



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

REGULAR MEETING

7:30 – 10:00 P.M.

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.

2018-2019 GOALS

- *Support and encourage specialized programs that can serve as alternatives to outplacement*
- *Support and encourage the development of tuition programs*
- *Support the implementation of Mastery Learning and Responsive Education initiatives*
- *Support and encourage Curriculum Development, and Teaching & Learning best practice*
- *Engage in the Strategic Prevention Framework*
- *Engage the Superintendent to explore and research shared service opportunities*
- *Engage Town, State, and Federal officials to discuss and advocate for education*
- *Foster the continued development of instructional technology*

AGENDA

December 12, 2018

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

- Regular Meeting – November 14, 2018

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. CORRESPONDENCE

E. POINTS OF INFORMATION

F. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson and Summer Zahid

G. SUPERINTENDENT'S REPORT

G.1 Monthly Financial Report

G.2 Education Reserve Fund Update

G.3 Policy 5400-Wellness Policy

G.4 Capital Budget Update

H. COMMITTEE & LIAISON REPORTS

I. CHAIRPERSON'S REPORT

J. BOARD ACTION

K. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.

L. POINTS OF INFORMATION

Town Council Meeting – November 27, 2018

M. FUTURE

N. NEW BUSINESS

O. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

Hicks Municipal Center
Council Chambers
Tolland, CT 06084

REGULAR MEETING – November 14, 2018

Members Present: Ms. Colleen Yudichak, Chair; Ms. Karen Moran (arrived at 8:50PM), Vice Chair; Ms. Michelle Harrold, Secretary; Ms. Kate Howard-Bender, Ms. Jane Pasini, Ms. Christina Plourd, Mr. Jeff Schroeder, and Mr. Bob Pagoni

Members Absent: Mr. Sam Adlerstein

Administrators Present: Dr. Walter Willett, Superintendent of Schools, Mr. Mark McLaughlin, Business Director

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Yudichak called the meeting to order at 7:36PM. The Pledge of Allegiance was recited. A video of the Veterans Football Event was shown. (Posted on YouTube by the Tolland Superintendent)

B. APPROVAL OF MINUTES

- Regular Meeting – October 24, 2018
- Joint Meeting – BOE/TC – November 7, 2018

Ms. Pasini motioned to approve the minutes of the October 24th and November 7th meetings. Ms. Howard-Bender seconded the motion. Changes: October 24th adjournment time should be 9:18PM. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION

Tammy Nuccio, 71 Webber Road, commented in regard to the minutes of the last meeting. She explained that she always attends the Board meeting as a Town Council liaison to the BOE. She highlighted that the minutes indicated that the Superintendent does not have time to answer all of the budget related questions. If this is the case, who on the Board may be assigned to address such questions? Further, per her attorney, the Board's attorney, and the Town Manager, whether she is asking questions as a Town resident or as a liaison is 100% irrelevant. There is no delineation. She is not making any decisions for the Town Council when she is at a Board meeting. She is asking questions based on the information presented in the agenda and that which is shared with the public. As far as joint meetings being where budget questions will be addressed, Ms. Nuccio does not believe the Board will review the monthly numbers, visible trends, pre-purchases, or other ongoing expense questions. Thus, the joint meetings are not the venue where she can ask ongoing budget questions. In regard to the request for the education reimbursement fund to be used for computers, she inquired if these are the computers for the business lab. Ms. Nuccio inquired if any research had been done regarding what other schools in the DRG and surrounding towns are doing when it comes to one to one technology. Further, has the Board considered the option of purchasing the computers and having them stay in the classrooms so they may be used by any of the grades that need them and if it comes down to if a student does not have a computer at home, could they have the insurance program so the computers could be signed out if needed? Ms. Nuccio noted that a comment was made that technology would reduce the need for some other items. She would like to know what those

items are and if they can be quantified. Given the number of questions, Ms. Nuccio offered to send them to the Board.

D. CORRESPONDENCE

Ms. Harrold presented data on the correspondence received as was previously requested. Overall this year a total of 48 e-mails were received of which 21 were in regard to the budget.

Correspondence received since the last meeting:

- two e-mails regarding one to one technology
- one e-mail regarding lighting at the rec center
- one e-mail regarding the parking pick up at TIS
- one e-mail regarding listening to music at TMS

E. POINTS OF INFORMATION

Ms. Yudichak noted that she attended the Tolland Education Foundation Wine and Beer Tasting Event and it was great. The Foundation does a lot for the schools.

Dr. Willett addressed questions posed by Ms. Nuccio:

- They are looking at what other districts are doing in regard to one to one technology but he does not have additional comprehensive information available for this meeting. Ms. Howard-Bender noted that she reviewed districts in the DRG and out of the 12 she has researched thus far, 10 have one to one technology in grades 6-12. She will continue to research the rest of the schools in the DRG as well as do a regional search and report her findings to the Board.
- In regard to questions posed to the Board, the person qualified to address those questions would be himself, the Superintendent. He answers questions to the best of his ability, as comprehensively as possible, and to the greatest extent possible without compromising the time needed for the Central Office / BOE to attend to other fundamental responsibilities and business. He does not see another option but is open to suggestions.
- Technology will allow for reducing other items such as textbooks. For example, purchasing science textbooks costs \$80K while the e-book alternative is \$40K. In the short run, the e-books are more cost effective but the unavoidable downside is that companies will only have subscription options in the future.
- In regard to the educational reserve fund (ERF), the Board held a straw poll. When the audit is complete the Board can make an ERF request for the one to one computers. Funding through the ERF could allow the district to start planning sooner and provide more time for implementation rather than waiting until after the referendum.
- The district could elect to have students sign the computers out but if all of the students have the devices then teachers can work with this expectation and the computers can be used with an emphasis on productivity software and collaboration, such as the apps available in the Google suite.
- In regard to the lighting concerns, the system is scheduled to come on but the lights are malfunctioning. Staff is trying to determine what the issue is so it may be resolved.
- Dr. Willett will look into the question regarding listening to music at TMS and the traffic situation at TIS.

Ms. Harrold inquired about the e-books and if a student would need to bring the device home in order to access the e-book. Dr. Willett explained that the e-books will be accessible on the device as an online resource.

Ms. Yudichak clarified that Mr. Adlerstein stated that he would like Ms. Nuccio's questions to be posed at the meetings so everyone can hear them (as opposed to them being e-mailed to a Board member or the Superintendent) but often the time taken to pose such questions exceeds the 2 minute time limit. Mr. Pagoni inquired if Ms. Nuccio is the official liaison every evening. Ms. Nuccio explained that she is. It is set up so that she is the liaison and then other members rotate through to attend meetings as well. Mr. Pagoni explained that he wants to provide as much information as possible but at times it is a manning and time issue. There is only so much work that the Superintendent and his staff can do. The Board does the best it can and if Ms. Nuccio is not getting the needed information, perhaps the Town Council Chair could reach out to the BOE Chair to discuss what is most important. Dr. Willett commented that there is a process in place to address the questions and it exists for a reason. It is structural and however the Board decides to address this, it needs to ensure that what it makes available to one person is made available to all. A discussion took place including adding an item to the agenda for liaison comments and a historical perspective of the structure of public participation components of the agenda was presented. Dr. Willett noted that the Board needs to focus on the process, not a person. He added that the Board may task him with anything it would like, things like extensive research will take time that cannot be spent simultaneously on other projects, and must be balanced with daily duties.

Ms. Nuccio commented that she wants to find a way to make it work so that everyone hears the questions and the answers.

F. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson & Summer Zahid

- Spirit Week was a success
- Over 500 tickets were sold for Homecoming
- The Pep Rally went well
- Eastern Regional Auditions for the CT Music Educators Association were held and the results were published today
- The Veteran's Day assembly and the football event were both very successful
- It was noted that THS students who are aware of the one to one technology are very excited about it and this is notable given that the technology will not affect them.

G. SUPERINTENDENT'S REPORT

G.1. Monthly Financial Report

Dr. Willett reviewed attachment G.1.

The October 2018 financial report shows an available balance of \$2,350,784 or 5.93% of the BOE's current budget.

G.2. Tuition Rates

Dr. Willett reviewed attachment G.2.

This is in regard to those who would like to tuition-in to the district for an educational program. The rates are listed in the attachment.

G.3. Sand Blaster Donation

Dr. Willett reviewed attachment G.3.

The Board is thankful to Mr. Gannelli and the sand blaster is being absorbed into the Facilities Department for use.

G.4. Possible Cancellation of the December 26, 2018 BOE Meeting

Dr. Willett reviewed attachment G.4.

Ms. Howard-Bender motioned to add item G.4 to action item J.2. Ms. Harrold seconded the motion. All were in favor. Motion carried.

G.5. Reflections on BOE/TC Joint Meeting and Workshop (no attachment)

The next workshop is scheduled for December 19th at the Tolland Public Library.

Dr. Willett explained that he is constantly receiving information and guidelines from the State and such considerations may effect line items and providing students with the greatest educational opportunity.

Ms. Yudichak confirmed that the transportation information will be presented to the Finance and Facilities Committee and then be presented to the Board. Additionally, Ms. Yudichak commented that she would not be in favor of closing one of the school buildings. Dr. Willett explained that there are many items that impact the decision and it will be up to the Board and the community. If schools are combined, according to the DRA study, there would need to be a build-out. Dr. Willett added that the current numbers are higher than the projections so another study may recommend that if the decision is consolidation that it be done at a later time. The DRA study will be re-posted to the website.

Ms. Plourd liked the opportunity to speak with the administrators to learn their challenges and motivation. She learned that their greatest challenge is time and their motivation is serving the students. In regard to the former, she wondered if perhaps additional staff should be hired and what is mandated by the State. Could this be an opportunity to seek mandate relief by the State? She also spoke with Mr. Sher who is very excited about the one to one technology and noted that there are only 4 staff members to undertake the deployment of the Chromebooks. Lastly, Ms. Plourd feels that the magnets and charters are being blamed for students going elsewhere for programs. During the breakout sessions at the last meeting, a parent commented that she would not mind if a jewelry-making class is gone if it means having an additional math teacher. She was quickly "shot down" with the comment that the district has to be competitive with magnet and charter schools. As a Board, such comments should not be "shot down" – the Board needs to understand why this is being said. Is this a reason this parent may pull her student out of the district? Dr. Willett explained that everyone is looking for something different and they want to encourage a variety of things such as jewelry-making. Magnet and charter schools take students away from districts and it is having an impact. It is one of the single greatest threats to community schooling. Some of the schools are great while others are not. Dr. Willett explained that he wants to create a system so students have every reasonable opportunity to explore what interests them.

Mr. Pagoni inquired how many students in Tolland are currently attending magnet and charter schools and the transportation costs. Dr. Willett responded that the number can be as high as 50-60 students that attend such schools and depending on the situation can also be responsible for transportation. The district loses about 150k to outside schools. Mr. Pagoni confirmed that tax dollars are also going to those schools and explained that this is why the district needs to defend itself. Students go to them for opportunities that the district does not offer. In turn, the district should do its best to make itself competitive. Dr. Willett explained that taxpayers in CT pay millions of dollars into the charter and magnet school programs and some are better than others. In some cases, the Town's tax dollars go with them as well. Thus, another model is that if the State is investing through grants possibilities and Tolland can get funds to start a local school such as a business academy and educational pathway in the community, then it can be beneficial to do so.

In regard to the joint meeting, Ms. Harrold commented that it was refreshing to see that the administrators have so much positive energy. Mr. Schroeder agreed and added that he discussed the possibility of closing one of the schools with them as well and they were open to discussing how it could be made to work.

Dr. Willett explained that everyone wants to make things work in a cost effective way. The staff is doing an amazing job making things happen despite challenges and constraints.

Ms. Moran agreed that there was a lot of positive energy and the staff is committed to the students even with the daily challenges. She would like to have more time to speak with them in the future.

Dr. Willett commended the Board for hosting the budget workshops and providing an opportunity for people to speak openly, and ask questions with the administrators. It is a tribute to the Board and its transparency.

Ms. Howard-Bender noted that she was excited to learn about all of the exciting things going on particularly with LEAP. Paraprofessionals are the unsung heroes and heroines and she advocated on Patti's behalf that the district pay them more.

Mr. Thompson recommended a breakout group for one to one technology to address questions. Additionally, he looks at magnet and charter schools as being attractive because of programs like music classes and jewelry programs. Ms. Zahid noted that the core classes are in place but if she had an interest in teaching language then she would have to take additional classes elsewhere.

H. COMMITTEE AND LIAISON REPORTS

Communications – discussed holding a Strategic Prevention workshop; a planning meeting for the workshop is scheduled for December 3rd; Ms. Moran and Mr. Adlerstein will attend the CABE assembly as delegates

Finance and Facilities – future topics include transportation

Town Council – the public hearing for the 1% education reserve fund took place; the Town Council will review the ordinance as needed and/or at 3 year intervals; the ordinance was amended and passed with a vote of 5:1; Great Blue Research is conducting a town-wide research survey in regard to the POCD and is calling residents with landlines (there will be an online component for those residents who would like to participate but do not have a landline)

I. CHAIRPERSON'S REPORT - none

J. BOARD ACTION

J.1. Policy 6011 – Graduation Requirements

Ms. Harrold motioned to approve the changes and updates to Policy 6011 – Graduation Requirements. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

J.2. Possible Cancellation of the December 26, 2018 BOE Meeting

Mr. Schroeder motioned to cancel the December 26, 2018 meeting of the Board of Education. Ms. Harrold seconded the motion. All were in favor. Motion carried.

K. PUBLIC PARTICIPATION

Dave Skoczulek commented that he appreciated the joint meeting. The information was well presented.

L. POINTS OF INFORMATION

- Town Council Meeting – October 23, 2018

M. FUTURE

- 21st Century Learning
- Strategic Prevention Framework
- Mental Health Services
- Budget
- Tours of schools
- Renaming Columbus Day to Indigenous People's Day

N. EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING STUDENT DISCIPLINE

Ms. Harrold motioned to go into Executive Session at 9:25PM for the purpose of discussing student discipline and invited Dr. Willett to attend. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

The Board came out of Executive Session at 9:44PM.

Ms. Harrold motioned to agree to stipulated agreements for Student A and Student B. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

O. NEW BUSINESS – none

P. ADJOURNMENT

Mr. Schroeder motioned to adjourn the meeting at 9:45 P.M. Ms. Plourd seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi
Clerk



TOLLAND PUBLIC SCHOOLS

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OFFICE OF THE
SUPERINTENDENT OF SCHOOLS

Walter Willett, Ph.D.
Superintendent

TO: Board of Education

G.1

FROM: Mark S. McLaughlin, Tolland Public Schools Business Director

RE: Monthly Financial Report for November 2018

Date: December 7, 2018

CC: Walter Willett, Ph.D. Superintendent of Schools

Please find attached the financial report for the FY 2018-2019 fiscal year. The month of November 2018 is the 5th month of the 2018-2019 fiscal year. As with any financial report that is generated, not all purchase orders have been created, not all materials purchased and not all staff hired. This financial attachment provides an object format to clearly show the adopted budget and the YTD expenditures. This summary report provides the essential groups of accounts so the BOE can better understand the functional areas of the budget. The object line items follow the reporting format required by the State Dept. of Education. The line items show the approved budget, YTD expenses, encumbrances and available balances as generated through the financial software.

Line items such as salaries, health insurance, FICA/Medicaid & Social Security, retirements, legal and audit services, tuition, transportation, textbooks, professional services etc. have not all been encumbered or spent. This is normal for this time of year. The budget balance has been reduced by \$511,109K from last month. As the year continues to progress, the available balance will be converted to encumbrances or expenditures.

The attached November 2018 financial report shows an available balance of \$1,839,675 or 4.64% of the BOE's current budget. As previously stated, the available balance will continue to be reduced as we head towards the end of the year. This available balance is a normal occurrence. Currently the timing of budget spending, needs of the students and expense patterns are cyclical in nature. Health Insurances can change if more staff are hired, substitute balance will continue to be reduced, special education student tuitions will be paid each month, the utility transfer has taken place, transportation routes can undergo adjustments, general supplies and instructional supplies will be spent as needed for the balance of the year. Some line items cannot be encumbered and will always have available balances such as substitutes, overtime, course reimbursement, consultants, unemployment compensation, workers compensation, and severance.

As part of the UISF agreement, the BOE has transferred the designated energy budget to the town. The town pays the invoices based on the BOE funding and any residual balance that remains in the form of cost savings will remain in the UISF reserve account.

In a typical year, the budget is built 18-20 months from implementation, based on the best known data and assumptions from the town, state of Ct, grants, interest rates, market conditions, contacts, negotiations, Department of Ed. Mandates, and professional services etc.

The Budget for FY18-19 was approved for \$39,642,607. The BOE is anticipating spending the allocated budget by year-end in accordance with CGS 10-222. Any balances as in the past may be returned to the town or the BOE can request it be transferred to the Educational Reserve Fund upon final approval by the auditors.

Tolland Public Schools

MM OBJ A Expenditure Report Summary (by OBJ - ???)

From Date: 11/1/2018

To Date: 11/30/2018

Fiscal Year: 2018-2019

- Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.0000.110.00.000.1	Salaries	\$21,099,418.00	\$1,741,152.90	\$7,260,400.63	\$13,839,017.37	\$14,311,518.15	(\$472,500.78)	-2.24%
0100.0000.120.00.000.1	Substitutes	\$464,044.00	\$36,808.54	\$81,477.76	\$382,566.24	\$12,240.00	\$370,326.24	79.80%
0100.0000.130.00.000.1	Overtime	\$203,542.00	\$10,529.36	\$89,181.98	\$114,360.02	\$1,786.50	\$112,573.52	55.31%
0100.0000.150.00.000.1	Stipends	\$352,569.00	\$20,776.17	\$54,499.85	\$298,069.15	\$442,373.28	(\$144,304.13)	-40.93%
0100.0000.190.00.000.1	Pension/Severance	\$154,950.00	\$1,250.00	\$17,595.16	\$137,354.84	\$58,860.00	\$78,494.84	50.66%
0100.0000.200.00.000.1	Employee Benefits	\$722,050.00	\$1,250.00	\$294,433.36	\$427,616.64	\$257,008.33	\$170,608.31	23.63%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$4,930,707.00	\$404,809.95	\$1,626,282.39	\$3,304,424.61	\$2,872,918.57	\$431,506.04	8.75%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$626,919.00	\$49,779.50	\$204,500.15	\$422,418.85	\$363,482.12	\$58,936.73	9.40%
0100.0000.240.00.000.1	Retirement (ICMA)	\$236,653.00	\$20,519.16	\$84,436.22	\$152,216.78	\$141,428.24	\$10,788.54	4.56%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$50,000.00	\$0.00	\$3,161.00	\$46,839.00	\$50,000.00	(\$3,161.00)	-6.32%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,681.00	\$4,109.00	\$7,489.00	\$49,192.00	\$40,511.00	\$8,681.00	15.32%
0100.0000.270.00.000.1	Workers' Compensation	\$273,612.00	\$0.00	\$139,226.00	\$134,386.00	\$139,226.00	(\$4,840.00)	-1.77%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$53,362.00	\$270.00	\$56,822.06	(\$3,460.06)	\$1,770.00	(\$5,230.06)	-9.80%
0100.0000.310.00.000.1	Benefits Consultant Services	\$53,750.00	\$3,791.67	\$18,958.35	\$34,791.65	\$26,541.69	\$8,249.96	15.35%
0100.0000.320.00.000.1	Prof Educ Svcs	\$294,870.00	\$8,908.32	\$43,790.75	\$251,079.25	\$115,867.80	\$135,211.45	45.85%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$1,380.11	\$21,050.27	\$13,431.73	\$10,706.36	\$2,725.37	7.90%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$243,287.00	\$11,395.57	\$68,837.59	\$174,449.41	\$81,861.25	\$92,588.16	38.06%
0100.0000.350.00.000.1	Tech Services	\$427,124.00	\$41,756.33	\$168,111.75	\$259,012.25	\$120,053.89	\$138,958.36	32.53%
0100.0000.410.00.000.1	Sewer/Water	\$31,206.00	\$0.00	\$31,206.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$130,750.00	\$5,872.12	\$24,035.08	\$106,714.92	\$55,229.92	\$51,485.00	39.38%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$259,789.00	\$14,723.74	\$49,560.34	\$210,228.66	\$40,712.77	\$169,515.89	65.25%
0100.0000.440.00.000.1	Rentals	\$148,964.00	\$20,001.79	\$58,848.00	\$90,116.00	\$111,445.59	(\$21,329.59)	-14.32%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,676,463.00	\$258,549.15	\$626,707.04	\$2,049,755.96	\$2,023,591.83	\$26,164.13	0.98%
0100.0000.520.00.000.1	Property/Liability Insurance	\$196,336.00	\$4,561.00	\$115,352.26	\$80,983.74	\$88,903.76	(\$7,920.02)	-4.03%
0100.0000.530.00.000.1	Telephone/ Postage	\$65,781.00	\$3,221.36	\$7,709.71	\$58,071.29	\$24,774.94	\$33,296.35	50.62%
0100.0000.540.00.000.1	Advertising	\$5,065.00	\$0.00	\$943.31	\$4,121.69	\$689.50	\$3,432.19	67.76%
0100.0000.550.00.000.1	Printing and Binding	\$24,065.00	\$0.00	\$5,064.28	\$19,000.72	\$6,994.92	\$12,005.80	49.89%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,965,200.00	\$216,310.14	\$941,750.43	\$2,023,449.57	\$1,800,227.49	\$223,222.08	7.53%
0100.0000.580.00.000.1	Travel and Conference	\$32,807.00	\$7,663.73	\$19,794.01	\$13,012.99	\$6,438.96	\$6,574.03	20.04%
0100.0000.590.00.000.1	Public Officers & State Troope	\$86,002.00	\$4,342.52	\$14,298.71	\$71,703.29	\$63,696.81	\$8,006.48	9.31%
0100.0000.600.00.000.1	General Supplies	\$196,652.00	\$7,072.74	\$28,220.85	\$168,431.15	\$57,361.66	\$111,069.49	56.48%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$337,120.00	\$52,557.31	\$96,784.84	\$240,335.16	\$173,295.90	\$67,039.26	19.89%
0100.0000.620.00.000.1	Energy	\$1,664,837.00	\$122.00	\$1,492,621.74	\$172,215.26	\$169,700.26	\$2,515.00	0.15%
0100.0000.640.00.000.1	Textbooks	\$212,049.00	\$19,654.88	\$41,765.36	\$170,283.64	\$89,466.99	\$80,816.65	38.11%
0100.0000.650.00.000.1	Films and Videos Supl	\$550.00	\$0.00	\$0.00	\$550.00	\$0.00	\$550.00	100.00%
0100.0000.660.00.000.1	Computer Software	\$73,719.00	\$120.40	\$41,384.89	\$32,334.11	\$1,097.76	\$31,236.35	42.37%
0100.0000.690.00.000.1	Misc Supplies	\$55,645.00	\$2,845.06	\$8,831.92	\$46,813.08	\$24,882.81	\$21,930.27	39.41%
0100.0000.730.00.000.1	Equip Instruct - New	\$148,958.00	\$8,714.36	\$53,697.36	\$95,260.64	\$69,001.60	\$26,259.04	17.63%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$2,840.00	\$0.00	\$0.00	\$2,840.00	\$0.00	\$2,840.00	100.00%
0100.0000.810.00.000.1	Dues and Fees	\$49,789.00	\$1,060.62	\$41,477.70	\$8,311.30	\$6,956.80	\$1,354.50	2.72%
Grand Total:		\$39,642,607.00	\$2,985,879.50	\$13,940,308.10	\$25,702,298.90	\$23,862,623.45	\$1,839,675.45	4.64%

End of Report

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Educational Reserve Fund Update

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

FOR BOE MEETING: 12/12/2018

ITEM SUMMARY:

Educational Reserve Fund was changed as per the November 13, 2018 Town Council meeting. The new wording of the ordinance is attached. The TC proposed changes and strike-outs are attached from the October 23 Town Council Packet as well as the final version from the November 13, 2018 meeting. Some of the changes the Chapter 8 section specify:

- The appropriation shall not be considered until the end of the third quarter of the fiscal year.
- If prior to the appropriation the State of Connecticut reduces and/or withholds ECS revenue in an amount greater than provided for in the Town budget, the appropriation request of the BOE may be denied in part or in whole.
- The fund shall be accounted for on the Town's general ledger and solely used for Board of Education capital, technology, and/or unanticipated special education funding needs.
- Funds will be part of the Town's pooled or separate cash account in the custody of the Town Finance Director or Town Treasurer and the funds may be invested.
- The Town Finance Director shall exercise control and administration of the BOE Educational Reserve Fund on the Town's general ledger.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Provided for BOE review.

SUPPORTING MATERIALS ATTACHED:

2018-11-13 Ordinance 86 Chapter 8 ERF
TC Proposed Changes to ERF

Chapter 8: Education Reserve Fund

§8.1. Purpose

There is hereby created a Board of Education Reserve Fund pursuant to Connecticut State Statute Section 10-248a to provide funding resources solely for future Board of Education capital, technology, and/or unanticipated special education expenditure funding needs.

§8.2. Contributions to the Fund

Subject to audit confirmation of the Board of Education's available year end balance and the status of the unassigned General Fund - fund balance, the Town Council shall except as provided below, deposit into a non-lapsing account any unexpended funds of the prior fiscal year from the budgeted appropriation for education. This amount may not exceed one percent of the total budgeted appropriation for education for such fiscal year. The Board of Education shall provide a written request for such funds to the Town Council after they have approved the funding request at their Board meeting. The appropriation shall not be considered until the end of the third quarter of the fiscal year. If prior to the appropriation being made, the State of Connecticut reduces and/or withholds ECS revenue in an amount greater than provided for in the Town budget, the appropriation request of the BOE may be denied in part or in whole.

The fund shall be accounted for on the Town's general ledger and will be solely used for Board of Education capital, technology and/or unanticipated special education funding needs.

§8.3. Custody of Fund and Investments

The Board of Education Reserve Funds shall be part of the Town's pooled cash account or a separate cash account in the custody of the Town Finance Director or Town Treasurer. The Town Treasurer or Town Finance Director may from time to time, invest all or any part of the monies in said Fund in any securities in which public funds may lawfully be invested. All income derived from such investments shall be paid into the Town's General Fund and become a part thereof. The Town's Finance Director shall exercise control and administration of the Board of Education Reserve Fund on the Town's general ledger. Purchases will be made in accordance with Board of Education Policies. The Board of Education Business Manager shall also maintain a ledger of the deposits and withdrawals of the fund within their records.

§8.4. Use of monies from the Committed Fund Balance Account

- A. Monies deposited into the Board of Education Reserve Fund shall be used solely by the Board of Education pursuant to the following:
1. The Board of Education shall approve requests for purchases or other uses made from this fund pursuant to Section 8.2 above.
 2. Once the Board of Education approves the requested use of the funds the designated Board of Education employee(s) will provide a copy of the resolution authorizing the purchase to the Town's Finance staff and request the issuance of a purchase order. The Board of Education employee shall place the orders for the items once the purchase order has been processed. The purchasing process shall be pursuant to the Board of Education's purchasing policies.
 3. At the end of each fiscal year, the Town Finance Director, after reconciliation with the Board of Education Superintendent and/or designee, will provide the Town Council and Board of Education with financial reports to identify the use of the fund and any remaining balance.

§8.5. Continuity of Account

Any unexpended funds which may remain at the close of each fiscal year in the Board of Education Reserve Fund shall be non-lapsing and remain within the fund for use by the Board of Education.

§8.6. Review of this Ordinance

The processes outlined within the sections of this ordinance shall be reviewed by the Town Council and Board of Education at least every 3 years as needed or requested from the date of revision.

History: Adopted by the Town Council of the Town of Tolland 8-27-2013 by Ord. No. 86.

Amended: November 13, 2018

DRAFT

Chapter 8: Education Reserve Fund

§8.1. Purpose

There is hereby created a Board of Education ~~Special~~ Reserve Fund pursuant to Connecticut State Statute Section 10-248a to provide funding resources solely for future Board of Education ~~non-recurring or capital, technology, and/or unanticipated-unanticipated~~ special education expenditure funding needs.

§8.2. Contributions to the Fund

~~A. Unexpended funds of the school district from the prior fiscal years budgeted appropriation, not to exceed 1% of the Board of Education's adopted budget for that given fiscal year, shall be transferred upon request of the Board of Education to the Town Council into a Board of Education Special Reserve Fund. Subject to audit confirmation of the Board of Education's available year end balance and the status of the unassigned General Fund - fund balance, the Town Council may shall except as provided below, deposit into a non-lapsing account any unexpended funds of the prior fiscal year from the budgeted appropriation for education. This amount may not exceed one percent of the total budgeted appropriation for education for such fiscal year. The Board of Education shall provide a written request for such funds to the Town Council after they have approved the funding request at their Board meeting. The appropriation shall not be considered until the end of the third quarter of the fiscal year. If prior to the appropriation being made, the State of Connecticut reduces and/or withholds ECS revenue in an amount greater than provided for in the Town budget, the appropriation request of the BOE may be denied in part or in whole. The Town Council shall take into consideration any potential budgetary conditions that may require the use of unassigned fund balance and/or fund balance policy reserve requirements prior to approving this authorization. The Town Council will further consider the needs of the Board of Education and efforts made to expend less funds than budgeted. The Town Council shall meet as soon as practical and render a decision which shall state the specific reason for that decision.~~

~~The fund shall be accounted for on the Board of Education's Town's general ledger and will be solely used for non-recurring or unanticipated funding needs of the Board of Education including but not limited to Board of Education capital, technology items, and/or unanticipated special education funding needs, needs or other unanticipated costs, purchase of goods or services above the amount that was originally budgeted for items such as computers or books, etc.~~

~~B. The Town's Finance Department and the Board of Education's Finance Department must agree on a final year end balance and that amount shall be confirmed by the Town's Audit firm prior to any request to deposit funds from that year into the Board of Education Special Reserve Fund.~~

~~C. Once funds are confirmed, the Tolland Town Council shall vote to commit funds pursuant to Section A above.~~

§8.3. Custody of Fund and Investments.

The Board of Education ~~Special~~ Reserve Funds shall be part of the ~~Board of Education's~~ Town's pooled cash account or a separate cash account in the custody of the ~~Board of Education Business Manager and~~ Town Finance Director or Town Treasurer. The Town Treasurer or Town Finance Director, ~~in consultation with the Board of Education Business Manager~~ may, from time to time, invest all or any part of the monies in said Fund in any securities in which public funds may lawfully be invested. All income derived from such investments shall be paid into the Town's General Fund and become a part thereof. The ~~Board of Education Business Manager~~ Town's Finance Director shall exercise control and administration of the Board of Education ~~Special~~ Reserve Fund on the ~~Board of Education's~~ Town's general ledger. Purchases will be made in accordance with Board of Education Policies. The Board of Education Business Manager shall also maintain a ledger of the deposits and withdrawals of the fund within their records.

§8.4. Use of monies from the Committed Fund Balance Account.

A. Monies deposited into the Board of Education ~~Special~~ Reserve Fund shall be used solely by the Board of Education pursuant to the following:

1. The Board of Education shall approve requests for purchases or other uses made from this fund pursuant to Section 8.2 A above.
2. Once the Board of Education approves the requested use of the funds the designated Board of Education employee(s) will provide a copy of the resolution authorizing the purchase to the Town's Finance staff and request the issuance of a purchase order. The Board of Education employee shall place the orders for the items once the purchase order has been processed. The purchasing process shall be pursuant to their ~~Board of Education's~~ purchasing ~~and~~ payment policies.
3. At the end of each fiscal year, the ~~Superintendent of Schools~~ Town Finance Director, after reconciliation with the Board of Education Superintendent and/or designee, will provide the Town Council and Board of Education with financial reports to identify ~~purchases made from~~ the use of the fund and any remaining balance.

§8.5. Continuity of Account

Any unexpended funds which may remain at the close of each fiscal year in the Board of Education ~~Special~~ Reserve Fund shall be non-lapsing and remain within the fund for use by the Board of Education.

§8.6. Review of this Ordinance

The processes outlined within the sections of this ordinance shall be reviewed by the Town Council and Board of Education every 5 years from date of adoption or revision.

History: Adopted by the Town Council of the Town of Tolland 8-27-2013 by Ord. No. 86.

Amended: September XX, 2018

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Wellness Policy 5400

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For POLICY meeting: December 12, 2018

ITEM SUMMARY:

Periodically a district must review and update its Wellness Policy. As the Tolland Board of Education is dedicated to the health and wellbeing of students and the promotion of efforts to this end, the Superintendent has created a Wellness Advisory Council to review state and federal guidance on wellness issues. The Advisory Council endeavors to engage parents, students, and representatives from the school food authority, teachers of physical education, school health professionals, school administrators and members of the public in the process.

Updates and additions to this policy include (but are not limited to):

- Addition of a Triennial Review Process and report from the Superintendent
- Links to relevant materials put into the document to improve the document as an on-line resource.
- More communication to the community with regard to the Wellness Policy and communication with stakeholders including annual updates and triennial reviews
- Past initiatives no longer in affect removed.
- Categories in S&G reflecting “the board” now state “the superintendent” and “or designee” as appropriate.
- The USDA FNS Local Wellness Policy (LWP) comparison chart of 2004 vs. 2010 requirements reviewed and implemented where appropriate.
- The 2017 – 2018 Local School Wellness Policy (LSWP) Report by the Connecticut State Department of Education (CSDE) Admin Review / Off-site Assessment Tool Responses was reviewed, and sections of the TPS policy were improved to meet standards:
 - Page 1, “designation of school official in charge of compliance oversight”, addressed in section II
 - Page 5, “provide a copy of most recent assessment” will happen with the active committee.
 - Page 6, “how does public know about results of the most recent assessment” will be met based on the process detailed in the new policy section “Informing and Updating Stakeholders”
- Stakeholders defined as parents, students, school staff and others in the community.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

A Wellness Policy is essential to operations, and supported by legal advisors.

ACTION DESIRED:

First reading of the proposed policy update.

When ready

1. Motion to move Policy 5400 to J (item) for action. Second. Discussion. Vote.
2. As a "J" item *Proposed Motion – Motion to accept the changes and updates to Policy 5400.*

SUPPORTING MATERIALS ATTACHED:

5400 Wellness Policy

(For Policy Committee meeting "2018-11-28 Supt.Policy.Item.Wellness Policy.rtf")

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Wellness Policy

Number: 5400
Student

Approved: 3/8/06

Revised: 6/28/07, 6/10/09, Revisions currently under review Fall 2018

POLICY REGARDING WELLNESS

It is the policy of the Tolland Board of Education to promote the health and well-being of district students. In furtherance of this policy, the Board has created a Wellness Advisory Council (“Advisory Council”) to review any available state or federal guidance on wellness issues and to assist in formulating recommendations for specific goals and guidelines aimed at promoting lifelong wellness practices among district students. This Advisory Council involves parents, students, representatives from the school food authority, teachers of physical education, school health professionals, school administrators, the board of education, and members of the public. The Advisory Council will be involved in the development and implementation of the policy, the triennial assessment and periodic updating of the policy.

I. GOALS AND GUIDELINES

The instructional staff as well as support staff and administrators are made aware of the wellness policy concerning nutrition and physical activity. The Board, following consultation with the Advisory Council, adopts the following goals and guidelines in order to promote student wellness:

A. Nutrition Education and Promotion

- Age appropriate nutrition education is part of health/PE education classes.
- Include nutrition and health posters, signage, or displays in the cafeteria food service and dining areas and/or bulletin boards that are periodically updated and changed.
- Offer information to families that encourages them to teach their children about health and nutrition, and assists them in planning nutritious meals for their families.

- Collaborate with community health agencies or organizations to promote school wellness.
- Schedule school meals at appropriate times in appropriate settings.
- Parents are encouraged to send in healthy meals and snacks that comply with [The Dietary Guidelines for American](#) and [Choose My Plate](#).

B. Physical Activity and Other School-Based Activities

- Provide information through school websites/newsletters promoting healthy eating, healthy recipes and physical activity
- Sponsor family wellness activities and/or family day activities that promote health and wellness.
- Offer staff wellness activities related to health and nutrition.
- Adhere to mandated physical education requirements including time, frequency and intensity.
- Adhere to mandated requirements for recess, including amount of time and scheduling of recess time.
- The district requires students to meet their physical education requirements as set by the board of education.
- The [Connecticut Physical Fitness Assessments](#) are administered to students in required PE classes (4-10).
- Recess is outdoors and is prior to lunch whenever possible.
- Offer after school activity programs and/or community/family programs that encourage healthy habits.
- Give students and the community after-school access to school activity facilities.
- Developmentally and age appropriate physical activity is integrated throughout the school day.

C. Nutritional Guidelines for School Food

Tolland Schools is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All non-reimbursable food items and beverages (i.e., à la carte sales) sold on school premises must meet the [Connecticut Nutrition Standards](#) and/or all applicable state statutes and regulations. This requirement applies to the sale of food and beverages at all activities on school grounds, whether sponsored by the school or an outside group. Food items that do not meet Connecticut Nutrition Standards and/or beverages that do not meet the requirements of applicable state statute may only be sold to students at the location of an event that occurs after the school day or on the weekend, provided the sale is not from a vending machine or a school store.

All schools within the District participate in [USDA National School Lunch Program](#) (NSLP). Currently Birch Grove Primary School also participates the [School Breakfast Program](#) (SBP).

School Meals:

- Are accessible to all students.
- Are appealing and attractive to children.
- Are served in clean and pleasant settings.
- Meet or exceed current nutrition requirements and meal patterns established by local, state, and Federal statutes and regulations.
- Include local and regional foods as part of the Farm-to-School Program.
- Promote healthy food and beverage choices using a variety of techniques including those available through Smarter Lunchrooms.
- Are made attractive to students by appealing to their tastes and preferences. Periodically food sampling and taste testing of healthy choices allows student input for new menu items.

Other Key Points:

- Menus and school nutrition resources are available on the [Tolland Public Schools School Nutrition Webpage](#)
- Nutrition content of school meals and snacks will be available upon request for items sold in the cafeteria.
- Access to free drinking water via water fountains is available in or near the cafeteria and throughout the schools.
- All schools are compliant with [Competitive Foods Regulation](#).
- Food will not be used as a reward or as a punishment for student behaviors, unless it is detailed in a student's individualized education plan (IEP).
- All schools will follow a no food in the classroom policy for birthdays, celebrations, instruction, or rewards unless approved by Administration.
- Information and applications for free and reduced meal benefits are made available through the Superintendent's bulletin at the beginning of the school year as well as throughout the year. Information and applications are available year round in each school and the food service central office located in the Board of Education building.
- [Hazard Analysis and Critical Control Points \(HACCP\)](#) plans and guidelines are implemented to prevent food illness in schools.
- All foods made available in the child nutrition program will comply with state and local food safety and sanitation regulations.
- Access to the food service operations are limited to food service staff and authorized personnel to assure the safety and security of the food supply.
- Students are encouraged to start each day with a healthy breakfast.
- All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA Professional Standards for Child Nutrition Professionals](#)
- The School Nutrition program strives to be self-supporting.
- Student dietary needs are accommodated during field trips, after school activities, and off-site events when a meal is scheduled.

D. Guidelines for the Marketing of Food on Campus

Food or beverage marketing on campus during school hours shall only be permitted of foods and beverages that may be sold on the school campus during the school day and that comply with competitive food standards. Food marketing includes oral, written or graphic statements made for the purpose of promoting the sale of a food or beverage, product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. Food marketing includes but is not limited to the marketing of food or beverages on the exterior of vending machines, through posters, menu boards, coolers, trash cans and other food service equipment, as well as cups used for beverage dispensing.

II. MEASURING THE IMPLEMENTATION OF WELLNESS POLICY

A. Oversight of the Wellness Policy

Pursuant to this policy, the Superintendent designates the Wellness Advisory Council Chair to be responsible for the implementation and oversight of the school district's wellness program. The Wellness Advisory Council will be responsible for ensuring that the goals and guidelines relating to nutrition promotion and education, physical activity, school-based wellness activities and nutritional value of school-provided food and beverages are met, that there is compliance with the wellness policy, and that all school policies and school-based activities are consistent with the wellness policy. The council will conduct an annual review of the policy and progress toward goals.

B. Triennial Assessment

At least every three years, the Superintendent will measure and make available to the public an assessment on the implementation of the wellness policy. In this triennial assessment, the Superintendent will indicate the extent to which schools are in compliance with the wellness policy and how the wellness policy compares with model school wellness policies. In addition, the triennial assessment will provide a description of the progress made in attaining the goals of the wellness policy and will provide the basis for appropriate updates or modification to the wellness policy.

C. Informing and Updating Stakeholders

In accordance with federal law and applicable regulations, the Superintendent will inform and update *stakeholders* (including parents, students, school staff and others in the community) about the content and implementation of its wellness policy as well as the results of the triennial assessment. The results of the triennial assessment will be made available in an accessible and easily understood manner. The Superintendent will make its wellness policy and any updates to the policy available to the public on an annual basis. At this time, the Superintendent will make *stakeholders* aware of their ability to participate in the development, review, update and implementation of the policy.

D. Recordkeeping

The Superintendent or designee will retain records to document compliance with the local school wellness policy requirements. The Superintendent or designee shall retain the Wellness Policy, documentation demonstrating compliance with community involvement requirements, documentation of the triennial assessment and documentation to demonstrate compliance with public notification requirements.

Legal References:

Connecticut General Statutes:

- § 10-215f Certification that food meets nutrition standards.
- § 10-221o Lunch periods. Recess.
- § 10-221p Boards to make available for purchase nutritious and low-fat foods.
- § 10-221q Sale of beverages.

Public Act 16-37, *An Act Concerning Connecticut's Farm to School Program*

Federal Law:

42 U.S.C. § 1751

Richard B. Russell National School Lunch Act § 9(f)(1) and § 17(a), codified at 42 U.S.C. § 1758(f)(1), 42 U.S.C. § 1758b and 42 U.S.C. § 1766, as amended by Pub. L. 111-296, § 204, *Healthy, Hunger-Free Kids Act of 2010*.

20 U.S.C. § 7118, as amended by Pub. L. 114-95, *Every Student Succeeds Act*.

- 7 C.F.R. § 210.10 Meal requirements for lunches and requirements for afterschool snacks.
- 7 C.F.R. § 210.11 Competitive food service and standards.
- 7 C.F.R. § 210.31. Local school wellness policy.
- 7 C.F.R. § 220.8 Meal requirements for breakfasts.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Capital Budget Update

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

FOR BOE MEETING: 12/12/2018

ITEM SUMMARY:

Information that has recently become available with respect to the Birch Grove foundation will be discussed in an upcoming Finance and Facility meeting. As a result of this information, as a precaution certain items are being removed from the Capital Bond list for the time being.

Items being removed include:

BGP Carpet Replacement/Conversion to VCT

-\$50,000

BGP Security Panel/Burglar system

-\$12,000

BGP Carpet Replacement/Conversion to VCT

-\$71,536

BGP Parking Lot Paving (staff, visitors, bus lane, access road)

-\$318,450

BGP Air Conditioning A,B,E wings

-\$54,540

BGP Boiler Replacement

-\$380,000

BGP Roof Replacement Section A-H

-\$1,750,000

BGP Replace Condensing Units

-\$132,905

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Review of information.

SUPPORTING MATERIALS ATTACHED:

TPS Capital Request FY18-FY24 U2018-12-5

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM NOVEMBER 27, 2018 – 7:00 PM

MEMBERS PRESENT: William Eccles, Chair; David Skoczulek, Vice-Chair; Brenda Falusi; Tammy Nuccio; John Reagan and Christine Vincent

MEMBERS ABSENT: Paul Reynolds

OTHERS PRESENT: Steven Werbner, Town Manager; Lisa Hancock, Financial Director; Michael Wilkinson, Director of Administrative Services; Heidi Samokar, Director of Planning and Development; Lady Carrie McCrorey and Coaches from the JADAH Foundation/CT American Double Dutch League; Doug Thomas, Strategic Government Resources (SGR)

1. **CALL TO ORDER:** William Eccles called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS/PRESENTATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (*2 minute limit*): None.
6. **PUBLIC HEARING ITEMS**
 - 6.1 Consideration of a resolution to authorize the Town Manager to accept a 3.5 acre parcel of land as subdivision open space.

Mr. Werbner read his summary: The Planning and Zoning Commission granted conditional approval for a 14-lot subdivision and new road off of Old Kent Road South in 2008. Conditional approval means that the developer did not have to post a financial guarantee for the road, but in turn cannot sell any of the approved lots. Once the road and drainage system are constructed, they then seek “final approval” and can start to sell lots. At some point after final approval they also begin the process for the Town to accept the road. The applicant achieved final approval on October 22, 2018.

Before the applicant can record the subdivision final approval in the land records, they must convey any parcels deemed as open space. The majority of the open space (83.8 acres) was deeded to the Northern Connecticut Land Trust in 2008. The approved plans slated a small parcel to be deeded to the Town. Although it is called “open space” it would not offer public access or trails as it is mainly wetlands. It also includes three components of the drainage system which the Town would be responsible for maintaining, so it is logical for the Town to take ownership of this parcel.

It has been common practice for the Town to accept the responsibility for the road and associated drainage systems in residential subdivisions since the Town adopted subdivision regulations in 1962. There have been exceptions for non-subdivision residential developments (e.g., Village at Crystal Springs) and most commercial and industrial development since they were developed under zoning rather than subdivision laws.

Agenda item 8.2 is tied to this item. The action is to set the public hearing for the roads associated with this development.

David Skoczulek moved to open the public hearing; Seconded by Christine Vincent. All in favor. None opposed.

David Skoczulek moved to close the public hearing; Seconded by Tammy Nuccio. All in favor. None opposed.

David Skoczulek motioned to accept the following resolution:

WHEREAS, the Tolland Planning and Zoning Commission granted a conditional approval in 2008 and a final approval on October 22, 2018 for the Kent South Subdivision, located off of Old Kent Road South; and,

WHEREAS, such approved plan entailed deeding 3.5 acres of land to the Town of Tolland;

WHEREAS, such parcel contains wetlands and drainage infrastructure that the Town will be responsible for maintaining;

AND FURTHER, said parcel is offered for no consideration;

BE IT RESOLVED that the Town Council authorizes the Town Manager, Town Attorney and their designees to finalize the acquisition of said parcel.

Seconded by Brenda Falusi. All in favor. None opposed.

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

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** **John Reagan, WPCA:** The Director of the Vernon WPCA provided an update on the water treatment plant. Tolland's portion of the upgrade is 5.62%. The job still needs to go out for bid. They believe it will go to referendum on January 15th in the Town of Vernon. The referendum amount will be \$89m. They are working on applying for grants, so the costs may be lowered due to grants that may be awarded. He invited the Tolland WPCA members to attend a public hearing in the Vernon Council Chambers on December 4th. Scott Lappen provided updates on projects in town: the pump stations are operating well, and the Public Works garage is still in the construction phase (the weather has slowed it down). **Tammy Nuccio, BOE:** There is nothing significant to report. They discussed their monthly results, and the transportation contract. **Brenda Falusi, Sustainable CT:** They went over the 30 points that have been submitted so far, and they have additional ones that they are still reviewing. One of the things she would like to work on is getting a poet laureate for Tolland. They will be meeting every three months. **PZC:** There was a public hearing regarding Gerber Drive: The River of Life Church, a special permit meeting about a major home improvement about doing weddings in the Residential Design District ('RDD'), they discussed allowing wineries, breweries, distilleries and cideries and food trucks in the RDD. Also, she reported that the PZC recommends that the Council approve item no. 8.2 below.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS)

To view agenda item attachments, you may visit: <https://www.tolland.org/town-council>

8.1 Discussion with Lady Carrie McCrorey from JADAH Foundation/CT American Double Dutch League holding their World Double Dutch Championship at Star Hill from June 13-16, 2019.

Lady Carrie McCrorey, along with other coaches, presented at tonight's meeting. Lady McCrorey provided background information on the organization, and announced that they will be having a world-wide event at Star Hill on June 13-16, 2019. Tolland will be hosting the event, which will be attended from people all over. They are currently working on donations, sponsorships and transportation. Any assistance that can be offered is greatly appreciated. She thanked Tolland for having them. She closed by saying that this is a big deal, and they want to make it a big deal. She commented that Star Hill is going to seek out children to form teams to represent Tolland. Mr. Werbner offered Tolland's assistance should they find they need anything over the next year. Coach Carter spoke of the history of double dutch within the State of Connecticut. She said they are looking to bring it back. Lady McCrorey and the coaches offered to come and teach double dutch to kids in our community.

8.2 Consideration of a resolution to authorize the Town Manager to accept Josephine Way and associated drainage infrastructure and the setting of a Public Hearing thereon for December 11, 2018.

Mr. Werbner said this is for the roads associated with the 14 lot subdivision. It is the public hearing for the acceptance of Josephine Way and associated drainage infrastructure.

Ms. Falusi asked if the pole located in the middle of one of the roads will be removed. Mr. Werbner said he is assuming it would be removed, but will look into it.

David Skoczulek motioned to accept the following resolution:

WHEREAS, the Tolland Planning and Zoning Commission granted a conditional approval in 2008 and a final approval on October 22, 2018 for the Kent South Subdivision, located off of Old Kent Road South; and,

WHEREAS, such approved plan entailed deeding a new road, named Josephine Way, and associated infrastructure to the Town of Tolland;

AND FURTHER, said parcel is offered for no consideration;

BE IT RESOLVED that the Town Council authorizes the Town Manager, Town Attorney and their designees to finalize the acquisition of Josephine Way.

Seconded by Brenda Falusi. All in favor. None opposed.

8.3 Discussion and update on the Town Manager Search.

Mike Wilkinson introduced Doug Thomas, Senior Vice President of the consulting firm Strategic Government Resources (SGR). Mr. Wilkinson answered a few questions from the Council's last meeting. The process would be a five month process. So, if they start the process by January 1st, the timeframe will work. The second question was about other recruitments in the area, is it synergy or not? Mr. Thomas advised that it is separate recruitments and different time periods. It is not a negative. The third question was what kind of recruitments would Tolland be getting – Mr. Thomas advised that they are getting good responses for the other town in the area, and they received a number of applicants.

Mr. Thomas began by thanking them for selecting SGR to assist in the town manager search. He provided a brief history of his background. Currently, they are assisting Wethersfield and South Windsor in their searches. They have submitted a draft position brochure to be reviewed by the Council, which will most likely need tweaking. He is willing to work with the Council members to revise the brochure. He reviewed the sample schedule that was submitted to the Council members. From the time they say go, it will be about a three month process to locate

candidates and have them in for interviews. If the candidate is currently employed, it would be an additional 30-60 days to get the candidate in place.

Ms. Nuccio asked if Wethersfield and South Windsor have a residency requirement. Mr. Thomas said they do, and most communities do have it. He said if people are relocating, they usually like to relocate in the community.

The Council will review the brochure and provide comments to Mr. Wilkinson.

8.4 Appointments to vacancies on various municipal boards/commissions.

David Skoczulek motioned that they accept the following:

8.4.a. Appointment to Inland Wetlands Commission

Wade Mattesen, 23 Bonair Road, term 11/8/17 – 11/6/19

8.4.b. Appointment to Veterans Recognition Commission

Richard Field, 139 Torry Road, term 10/31/18 – 11/31/21

Seconded by Tammy Nuccio. All in favor. None opposed.

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Werbner said he provided a memo to the Council members regarding a complaint from a resident regarding a truck issue. He updated that he has had conversation with Trooper Eklund about enforcement of certain Ordinances regarding vehicles parked on streets. At this point, there isn't much that can be done unless the truck impacts the resident's ingress and egress to her driveway. The resident has been advised to call Trooper Eklund should the truck cause a problem in the area of her driveway. The trooper will then speak with the driver, or issue him a ticket. They cannot prohibit commercial vehicles from parking on our residential streets, because there is no ordinance in place to address that. It has been determined that this is not a public safety issue (fire trucks, school buses, etc. can still pass by).

11. **ADOPTION OF MINUTES**

11.1 November 13, 2018 Regular Meeting Minutes: David Skoczulek moved to adopt the minutes; Seconded by Brenda Falusi. All in favor. None opposed. John Reagan abstained.

12. **CORRESPONDENCE TO COUNCIL:**

12.1 Letter from a resident regarding the truck issue discussed above; and

12.2 Correspondence from the Connecticut Conference of Municipalities.

13. **CHAIRMAN'S REPORT:** None

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Ms. Nuccio asked Mr. Werbner if he is closer to integrating the BOE's numbers in with the Town's. Will there be a presentation shortly? Ms. Hancock advised that she will be meeting with the Superintendent next week to clarify some numbers. After that they will work on updating the presentation. Mr. Werbner said they will work on this over the month of December.

The Council will discuss the 2019 BOE Liaison schedule at the next meeting.

Ms. Falusi said the PZC would like to attend a Council meeting in January to update them on the POCD. Mr. Werbner said this will happen in either January or February.

Ms. Nuccio said she heard that The Tavern will be closing, and rumblings about Cardio Express closing too. Is there any work that can be done from an EDC perspective to try to bring in any businesses? Mr. Eccles said he has a meeting next week with the EDC, and will bring this to their attention.

Ms. Nuccio brought up the Eagle Freeze. She is looking to do a challenge, maybe with between the Council and BOE. Mr. Adlerstein said he will work on this. Details will be worked out. Ms. Falusi invited all other civic organizations to get involved.

15. **PUBLIC LISTED PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*)
(3 minute limit): None.

16. **EXECUTIVE SESSION**

16.1 Discuss personnel matter.

David Skoczulek motioned to go into Executive Session for the purpose of discussing a personnel matter at 7:54 p.m., ending the Regular Meeting of the Town Council. Invited to attend were Michael Wilkinson and Doug Thomas. Seconded by Tammy Nuccio. All in favor. None opposed. The Executive Session ended at 8:12 p.m.

17. **ADJOURNMENT:** John Reagan moved to adjourn the meeting; Seconded by David Skoczulek at 8:47 p.m. All were in favor.

William N. Eccles
Town Council Chair

Michelle A. Finnegan
Town Council Clerk