

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
February 8, 2012

VISION STATEMENT

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

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. APPROVAL OF MINUTES
 - January 25, 2012 - Regular Meeting
 - January 30, 2012 – Special Meeting – 1:30 p.m.
 - January 30, 2012 – Special Meeting – 2:00 p.m.
 - January 30, 2012 – Special Meeting – 2:30 p.m.
- C. PUBLIC PARTICIPATION (2 minute limit)
The members of the Tolland Board of Education welcome members of the public to share their thoughts and ideas at this time. When appropriate to do so, members of the Board and the administration may respond to comments during "Points of Information." However, in consideration of those in attendance and in an effort to proceed in a timely manner, follow-up discussion may need to take place outside of the meeting setting.
- D. POINTS OF INFORMATION
- E. STUDENT REPRESENTATIVE REPORT
- F. SUPERINTENDENT'S REPORT
 - F.1. Common Core Presentation
 - F.2. Parker Memorial School
 - F.3. Strategic Plan – Status Update (no enclosure)
- G. COMMITTEE & LIAISON REPORTS
- H. CHAIRPERSON'S REPORT
- I. BOARD ACTION
 - I.1. 2012/2013 School District Operating Budget (no enclosure)

- J. PUBLIC PARTICIPATION (2 minute limit)
Comments must be limited to items on this agenda.
- K. POINTS OF INFORMATION
- L. CORRESPONDENCE
- Town Council/Board of Education Joint Meeting Minutes of January 19, 2012
 - Town Council Minutes of January 24, 2012
- M. FUTURE AGENDA ITEMS
- N. EXECUTIVE SESSION – Personnel Matters
- N. ADJOURNMENT

**TOLLAND BOARD OF EDUCATION
Tolland, CT****MINUTES – January 25, 2012**

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

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

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

APPROVAL OF MINUTES

Dr. Block motioned and Ms. Riley Vincent seconded to approve the minutes of the special meeting of January 6, 2012 at 2:00 p.m. Dr. Block, Mr. Clark, Mr. Frattaroli and Mr. Tantillo in favor. Mr. Powell, Mr. Pagoni; Ms. Riley Vincent; Mrs. Kramer and Mrs. Gill abstained. Motion carried.

Dr. Block motioned and Ms. Riley Vincent seconded to approve the minutes of the special meeting of January 6, 2012 at 3:00 p.m. Mr. Clark stated that the 3:00 p.m. meeting motion to go into executive session should be the same as the 2:00 p.m. meeting with Mr. Clark motioning and Mr. Frattaroli seconding the motion. Dr. Block, Mr. Clark, Mr. Frattaroli, and Mr. Tantillo in favor with the noted changes. Mr. Powell, Mr. Pagoni; Ms. Riley Vincent; Mrs. Kramer and Mrs. Gill abstained. Motion carried.

Mr. Pagoni motioned and Dr. Block seconded to approve the minutes of the regular meeting of January 11, 2012. Mr. Powell, Mr. Pagoni, Ms. Riley Vincent, Dr. Block, Mr. Clark, Mr. Frattaroli, Mrs. Kramer and Mrs. Gill in favor. Mr. Tantillo abstained. Motion carried.

Dr. Block motioned and Mr. Clark seconded to approve the minutes of the Budget Workshop meeting of January 18, 2012. Mr. Pagoni, Mr. Clark, Mrs. Kramer, Mr. Frattaroli, Mr. Tantillo and Mr. Gill in favor. Mr. Powell, Dr. Block, Ms. Riley Vincent abstained. Motion carried.

PUBLIC PARTICIPATION

Bob Rubino of 196 Weigold Road spoke concerning the pay to play and felt that the \$60,000 budgeted was a political lightning rod. The loss of the ARRA funds and the 4 to 5 teaching position was more important to the budget. He suggested budgeting \$30,000 for sports and gradually return to when students played sports for free. He also indicated the he felt that pay to play is a regressive fee. Sports are an important element in education. It taught teamwork and could have a positive effect on obesity in younger people. He suggested that each student be able to play one sport free per year and move toward swinging the pendulum back to what it was years ago.

POINTS OF INFORMATION

Mr. Powell said that gradually reversing the pay to play sports program was an intriguing idea, but did not know if there was enough time to research this concept. He appreciated the additional ideas that citizens have suggested.

STUDENT REPRESENTATIVE REPORT

Kate-Lynn Walsh reported that finals are on January 26 and January 27, 2012. The new semester will begin on Tuesday, January 31, 2012 after the mid semester day on January 30, 2012. The Open House for second semester is scheduled for Thursday, February 9, 2012. The All State Music Festival auditions are February 4, 2012 and the festival dates are soon to be announced.

SUPERINTENDENT'S REPORT

F. 1. Leave of Absence Report

The Superintendent presented a status report on requests for unpaid Leaves of Absences since the beginning of the school year. The only additional request from the previous report was the December 16, 2011 request.

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

F.2. Status of the 2011/2012 Budget – January 18, 2012

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

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

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

Mr. Clark asked if the controller was part of the ongoing problem with the HVAC system at Birch Grove. The Superintendent responded that this is a separate issue.

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

There are no budget transfer requests at this time.

Mr. Clark suggested that further discussion of the budget was necessary before a motion was made and might have to be amended. Mr. Powell indicated that discussion could take place during the Finance and Facilities portion and also prior to a motion being made in the action items.

COMMITTEE & LIAISON REPORTS

- **Finance and Facilities Committee January 23, 2012**

Mrs. Kramer reported on the items discussed at the January 23, 2012 meeting of the Finance and Facilities meeting.

1. The budgeted amount for insurance could be reduced by \$47,000 with 1% decrease in the percentage forecasted by the insurance consultant.
2. The Town Manager has suggested moving the replacement of the skylight at Tolland Intermediate School and the District wide security camera project to the 2013/2014 calendar year in the Capital Improvement Plan.
3. The Town and Board are submitting a grant application to the Department of Energy and Environmental Protection for an agent to review the possibility of entering into a performance contract for savings through installation of more energy efficient mechanical equipment.
4. The Safety Reports for the school buses were discussed and all repairs needed have been made and safety rules are being followed.
5. There was discussion of what would be necessary to make Tolland High School a designated shelter in the event of another emergency situation.
6. The fiber optic project status was reviewed and should be in place by CMT's. There is a backup plan to use the high school computers if the timeline does not materialize.

A more general discussion of the 2012/2013 operating budget request followed with the Superintendent explaining the trends with insurance costs and the number of retirees for each of the last several years. He explained that he felt that an increase of 10% could be used in the budget for the increase in the insurance projection. He also felt comfortable with raising the assumed number of retirees by two additional retirements.

Mr. Guzman distributed information on the effect of reducing the number of school days for next year from 183 to 180 days. He reminded the members that contracts would require negotiations to change the number of days. Dr. Block indicated that she felt this was going backward and losing more instructional time. Mr. Clark stated that he had requested the information in the event that the budget did not pass and we were forced into making other reductions in programs and staff.

The members requested a status of the list of "What's at Risk" if the Town Council does not send the proposed budget on to taxpayers. The Superintendent stated that the list would be available for the February 8, 2012 meeting.

Mr. Pagoni agreed with Mr. Rubino's statement that team sports were a very important aspect of the high school experience.

- **Town Council Liaison – January 24, 2012**

Mr. Clark reported that most of what was discussed at the Town Council meeting had already been discussed during the Board meeting.

- **Policy Committee**

The next meeting of the Policy Committee will be February 8, 2012 at 1:30 p.m.

- **Great Path Academy**

The next meeting is not until February.

- **EASTCONN Representative**

Mrs. Kramer reported that the expansion of the anti-bullying regulations and the Safe School Plan was discussed. Diane Clokey was thanked for her time on the Executive Board and was presented with a certificate. A member reported that they had attended a Coffee House at the Quinebaug Valley Middle College High School where Mr. Gino LoRicco had performed along with an 80 year old fiddler.

CHAIRPERSON'S REPORT

Mr. Powell thanked everyone for their involvement with the meetings and also the support he and his family had received. He reminded the public that he would be willing to attend meetings for any group or organization to answer any questions.

BOARD ACTION

I.1. 2011/2012 School Calendar Revision

Dr. Block motioned and Ms. Riley Vincent seconded to approve the change to March 28, 2012 and May 9, 2012 to half days for students and a half day of training for teachers. All in favor. Motion carried.

Mr. Guzman explained that the last day of school is currently June 20, 2012 which would leave open 4 days which could be used for make-up days caused by inclement weather. In the event that there are more than 4 days, additional days will be made up during April vacation starting with the Friday and moving back towards Monday.

I.2. Board Policies

- **Policy and Administrative Regulation 4030 - Non-Discrimination**
- **Administrative Regulation 4041 - Use of Social Media**
- **Policy 4050 - Employment Checks**

- **Policy and Administrative Regulation 4110 - Employee Use of the District's Computer System**
- **Administrative Regulation 5130 - Suicide Prevention Intervention**

Dr. Block motioned and Mr. Clark seconded to approve Board Policy 4030 – Non-Discrimination, Board Policy 4050 – Employment Checks, and Board Policy 4110 – Employee Use of the District's Computer System as presented on January 11, 2011. All in favor. Motion carried.

I.3. 2012/2013 School District Budget

The consensus of the Board was that additional information with respect to reduction priorities was needed and that more suggestions could be forth coming with respect to reducing the budget.

MOTION

Mr. Clark motioned and Mr. Tantillo seconded to postpone action on the 2012/2013 school district budget until February 8, 2012 meeting of the Board of Education. Dr. Block, Mr. Clark, Ms. Riley Vincent, Mr. Powell, Mr. Pagoni, Mrs. Kramer; Mrs. Gill and Mr. Tantillo in favor. Mr. Frattaroli against. Motion carried.

PUBLIC PARTICIPATION

Jan Rubino of 296 Weigold Road stated that she had not had any discussion with Town Council or Board of Education members concerning the budget going forward.

Sam Adlerstein of 164 Pine Hill Road felt that the change of assumption with respect to the insurance and retiree assumptions was a very good one. All suggested efficiencies need to be researched.

Jackie Kolb of 34 Susan Drive indicated that more information needs to be presented so that parents know what is in danger of being reduced.

Gary Lotreck of 12 Holly Road stated that people could not find the budget information and he explained that it was on the website and they also wanted to know about the priority reductions that will be made to the budget. He also indicated that it was a new Town Council.

POINTS OF INFORMATION

Mr. Guzman stated that even with a priority list there are adjustments that will be made in June that will impact staff and programs.

Dr. Block indicated that the public does not have an understanding of budgeting process.

CORRESPONDENCE

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

MOTION

Mr. Clark motioned and Dr. Block seconded to cancel the budget workshop meeting of February 1, 2012. All in favor. Motion carried.

OLD BUSINESS

None

FUTURE AGENDA ITEMS

1. 2012/2013 Operating Budget Adoption
2. Presentation of the Common Core Standards

ADJOURNMENT

Dr. Block motioned and Mr. Clark seconded to adjourn at 9:36 p.m. All in favor. Motion carried.

Respectfully submitted,

Cheryl J. Abbott
Board Clerk

**Tolland Board of Education
Special Meeting**

Minutes – January 30, 2012 – 1:30 P.M

Members Present: Steve Clark, Tom Frattaroli, Christine Riley Vincent, Bob Pagoni, Althea Gill, Karen Kramer

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

Mr. Pagoni called the meeting to order at 1:33 p.m. in the Board Office located at 51 Tolland Green, Tolland, CT.

Mr. Clark motioned and Ms. Riley Vincent seconded to go into executive session for the purpose of conducting an expulsion hearing and invite the Superintendent of Schools, Mr. Guzman, the Assistant Principal of Tolland High School, Mrs. Martello, and Student A's parents. All in favor. Motion carried.

The Board returned to public session at 2:28 p.m.

Motion

Ms. Riley Vincent moved, based on the evidence in the record, that the Board expel Student A, from school from school effective February 6, 2012 and continuing through February 5, 2013 under the following conditions:

- a. During the period of expulsion, the Board will provide Student A with an alternative educational program deemed appropriate by the Administration.
- b. During the period of expulsion, Student A will not be permitted to be on school grounds and will not be permitted to attend or participate in any school-sponsored activities, with the exception of Student A's participation in the alternative education program as described in the preceding paragraph.
- c. Prior to March 5 of the 2011/2012 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 on March 6 of the 2011/2012 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 February 5, 2013 without the need for any further proceedings before the Tolland Board of Education.

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

Mr. Clark motioned and Ms. Riley Vincent seconded to adjourn the meeting at 2:30 p.m. All in favor. Motion carried.

Respectfully submitted,

William D. Guzman
Superintendent of Schools

WDG:ca

**Tolland Board of Education
Special Meeting**

Minutes – January 30, 2012 – 2:00 P.M.

Members Present: Steve Clark, Tom Frattaroli, Christine Riley Vincent, Bob Pagoni, Karen Kramer

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

Mr. Pagoni called the meeting to order at 2:35 p.m. in the Board Office located at 51 Tolland Green, Tolland, CT.

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

The Board returned to public session at 3:19 p.m.

Motion

Ms. Riley Vincent moved, based on the evidence in the record, that the Board expel Student A, from school effective January 31, 2012 and continuing through January 30, 2013 under the following conditions:

- a. During the period of expulsion, the Board will provide Student A with an alternative educational program that will consist of a one on one tutor in each of Student A's high school courses.
- b. During the period of expulsion, Student A will not be permitted to be on school grounds and will not be permitted to attend or participate in any school-sponsored activities, with the exception of Student A's participation in the alternative education program as described in the preceding paragraph.
- c. Prior to first semester of the 2012-13 school year, the Superintendent will review Student A's conduct, as well as Student A's attendance and effort level in the alternative education program, for the purpose of determining, in the Superintendent's sole discretion, whether Student A should be readmitted to Tolland High School for the start of the first semester of the 2012-2013 school year.

- d. If the Superintendent determines that Student A should be readmitted to Tolland High School early in accordance with the preceding section, and if Student A subsequently commits any offense that would warrant suspension and/or expulsion under the policies of the Tolland Board of Education, the Superintendent may reinstate Student A's expulsion for the remainder of the expulsion period through January 30, 2013 without the need for any further proceedings before the Tolland Board of Education.

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

Mr. Clark motioned and Ms. Riley Vincent seconded to adjourn the meeting at 3:21 p.m. All in favor. Motion carried.

Respectfully submitted,

William D. Guzman
Superintendent of Schools

WDG:ca

**Tolland Board of Education
Special Meeting**

Minutes – January 30, 2012 – 2:30 P.M.

Members Present: Steve Clark, Tom Frattaroli, Bob Pagoni, Karen Kramer

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

Mr. Pagoni called the meeting to order at 3:27 p.m. in the Board Office located at 51 Tolland Green, Tolland, CT.

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

The Board returned to public session at 3:51 p.m.

Motion

Mrs. Kramer moved, based on the evidence in the record, that the Board expel Student A from school, effective February 10, 2012 and continuing through February 9, 2013 under the following conditions:

- a. During the period of expulsion, the Board will provide Student A with an alternative educational program deemed appropriate by the Administration.
- b. During the period of expulsion, Student A will not be permitted to be on school grounds and will not be permitted to attend or participate in any school-sponsored activities, with the exception of Student A's participation in the alternative education program as described in the preceding paragraph.
- c. Prior to the end of the third quarter of the 2011/2012 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 fourth quarter of the 2011/2012 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 February 9, 2013 without the need for any further proceedings before the Tolland Board of Education.

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

Mr. Clark motioned and Mr. Frattaroli seconded to adjourn the meeting at 3:54 p.m. All in favor. Motion carried.

Respectfully submitted,

William D. Guzman
Superintendent of Schools

WDG:ca

F.1.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: February 8, 2012

SUBJECT: Common Core State Standards

In June of 2010, 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 Race to the Top initiative, released national curriculum standards for math, English language arts, and literacy standards for social studies, science and the technical subjects. All but five states have adopted these standards. These standards are now Connecticut's Common Core State Standards (CCSSs).

In addition to the above, national science frameworks have been developed and standards are slated to be adopted and released in the fall. Social studies standards are also new and have already been developed for use by Connecticut .

Dr. Eidson and the Curriculum Coordinators will be reporting on what these changes mean for the state and Tolland in terms of curriculum, instruction and assessment.

WDG:ca

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: February 8, 2012

SUBJECT: Parker Memorial School

The Town of Tolland currently has limited affordable housing for a rapidly increasing elderly population; the need for affordable housing greatly surpasses the supply. At the two existing non-profit elderly housing complexes the waiting lists are very large and it may take a year to several years for a unit to become available. Recognizing that housing costs are a heavy burden for older adults with limited income and resources; the Town has made a commitment to expand the supply of senior housing.

In an effort to meet the goal of creating additional senior housing units, the Town is considering renovating the unoccupied section of the former Parker Memorial School for senior housing. The site has been reviewed by Town staff and David Berto, Housing Enterprises, Inc., who contends that the site could support up to 40+ units. The location of the site is ideal because the close proximity to the center of town assures that residents will have access to many vital services such as shopping centers, medical offices, town library, senior center, recreational department, public safety, social services, as well as a major transportation corridor. This unique area will also allow for walk-friendly pathways to and throughout Crandall Park.

As part of the fund application process, the Town must demonstrate that it has complete authority to enter into transactions regarding Parker Memorial School. Therefore, the Administration recommends that the Board of Education return the use and control of Parker Memorial School to the Town.

WDG:ca

January 23, 2012
Suzanne M. Felt,
Asst. Town Clerk

MEETING MINUTES

**TOWN COUNCIL/BOARD OF EDUCATION
JOINT MEETING
HICKS MEMORIAL MUNICIPAL CENTER
6TH FLOOR COUNCIL ROOM
JANUARY 19, 2012 – 7:00 P.M.**

RECEIVED
JAN 25 2012
Tolland Public Schools

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

MEMBERS ABSENT: None.

BOARD OF EDUCATION MEMBERS PRESENT: Andy Powell, Chairman, Robert Pagoni, Vice-Chair; Gayle Block; E. Steve Clark; Thomas J. Frattaroli; Karen Kramer; Christine Riley Vincent and Frank Tantillo

BOARD OF EDUCATION MEMBERS ABSENT: Althea Gill

OTHERS PRESENT: Lt. Governor Nancy Wyman; State Representative Bryan Hurlburt; William Guzman, Superintendent of Schools; Jane Regina, Business Manager; Mike Wilkinson, Director of Administrative Services; John Littell, Public Safety/Fire Chief; Clem Langlois, Public Works

1. **Call to Order:** Jack Scavone called the meeting to order at 7:01 p.m.
2. **Lieutenant Governor Nancy Wyman will be attending the meeting to discuss issues of mutual concern with the Town Council and Board of Education**

Nancy Wyman started by saying that this was a good opportunity for her to learn about what is going on in her own town, and also to update the town on what is going on at the State level. If there are questions or concerns, she invited the public to ask her. She said it's been a very fast and difficult year. They came in with a deficit of over \$3.5 billion. They passed a budget that they believed was balanced and that they believe is a good step forward for the fiscal conditions of the State of Connecticut. For the 16 years she was the Controller, she had one dream. It was to have GAP. The Governor did sign an executive order for GAP. That will show the transparency in budgeting for the State.

They understand how hard it is to run the local municipalities. Three weeks from now, the Governor will come out with a balanced budget, and he will be talking about education and how it needs to be changed in the State. It is about making sure there is transparency, easy transfer for our students, and making sure that our higher education understands that all our students are ready to go and get a job. They are going to make sure they have students going into different areas. They have been looking into how to get back the economy. They've seen a decrease in unemployment this year. They need to continue to help the small businesses.

She has been working on the Healthcare Exchange, which is the Healthcare Affordability Act. It has the ability to bring in a lot of money from the Federal Government to implement the Healthcare Exchange. For one of the richest States in the union, we have a lot of uninsured people in the state. Small businesses are crying for help. If they can't afford to buy the health insurance, they can't hire more people. They are trying to make sure people can purchase healthcare, and making sure businesses can survive.

Jack Scavone said every town around us has put their budgets out, and they all name healthcare as the number two driver of the school board budgets. Ms. Wyman said the Legislature last year voted for the Pooling Bill. The Controller has the ability to go to the towns and bring them into the state employee's package. Or, if they want to purchase in a large group with other towns, they can do that. If we can pool people together, costs should go down. The Controller is working on this, and it is hopeful that it will be up and running in a few months. Mr. Gill asked what the projected savings would be. Ms. Wyman said it depends upon the town, but some projections were 15-20%, and this would be for 2014.

Mr. Guzman advised that Mr. Werbner and he have been attending many sessions at EastConn in terms of a cooperative venture on insurance. They are looking at 12 - 14 schools districts and municipalities wanting to enter into that venture. It is their hope that it would take effect July 1, 2012. Ms. Wyman said that is great.

Karen Kramer asked Ms. Wyman if she has heard about the Arizona Tax Credit that helps to offset extracurricular activities. Ms. Wyman wasn't aware of the credit. Ms. Kramer reviewed the basics and provided Ms. Wyman the backup. Ms. Wyman will look it up and bring it over to the tax people.

Mr. Freeman asked how we transfer the school district to produce high tech, highly trained students when we are trying to maintain, and can't afford to replace 6 - 12 year old computers. We need a mechanism to transform our school. Ms. Wyman said the Governor will be coming out with a package in February that may help to address some of those concerns.

Mr. Field asked if the budget will contain anything to help with infrastructure. Ms. Wyman said the Bond Commission has tried to help financially. The money would be in bonding, and not seen in the budget. There will be a lump sum of money that will be put into the budget for helping towns. There will be Challenge Grants out there, and the best proposals will get the money.

Ms. Rubino asked if there was a resource, such as pooling with other districts, to get computers. Ms. Wyman said you can always pool together to go out and purchase. It's getting people together, to work together. You can go and buy off of the purchasing power of the State. Mr. Werbner advised that the town does this regularly.

Mr. Powell said they were looking at bonding for the purchase of technology as a vehicle. One of the barriers that they ran into was that the timeframe did not match up. If you look at our technology it has lasted 6-8 years. The idea is that instead of using operational expenditures to buy a part of the infrastructure for the school, perhaps the State could give some guidance to the organizations that say technology can be a bonded issue. Ms. Wyman said technology changes so quickly. She does not like to bond for technology. Maybe the State can figure out a loan process at a low cost? She will discuss this with the new Commissioner.

Mr. Belsito commented that the unfunded mandates keep growing because the State Legislature keeps passing them. We would like a timetable as to when some of them will get knocked off, they become funded, or we are given a break with them. Ms. Wyman asked which ones he didn't like and Mr. Belsito said all of them. Mr. Powell said the bullying program. It was supposed to be revenue neutral, but it means the Administration needs to have plans in place. That is the most recent one, which is why he mentioned it. Ms. Wyman said schools have taken on much more responsibility. Mr. Belsito asked if there is anything on the fire that may become obsolete. Ms. Wyman said they have not recently looked at this, although she will get them looked at.

Mr. Belsito mentioned binding arbitration. Ms. Wyman said she would rather see the teachers in the classroom, and not striking. She doesn't believe binding arbitration will go away. They are looking at how they are implemented and negotiated.

Mr. Stanford believed that he heard schools that are high achieving should be allowed some exemptions from some of the mandates, and schools that are not achieving are forced to comply with them. Ms. Wyman said they are looking into incentives.

Gary Lotreck of 12 Holly Road – He is a teacher in Hartford. A lot of what is going on is politically driven and not researched based. He discussed tenure. The achievement gap is due to the economy. It is a different place. If we are going to discuss education we need to be better-rounded.

Bob Rubino of 296 Weigold Road – One of the things facing Tolland, behind healthcare, is that the number of ARRA subsidized teaching positions is about to sunset. Tolland is looking at a headcount increase. Is there anything that gives us hope with a bridge for funding? Meet us half way. Ms. Wyman said she doesn't know, but probably not. As of today, we are at a balanced budget for next year. She doesn't believe so.

Gail Block of Aveberry Lane – She believes tenure promotes mediocrity. Seniority should have nothing to do with whether or not you keep your job. In every other walk of life, no one is guaranteed their jobs like teachers are. She doesn't think that tenure should be a thing.

Melissa DeLoreto of 169 Wildwood Road – Who's to say that the wonderful teacher should be put in and a good teacher pushed aside? It's their career.

Ms. Wyman closed by saying that the budget comes out in February. She would be willing to come back and have a discussion. The Governor and Lt. Governor have an open door policy. She invited the public to come in and voice their opinions. She can bring your wording back, but it is important for you to come in and testify. She thanked everyone for letting her come by.

3. Discussion of budget philosophy between the Town Council and Board of Education

Mr. Guzman said the BOE had a workshop last night. It was an opportunity to hear the questions regarding the needs of the District. There were questions about technology, the technology upgrade, and the staffing. The original request was above 9% for the BOE. They were able to get the budget down to 5.98%. Steve May came and explained the 13.16% projected increase in the insurance rate. As we get closer to spring, the estimate will become more focused. The number has historically gone down. The Cooperative Adventure initiative that Mr. Werbner and he are involved with has the possibility of going into effect July 1st. If it takes root, we can reduce the budget without impacting the classrooms. They have a meeting within the next two weeks to see if it will happen. He said they are ready to defend the budget.

Mr. Field commented on the workshop and said he learned a lot. The only disappointing part of the meeting was the turnout from the public.

Mr. Belsito said if we are looking at \$6.5M increase over the next three years, you are really going to have to justify those numbers to the taxpayers. We have a lot of things coming down the pike. We are going to need Parker School, which needs \$1.2m of roof work. We have to pull together, cut some corners and find some efficiency.

Mr. Pagani said knowledge is power. He commented that they don't attend their BOE meetings, and neither does the public. Short of them going to people's houses and doing individual briefing, you can't get them to the trough. We are putting together a budget, just because you can't see where the \$2m is going, doesn't mean it's not justified. The Council needs to have faith in the 9 people that come together. They are doing their due diligence, and are not getting paid for it. These 9 people are going above and beyond to provide the information. Take our budget and say, "thank you, we know you've done your

job.” Both groups should support each other. Mr. Scavone disagreed with Mr. Pagoni on one thing. Since they’ve been elected, this Council has been to more meetings (Friends of Tolland Schools, PZC, BOE) than he can say. They are here from knowledge not from apathy. Mr. Pagoni knows that, and he is not poking holes, but commented that they will not get the flavor from having one person attend a meeting like last night.

Mr. Belsito said we need to start thinking out of the box. He suggested looking at the way Charter Schools work in New York. He’d like to see Spanish starting in Kindergarten with table talk. You don’t need to hire someone with an MBA for that.

Ms. Block suggested that a Council member sit in on the Negotiating Committee, like the previous Council did. It is a learning experience.

Mr. Stanford agreed what we can learn from Charter Schools. Is there a way for us to sell what we do? Mr. Powell said we are active and we take advantage of resources. Mr. Stanford spoke again of the unfunded mandates. Can we get relief from these mandates? Mr. Guzman said the mandates are law. We can try to pinpoint dollar amounts for some mandates. Mr. Powell said putting together numbers and bringing it to the Lt. Governor may make an impact.

Mr. Belsito suggested reorganizing the Community Conversation groups, although no one from either the BOE or Council should be involved. Have them look at these mandates. Mr. Powell said he thinks that is a good idea, although parameters would need to be set up. Ms. Rubino commented that by the time something like this would get set-up there would be a new Council and BOE in place. She has a problem when people talk about non-funded mandates without particulars and specifics.

Mr. Scavone said everyone in this room wouldn’t be here if they didn’t care. If we are just looking at this budget in our discussions, we will fail. Maybe there are things we can do to mitigate next year’s budget.

Mr. Powell said they looked at the cost drivers, the services that they delivered this year, and heard feedback from townspeople. They want a level service. The cost to do that is a 5.9% increase. They may see some savings between now and July, but they can’t tell the Council what that would be. He said to put their number forward. Think of the taxpayers. Let the taxpayers vote on it. If they don’t agree or see the value of the current level system that we have right now, they will vote the referendum down. We will then take it back and adjust what they have to do.

Ms. Rubino said we have to sell our school system and what it has done for us and our kids. She is proud of our town and school. We need to start talking it up. Ms. Block commented that they’ve tried a lot of things. Friends of Tolland works like dogs. She doesn’t even know how you would begin to look outside of the box.

Mr. Werbner said he appreciates the vigor and willingness to get involved, but they are not the first Council or people that have tried to eliminate mandates. If you think that is the answer going forward over the next three years, you are wrong on that front. Excellent conversation, but he said if we all do the same thing over and over, you will come out with the same result. 75% - 90% of the people, who vote, vote on a number. That is the fact, and you can’t deny it. He trusts what Mr. Guzman and the BOE put forward, but he needs to stand behind a number that meets 15,000 constituents in terms of what the ultimate tax rate is. He appreciates anyone’s guidance if they would like to come and talk to him over the next several weeks as he tries to finalize his budget. It tears him apart every single budget process, because it has been the same for the last six years. He is in the same dilemma, because he is in the middle.

4. **Adjournment:** Richard Field moved to adjourn the meeting; Seconded by Mark Gill at 8:58 p.m.
All were in favor.

Steven R. Werbner
Town Manager

Michelle A. Finnegan
Town Council Clerk

January 26, 2012
Suzanne M. [Signature]
Asst. Town Clerk

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM JANUARY 24, 2012 – 7:30 P.M.

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

MEMBERS ABSENT: Sam Belsito; Joshua Freeman

OTHERS PRESENT: Steven R. Werbner, Town Manager; Michael Wilkinson, Administrative Services; Mr. Steve Clark, Board of Education Liaison; Vanessa Rossitto, Blum, Shapiro & Company, P.C; Chris Martin, Webster Bank; Steve May, Milliman

1. **CALL TO ORDER** Jack Scavone called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE** Recited.
3. **MOMENT OF SILENCE** Observed.
4. **PROCLAMATIONS:** Honoring Tolland Project Graduation's 25th Anniversary.

Mr. Field read the Proclamation. On behalf of the Tolland Town Council, Mr. Scavone recognized the Tolland Project Graduation 25th Anniversary and the great group of volunteers who work tirelessly for the sake of Tolland's students.

Mr. Scavone presented the proclamation to Mr. Dan Fontaine, president of Tolland Project Graduation.

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

Ken Kitteridge, 37 Farm Brook Drive – Noted that when looking at the budget that the Council keeps a mindful eye on the bigger picture which would include previous mill rate increases. He would like to see Tolland keep what it has. He added that the proposed BOE budget is a maintenance budget.

Dierdre Goldsmith, 21 Marlboro Glade – Commented she wants the opportunity to vote on a budget that supports the school district's current needs.

Kelly Pabilonia, 33 Deer Meadow Road – Is in support of a budget increase to support the school. She is in favor of having foreign language classes reinstated at the middle school and lower student to teacher ratios.

6. **PUBLIC HEARING ITEMS:** None.
- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** None.
- 7b. **REPORTS OF TOWN COUNCIL LIAISONS:**

Mr. Fields went to the BOE workshop at the high school. He believes these activities should be done as often as possible.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Presentation and discussion of 2010-2011 Comprehensive Annual Financial Report.

Vanessa Rossitto of Blum, Shapiro & Company, P.C. presented the Council with the Town's audit for the year ending June 30, 2011. The Town members received a copy of the Comprehensive Annual Report for the year ended June 30, 2011 and she reviewed same. Ms. Rossitto highlighted the main points of the 2010 – 2011 Comprehensive Annual Financial Report with the Council members. Ms. Rossitto explained that her firm has given the Town of Tolland a clean and unqualified opinion on its financial statement. She highlighted that the Town has net assets of \$97.7M. Of that amount, \$80M is invested in capital assets. Under Business-Type Activities the Town has net assets of \$10.3M. Further, on a budgetary basis, \$314K was returned to the fund balance. Ms. Rossitto added that the firm also did a federal and single state audit for the Town and has issued a clean opinion on compliance over the programs and over internal controls.

Mr. Field wished to commend everyone who participates in the financial reporting function in Tolland noting that the Town has a very solid financial operation.

8.2 Debt Management Plan Presentation by Christine Caruolo and Chris Martin of Webster Bank.

Chris Martin of Webster Bank presented the Review of Proposed Debt Issuance Plan & Financial Indicators to the Council members. This document was included in their packets. Over the past year, the Town's debt was refinanced and the Town's ratings were renewed with both S&P and Fitch. They affirmed both of these ratings and it was very complimentary to the financial practices of the Town and the policies in place. Mr. Martin reviewed proposed capital projects and the proposed debt issuance plan. The Town was able to achieve over 3% net present value savings on the refinancing. Based on the medians of the S&P, the Town falls into the average range on a national scale and in the middle range on the state scale. In summary, there is a well-defined process in place so that ratings agencies feel there is a great deal of transparency and it is easy to understand the Town's plans.

Mr. Werbner explained that the historic lows have allowed the Town to acquire money at very low rates.

Mr. Martin added that Tolland is in the fairly unique position to take advantage of federal money on the geothermal lease in part because the finance people and the town manager had documentation in place and was were able to work through the process and submit the necessary paperwork. Seventy percent of the interest on the lease is paid by the federal government.

8.3 Health Insurance Update Presentation by Steve May of Milliman.

Steve May of Milliman provided a handout entitled "Tolland Town and Board of Education Predicting Hurricanes & Projecting Health Benefit Claims" to the Council and reviewed the document.

Mr. Werbner noted that in his opinion Mr. May is one of the leading health consultants in the state and has been beneficial in guiding the Town through the volatile health insurance market over the years. While the Town has changed carriers several times over recent years, it was due to service, rates and new activity in the market that the Town was able to save hundreds of thousands of dollars.

Mr. May presented the cone of uncertainty in terms of predicting hurricanes and the budget projection methodology. It relies on standard underwriting projection methodology. Mr. May also presented the monthly claims experience and noted an uptick over the last two months. He also reviewed the renewal projection FYE 2013 which showed a needed increase of 13.16%. Lastly, he covered options available under Connecticut Public Act No. 10-174 and Connecticut Public Act 11-58. Council members' questions

were addressed. Mr. Werbner noted that the platform cost for an HSA is significantly lower than that of a traditional plan and allows employees to save money.

- 8.4 Consideration of a resolution making an additional appropriation of \$188,390 in bond premium from the 2011 bond issue and setting aside this amount as "assigned" general fund balance to offset future debt service expenditures and the setting of a public hearing thereon for February 14, 2012.

Mr. Scavone read the agenda item. Mr. Werbner explained that the premium needs to be recognized as revenue in this fiscal year and the actual spending of the premium will occur in accordance with the debt service plan. Due to exceeding the \$40k threshold, according to the charter a public hearing needs to take place.

Mr. Field motioned to set a public hearing for the meeting of February 14, 2012 to discuss this motion.

Mr. Stanford seconded the motion. All were in favor.

- 8.5 Discussion on replacement of damaged and/or stolen recycling carts.

Mr. Scavone read correspondence he received from a resident. There was an accident on her front lawn and a vehicle drove over her recycling bin. She noted it was a grave inconvenience for her to have to purchase another bin and requested the Council to consider discussing this issue.

Mr. Werbner explained that the current policy, similar to mail boxes, there has to be a rule/law when dealing with such incidents. These rules were discussed by the previous council when the town went to automated recycling/pickup. The previous Council deemed the only replacement would be if there was a theft of a recycling cart that was reported to the state police. All other cases were the responsibility of the homeowner. In terms of the solid waste cart, there is no replacement unless the damage was due to the vendor. Mr. Werbner would be comfortable with extending replacements of recycling carts to those who report incidents of vandalism to the state police. Mr. Werbner explained that over the last two months there has been a downturn in recycling and an increase in solid waste. The community needs a better approach and is surveying residents with smaller bins if they would move to a larger bin. Mr. Werbner would like to review this when discussing the budget and requested setting a public hearing on the next agenda.

Mr. Field motioned to set a public hearing for the next meeting on February 14, 2012 for the purpose of discussing a change to the regulation for recycling. Mr. Stanford seconded the motion. All were in favor.

- 8.6 Authorization to expend up to \$15,000 from the CNRE fund for the purchase of a used generator to replace generators identified in the five year capital budget.

Mr. Scavone read the agenda item. Mr. Werbner explained that in the capital budget there is \$59k for a new generator for the senior center, the primary shelter. Over the past month and a half the electrical contractor has come across used generators (same or greater kilowatts needed) that could be purchased for \$8-10k. The cash needed to be available at the time and although this opportunity was missed, it is believed that others will become available. The authorization would allow the Town to be able to jump on such an opportunity and reduce the item within the capital budget from \$59k to \$15k and use the remainder of the funds to offset other general fund expenses in the capital budget.

Mr. Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it authorizes the expenditure of up to \$15,000 from the CNRE fund for the purchase of a used generator to replace the generators identified in the five year capital plan. Mr. Gill seconded the motion. All were in favor.

After discussion, Mr. Werbner noted that it could be amended to say \$15k from the CNRE fund and \$15k from the ambulance fund then the Town would be prepared to do something for the fire department as well. Mr. Field stated that he was willing to add those changes to the motion if it was agreeable to the seconder. Mr. Gill seconded the motion. All were in favor.

8.7 Appointments to vacancies on various municipal boards/commissions.

Council members had a brief discussion on vacancies. No appointments were made at the meeting.

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

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

Mr. Werbner noted that the TVA meeting to be held on Wednesday, January 25, 2012 has been rescheduled to February 9, 2012.

11. ADOPTION OF MINUTES

11.1 January 10, 2012 Regular Meeting Minutes. Mr. Field moved to adopt the minutes. All were in favor. None opposed.

12. CORRESPONDENCE TO COUNCIL

12.1 Mr. Scavone received a letter from the Coventry 300th Anniversary Parade Committee. He will pass it on to the Tolland 300th Anniversary Committee.

12.2 Mr. Scavone received a letter from the Juvenile Justice Advisory Committee noting that funds were available.

12.3 Mr. Gill read an e-mail received from **Vickie Hadge, 8 Timber Trail** which shared her concerns regarding the budget process and is concerned with what she sees as a negative relationship between the Town Council, Town Manager and BOE. She would like to see a budget that would not only maintain current services but also one that is publicly backed by everyone involved.

13. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:

Mr. Field would like to see the Council hour and the Town Council/BOE Hour be continued in some form. He explained that it is a service to the community. Ms. Rubino agrees that it is a nice idea to be available and that it is beneficial to the community. Mr. Field would like this added to the next agenda and Mr. Scavone would like this conveyed to the BOE. Mr. Steve Clark from the BOE commented that he was awaiting hearing from the Council.

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

Jackie Colb, 34 Susan Drive – Asked the Town Council that when it reviews the BOE budget that its approach be to maintain or improve service levels, not to work toward a specific number but to know the implications.

Lou Deloreto, 169 Wildwood Road – Shared his thoughts on the superintendent's budget. Understanding that the 5.98 number may put the Council in a difficult situation, he asked that it not consider a 0% or 1% increase and noted that based on his review that it would be catastrophic.

Sam Adlerstein, 164 Pine Hill Road – Encouraged the Council to get as many people as possible thinking of the substance of the budget. Whatever number discussed should also include its implications and a good process is needed to communicate those implications.

Rich Bozzone, 9 Elm Road – Inquired about the THS field lights and asked Mr. Werbner what the Town's liability was if the fundraising effort was not successful. Mr. Werbner explained that it would be a liability and that the organization would present a plan in February. Further, regarding the \$188k refund due to financial markets, why was it applied to 2016. Mr. Werbner explained the reasoning behind this. Lastly, he inquired if the used generators discussed would have a warranty. Mr. Werbner will look into this.

15. **ADJOURNMENT** – Ms. Rubino moved to adjourn the meeting; seconded by Mr. Field at 9:04 p.m. All were in favor.

Jack Scavone, Council Chair

Lisa A. Pascuzzi
Clerk