeting to order at 7:03 p.m.

Mr. Werbner wanted to start with an apology to a group that he was remiss in not inviting to this meeting, some of the key land owners in the community. He takes responsibility for not giving them a personal invitation, even though this is a public meeting. He has offered to meet with them separately between now and the beginning of the year to review what was discussed tonight. He wanted to make it clear that they are not trying to plan around them.

Mr. Werbner said that through the EDC, CERC was engaged to do a market analysis of primarily the land within the Tolland Village area. A number of planning studies were done on how that area could be grown. The plan was to have this one additional piece of information, prior to talking to the land owners. The analysis outlines what the market could support in terms of potential building. The report was issued within the last week. CERC is here tonight to run through the key elements.

11. Discussion of how to encourage additional development in designated areas:

Alissa DeJonge and Matt Ross from CERC gave a presentation with the use of a PowerPoint. The PowerPoint was entitled Tolland Village Retail Market Study (2013).

Alissa DeJonge began by explaining that a retail market study consists of a comprehensive assessment of the current demographic and market characteristics of a region. This analysis consists of four components that detail the current economic climate, consumer base and retail opportunities in Tolland. A subsequent section showing the development of Storrs Center and the expansion taking place at UConn discusses the implication that these structural changes will have on the local economy in Tolland. The findings from each of these analyses were used to create a set of recommended retail sectors.

From the demographic section, they found that Tolland has been successful at attracting residents that are highly educated and have high incomes. Tolland has an opportunity to offer amenities for graduate students and their families. She reviewed the components for a strategic economic development strategy. The retail sectors with a gap or low level of surplus (meaning residents leaving the community to make purchases) were identified as: pubs & taverns, specialty grocery store, books periodical & music and law & garden establishments. Retail sectors where residents would travel from outside the community into Tolland to make purchases would be: clothing stores, restaurants and specialty food services, jewelry & luxury goods and sporting goods.

Matt Ross reviewed the statistics and analysis from the report, which are summarized in part below.

In the demographic composition, one of the main things they saw was the proportion of the working age in Tolland is from ages 25-44. The town has a much more educated community than nearby places.

The industry compensation showed that the largest industry in Tolland was Government due to the presence of a large state police installation. In terms of recent growth, social and nursing assistants have seen a great deal of growth in the region.

The workforce compensation showed that the largest occupation in terms of employment of Tolland residents is elementary and middle school teachers. The second largest occupation within Tolland is nursing, psychiatric, and home health aides, which is the only occupation that experienced job growth during this period.

The findings from the marketplace analysis: They looked at the consumer spending patterns in the region and compared them to Tolland and a commuter shed (30 min. driving time from Tolland). The income per capita in Tolland is \$32,667 annually. The busiest sections of roadway in Tolland surround the interchange between Route 195 and I-84.

The UConn impact analysis showed that the one thing Tolland can do to differentiate from other neighboring communities is to target the prime working age and the higher educated population. The best angle to do that would be to make ourselves a more matured living community. Also, with the housing shortage in Mansfield, the graduate students will be looking elsewhere.

Ms. DeJonge summarized that Tolland has been successful at attracting a highly educated resident population with high incomes. With all the UConn investments, this is good for attracting more faculty, staff, graduate students and their families. Tolland can bring in more residents, as well as increase the value for the retail that is already here, and bring in some other retail establishments.

Mr. Freeman said they have spoken about a transit hub. He asked if there are any similar communities that have done something like that. Mr. Ross said Willimantic has a transit line. They did a transit study 2-3 years ago.

Mr. Werbner said one constant feedback we get from potential developers in the pub / restaurant area is that we do not have enough traffic to support a lunch time crowd. Therefore, the full service type restaurant is somewhat reluctant to locate here. He asked CERC if based upon the numbers, does the analysis conclude that there now traffic. Ms. DeJonge said she thinks it could now be a possibility, especially with the investments with UConn. Now would be a better time than ever. Although, they did not specifically look at the day time traffic flows to answer this particular question.

Gary Jalbert asked what they took into consideration for the Opportunity Gap Analysis. Mr. Ross explained that they look at the percentage of consumer spending by different categories.

Kevin Bouley said he didn't see anything in their report indicating that they measured retail leakage, or the consumer spending that Tolland generates that benefits the communities that surround Tolland. He used Evergreen, Buckland, etc. as examples. There is a fair amount of Tolland residents who are taking their disposable income to other areas. He didn't find an assessment or a measure of that level of Tolland's revenue that could alternatively be allocated here. Mr. Ross said when he does his analysis; he does have estimates of what the value of the leakage is. The model they use is an agreed upon model that even retailers use.

Gary Jalbert commented that there really is no marketing value to it. Mr. Ross said not necessarily, because most of the retailers use this type of retail gap analysis. So, they will know exactly what this is and presumably where the data has come from.

Mr. Scavone asked if there was an index showing what we could expect to draw from a certain type of retail sector? Ms. DeJonge said that would take another analysis. When you get further down and have picked one or two retail types to focus on, you could do another analysis.

Mr. Werbner said when you are going after a specialty, the idea would be as a community to try to zone in on what 2, 3 or 4 entities you want to try to attract to Tolland, and then what additional information would we need to go after that type of development. Identify what it is and see if we can go out and lure those 1, 2, 3, or 4 into the community. Since he has been there, the primary focus has been on a full service restaurant and a pharmacy. There has always been discussion on book stores, card shops and things similar.

Mr. Scavone said this study has shown that people with money are here, what their ages are and what they might want to spend their money on.

Mr. Jalbert asked about hotels. Mr. Ross said they didn't choose to look further into hotels because there is talk about them being opened in Storrs and Willimantic. Mr. Bouley commented that a lot of people visiting UConn stay at the Tolland Inn. It's close to the highway, near the airport and ten minutes from the University.

Christine Fields said she has done some research of her own. She said we don't need to wait for the Tolland Village area to be created. We need to look into how we can help those businesses succeed, so that we get the reputation that Tolland has some great shops.

Mr. Werbner commented that an excerpt from Mansfield's study has been provided in the packet. It suggests that they would be seeing an increase in demand for office space. He read from portions of the report. Mansfield has the disadvantage that they have a fluctuating population between the school year and non-school year. So the question is can they support development in terms of retail during the summer months. We don't have that in Tolland, and we do have the advantage of location off the highway. We are similarly situated and have the same demographics, but we have some stability.

Mr. Krasusky asked if CERC works on the next steps. Now what? Ms. DeJonge said CERC can help. They could help with a marketing or outreach plan.

Mr. Jalbert had some questions about the report, specifically on page 16 the income is shown as \$120,000, but yet on page 17, it says \$83,000. Ms. DeJonge said it could be average vs. a medium, although they will look into it. The next question he had related to figure #14: Retail Employment in Tolland. He was wondering what was located at the intersection of Goose Lane and Anderson. Ms. DeJonge will look into that too.

Mr. Bouley said the underlying data would be very helpful. It would be more meaningful, than just the big overview. Ms. DeJonge will get them that data.

Mr. Werbner said if anyone has any questions or thoughts in the future, they can filter them through him and he will get them to CERC.

Mr. Scavone asked if they wanted to do a marketing plan to market our community, specifically, the village area, how much would be that be? Ms. DeJonge said it would range \$2,500 - \$5,000.

Ms. Farmer did a presentation showing slides. The slides consisted of:

- ~the different property owners in the Tolland Village area
- ~a concept plan, showing a hotel and commuter lot
- ~a new location for the commuter lot - the lot would be 30% larger, with an access point coming up the side of Dunkin Donuts. A roadway would also go behind Dunkin and the gas station
- ~a map of the Gateway Design District
- ~a concept plan of the tech zone

Mr. Werbner explained the documents handed out at tonight's meeting. The Chamber of Commerce also has an EDC, which he is a part of. They asked Eric Santini, who is a local builder and land use attorney, to put together the top reasons why a business owner may consider one town over another. Mr. Werbner said residential development drove Tolland for 10 years, and then in 2006-2007 fell off the cliff. Tolland's housing stats over the last 5 – 6 years have been no more than 5 houses in a year. Why are the communities surrounding us building more houses? That would need to be examined as part of this mix of sustainability.

Mr. Werbner provided the EDC Action Plan that was updated in 2011. He suggested that the EDC may want to refocus on some of their recommendations and how they turn those recommendations into action plans. If they are in line with what it is we feel we should be doing for next steps. He also provided them with a couple of pages from a Portland, ME action plan should they want to reference that. They had some good action steps.

Mr. Freeman asked if Tolland has a budget for marketing. Mr. Werbner said this has been one of his concerns. A lot of this has not been done in concert with the individual landowners in terms of discussion. The Council did authorize \$20,000, which they were hoping that the individual landowners would match for a pot of \$40,000. That could be used for marketing and next steps in the Tolland Village area. They were waiting for the CERC study to give some more detail, and then they would call the land owners in to talk about their interest in moving forward. The next step would be to get those interested parties together, give them as much information as possible, to see what their vision is, and to ask if they would be willing to move with us.

Sue Errickson asked what we are going to do to hold the businesses that we already have. There is a really need to have someone visit people on regular basis and ask people what they need

Mr. Jalbert said the EDC has been working on the possibly of getting existing smaller businesses together. They can communicate their successes, challenges and failures. Others can listen to their challenges and provide them with some guidance to help them succeed and improve.

Ms. Rubino agrees it would be wonderful for the EDC to get involved in new business people. She thinks this piece has been missing.

Mr. Jalbert suggested having something on the website front and center entitled "Want to Start a Business in Tolland?" The section could show the steps you need to take, who you can talk to, etc. Also, if they want to participate in a pre-vetting session, they could indicate that. He said Tolland needs to position itself. They can help support the businesses by letting them know they are here. They need to figure out a mechanism to help them out.

Mr. Freeman updated that the PZC is working on new signage regulations.

James Gifford of Derek Drive – commented that there is no organic business community here; all businesses are on their own. Perhaps it's because we don't have a Chamber of Commerce. We need to foster a business community here. There is a place for the town to step in.

Ms. Fields asked why we don't ask the business owners what they want. It can start off with just a conversation.

Discussion occurred regarding bringing businesses together, on a regular basis. Mr. Werbner said if the first step is to do a gathering, they can put together an address database, prepare a mailer, and find a location and figure out the cost of same.

Mr. Gifford believes they need to build a business portal and get the businesses to opt in.

It was determined that the EDC will come up with the next step to formulate a program, while the town staff will work on putting together a listing of businesses.

12. Adjournment: Rick Field moved to adjourn the meeting; Seconded by George Baker at 9:07 p.m.
All were in favor.

Steven R. Werbner
Town Manager

Michelle A. Finnegan
Town Council Clerk