

TOLLAND BOARD OF EDUCATION
Please Note Change in Location
Tolland High School
Library-Media Center
Tolland, CT 06084

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
December 14, 2011

VISION STATEMENT

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

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. APPROVAL OF MINUTES
November 9, 2011 – Regular Meeting
- C. PUBLIC PARTICIPATION (2 minute limit)
The members of the Tolland Board of Education welcome members of the public to share their thoughts and ideas at this time. When appropriate to do so, members of the Board and the administration may respond to comments during "Points of Information." However, in consideration of those in attendance and in an effort to proceed in a timely manner, follow-up discussion may need to take place outside of the meeting setting.
- D. POINTS OF INFORMATION
- E. STUDENT REPRESENTATIVE REPORT
- F. SUPERINTENDENT'S REPORT
- F.1. Madrigal Singers
F.2. Recognition of Board Member – Karen Bresciano (no enclosure)
F.3. Recognition of Tolland's Project Graduation 25th Anniversary (no enclosure)
F.4. Tolland Boys Cross Country Team
F.5. Tolland Girls Cross Country Team
F.6. Status of the Budget – December 5, 2011
- G. COMMITTEE & LIAISON REPORTS
- Finance and Facilities Committee – November 21, 2011
 - Policy Committee – December 14, 2011
- H. CHAIRPERSON'S REPORT
- I. BOARD ACTION
- I.1. Board Policies
- 4100 – Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability
 - Board Policy and Administrative Regulation 5010 – Student Attendance and Truancy
 - Board Policy 5081 – Bullying Prevention and Intervention Policy with Safe School Climate Plan

- I.2. Cancellation of December 28, 2011 Board Meeting
- I.3. Proposed Revisions to the 2011/2012 School District Calendar
- I.4. Request for Unpaid Leave of Absence (no enclosure)

- J. PUBLIC PARTICIPATION (2 minute limit)
Comments must be limited to items on this agenda.

- K. POINTS OF INFORMATION

- L. CORRESPONDENCE
 - Council Minutes of October 25, 2011, Organizational Meeting of November 9, 2011 and Storm Alfred Meeting of November 9, 2011, Council Minutes of November 22, 2011 and Town Council Workshop Minutes of December 1, 2011 are enclosed.
 - School Calendars for January
 - Deed of Gift – Tolland Intermediate School Phase 1 Playground Equipment

- M. OLD BUSINESS
 - M.1. Enrichment Program
 - M.2. Strategic Plan Process

- N. FUTURE AGENDA ITEMS

- O. ADJOURNMENT

**TOLLAND BOARD OF EDUCATION
Tolland, CT**

MINUTES – November 9, 2011

Members Present: Mr. Robert Pagoni; Mr. Andy Powell; Mr. Steve Clark; Mr. Thomas Frattaroli; Ms. Christine Riley Vincent; Mrs. Karen Kramer; Mrs. Althea Gill; and Mr. Frank Tantillo.

Administrators Present: Mr. William Guzman, Superintendent of Schools; and Mrs. Jane Neel, Business Manager.

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

Reorganization of the Board of Education

Mr. Pagoni motioned and Mr. Tantillo seconded to nominate Mr. Powell as Chairperson of the Board of Education. Nominations were closed for Chairperson.

Motion to elect Mr. Powell as Chairperson. All in favor. Motion carried.

Mr. Powell stated that it was an honor to be appointed in a leadership position of the Board. He also stated that time for politics was over and that it is time to be the advocates for education in Tolland. Mr. Powell feels that it will be a difficult but good year.

Mr. Clark motioned and Ms. Riley Vincent seconded to nominate Mr. Pagoni as Vice Chairperson of the Board of Education. Nominations were closed for Vice Chairperson.

Motion to elect Mr. Pagoni as Vice Chairperson. All in favor. Motion carried.

Mr. Clark motioned and Mr. Tantillo seconded to nominate Ms. Riley Vincent as Secretary of the Board of Education. Nominations were closed for Secretary.

Motion to elect Ms. Riley Vincent as Secretary of the Board of Education. All in favor. Motion carried.

APPROVAL OF MINUTES

Mr. Clark motioned and Ms. Riley Vincent seconded to approve the minutes of the special meeting of October 24, 2011. Mr. Clark, Ms. Riley Vincent and Mr. Pagoni in favor. Mr. Powell, Mr. Frattaroli, Mrs. Kramer; Mrs. Gill and Mr. Tantillo abstained. Motion carried.

Mr. Clark motioned and Ms. Riley Vincent seconded to approve the minutes of the regular meeting of October 26, 2011. Mr. Frattaroli, Mr. Clark, Mr. Powell, Mr. Pagoni and Ms. Riley Vincent in favor. Mrs. Kramer, Mrs. Gill and Mr. Tantillo abstained. Motion carried.

Ms. Riley Vincent motioned and Mr. Frattaroli seconded to approve the minutes of the special meeting of November 3, 2011. Mr. Frattaroli, Mr. Powell, Mr. Pagoni and Ms. Riley Vincent in favor. Mr. Clark, Mrs. Kramer, Mrs. Gill and Mr. Tantillo abstained. Motion carried.

PUBLIC PARTICIPATION

None

POINTS OF INFORMATION

None

STUDENT REPRESENTATIVE REPORT

Kate-Lynn Walsh was introduced to the new members of the Board. She is a senior who has been accepted early decision to the University of Oklahoma with a major in meteorology.

With schools being closed for the last week and a half, not much has happened at the Tolland High School. Spirit Week and Homecoming have been postponed until further notice. The Boys and Girls' Cross Country Teams won their State Championships. The Boys won in Class MM and the Girls in Class M. Auditions and forms are being filed for Tolland Idol 4. There is a Coffee House scheduled for November 18, 2011.

SUPERINTENDENT'S REPORT

F.1. Recognition of Board Members – Judy Grabowicz

Mr. Guzman recognized Mrs. Grabowicz for her support of the Board and the school district. She was always supportive of the children of Tolland. Her work on the Finance and Facilities Committee were always positive and her support of changes to the Capital Improvement Plan were evident in her four (4) years on the Board.

Mr. Pagoni referred to the accomplishments that had happened during the two terms on the Board of Education. Although they all had their moments together, Mrs. Grabowicz was always a contributor and supportive of the efforts of the Board.

Mrs. Grabowicz stated that she believes that the strength of the community lies with the all children. She was happiest when she was learning about the exciting events happening in the classroom such as building hovercrafts and writing poetry.

Both Mr. Clark and Mr. Powell stated that maybe she would come back after she had a couple of years off.

F.2. Board Policies

- **Board Policy 4100 – Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability**
- **Board Policy and Administrative Regulation 5010 – Student Attendance and Truancy**

- **Board Policy 5081 – Bullying Prevention and Intervention Policy with Safe School Climate Plan**

Mr. Guzman reviewed with the members of the Board that Policies are reviewed by the Policy Committee and appear on the agenda for a first reading and a second time for approval. Only the Policy itself needs to be approved by the Board and the Administrative Regulations, which outline the implementation of the Policy, do not have to be approved by the Board.

The Superintendent presented Board Policy 4100, Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability, Board Policy and Administrative Regulation 5010, Student Attendance and Truancy, and Board Policy 5081, Bullying Prevention and Intervention Policy with Safe School Climate Plan.

Policy 4100, Policy and Administrative Regulation 5010 and Policy 5081 were reviewed by the Policy Committee on October 26, 2011.

Board Policies 4100, 5010 and 5081 are revised. The language to be deleted is in brackets and new language is in caps and is bolded.

Mr. Guzman noted that the Administrative Regulation 5081 is being eliminated and substituted with the Safe School Climate Plan as part of Policy 5081.

The Administrative Regulation 5010 was enclosed for the Board's information and does not require Board approval.

A discussion followed concerning Policy 5081 and the attempt to change from intervention of bullying to developing a safe school environment. All of the four schools have School Improvement Goals that address positive school climate and positive behaviors. The new policy is extensive and although it will be on the Board agenda for approval on December 14, 2011, it may have changes to the format. The Superintendent is attending a workshop on November 10, 2011 at the Capitol Region Education Council (CREC) concerning the new program. He will outline changes at the next meeting, if any.

Mrs. Kramer asked for clarification on Administrative Regulation, Student Attendance and Truancy, C (2) and whether or not it affected homeschooled children reentering the schools and the Superintendent stated that these guidelines would need to be followed in these incidents.

F.3. NESDEC Enrollment Projections

Mr. Guzman presented the projected enrollments for 2012/2013 through 2021/2022 schools years for the School District as calculated by the New England School Development Council (NESDEC). He also presented a graph showing the District's historical enrollment since the 2001/2002 school year. The Superintendent noted that

the further out that you go in the ten-year period, the less reliable these numbers become. The immediate figures for 2012/2013, however, will be used for the proposed budget.

F.4. Cancellation of December 28, 2011 Board of Education Meeting

In keeping with past practice, the Superintendent recommended that the Board of Education meeting scheduled for December 28, 2011 be cancelled. This will be an action item at the December 14, 2011 meeting of the Board of Education.

F.5. Leave of Absence Report

As per Board of Education resolution adopted on July 11, 2007, Mr. Guzman presented a status report on requests for unpaid Leaves of Absences since the beginning of the school year.

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

The Superintendent noted that none of these leaves resulted in a cost to the District. There was a cumulative savings to the District of \$804.81.

COMMITTEE & LIAISON REPORTS

Ms. Riley Vincent noted that the last meeting of the Great Path Academy Governing Board was cancelled and rescheduled for December 7, 2011.

Mr. Powell noted that he had discussed continuing the Town Council Liaison with the members of the Town Council and that Mr. Clark would continue in that position.

CHAIRPERSON'S REPORT

Mr. Powell noted that communication with the voters is going to be more important this year with respect to the Capital Improvement Plan and the need to improve the technology infrastructure. Members discussed changing Public Participation to a question and answer discussion and it was decided that it would be ineffective. Any response that a member might have will continue to be given during Points of Information.

BOARD ACTION**I.1. Capital Improvement Plan**

Mr. Clark motioned and Ms. Riley Vincent seconded to approve the proposed amounts for the Capital Improvement Plan for the five (5) year period as presented in the following table:

	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>Total</u>
Facilities, Equipment, Vehicles	\$730,650	\$152,500	\$ 623,015	\$ 40,310	\$130,500	\$1,676,975
Technology Infrastructure	<u>\$176,150</u>	<u>\$427,228</u>	<u>\$ 445,835</u>	<u>\$418,530</u>	<u>\$424,428</u>	<u>\$1,892,171</u>
Grand Total	\$906,800	\$579,728	\$1,068,850	\$458,840	\$554,928	\$3,569,146

Mr. Guzman gave a brief overview of the Capital Improvement Plan and its construction and also an explanation of the attachments that were included in the Board packet.

Mrs. Kramer, Mr. Frattaroli, Mr. Clark, Mr. Powell, Mr. Pagoni, Ms. Riley Vincent in favor. Mrs. Gill and Mr. Tantillo abstained. Motion carried.

I.2. Budget Transfer Request

In accordance with Board Policy 3020, Mr. Clark motioned and Ms. Riley Vincent seconded to approve the following budget transfer request:

<u>From Account</u>	<u>Amount</u>	<u>To Account</u>	<u>Amount</u>
Program 178 Certified Regular Education	(\$41,188)	Program 187 Substitutes	(\$41,188)

Explanation: Transfer of funds to cover cost for long-term substitutes covering for employee on unpaid leave of absence. All in favor. Motion carried.

Mr. Guzman presented his proposal for recovering some of the cancelled school days resulting from Hurricane Irene and Winter Storm Alfred.

Recommendation 1: The 2011/2012 district calendar currently allows for two vacation days and three school days during the break week of February 20-24, 2012. The recommendation is that the Board of Education revise the calendar to make February 20 and February 21 instructional days.

This action would recapture two of the remaining eight (8) cancelled school days. February 20 is a contractual holiday for the bargaining groups. The administration has had a positive response from these groups to allow an alternative, such as a floating holiday, so as to make this revision.

Recommendation 2: The State of Connecticut requires 180 school days for all students. Tolland currently has 183 days of instruction. The administration is recommending that the student calendar for 2011/2012 be established as 180 days. The impact of this action would negate an additional three (3) of the remaining eight (8) cancelled school days. The contracted days for bargaining groups would not be reduced by the action of the Board.

Impact

These two recommendations are intended to eliminate the need to disrupt the April vacation and to hopefully end the school year prior to the start of warm and humid summer weather. The above recommendations would create a three-day window from June 20 through 22 should there be further school cancellations.

This will be on the December 14, 2011 Board of Education meeting for consideration and action.

PUBLIC PARTICIPATION

None

POINTS OF INFORMATION

Ms. Riley Vincent asked what special programs are planned for the schools to honor Veterans Day.

The Superintendent explained that Mr. Richard Tapp, Chair of the Veterans Recognition Commission, will be doing a presentation to Tolland Middle School at 10:00 a.m. and at Tolland Intermediate School at 2:00 p.m. At Tolland High School various videotapes would be used that honor veterans and at Birch Grove students are encouraged to wear red, white and blue and they will sing various patriotic songs. In addition, the students were encouraged to write about a family member or family friend that had served in the military.

CORRESPONDENCE

None

OLD BUSINESS

Mr. Frattaroli asked if anything further had been discussed about the use of Parker Memorial School. The Superintendent reviewed some of the options that had been investigated and explained that any further use of the building would require a sizeable investment. The Finance and Facilities Committee will discuss at its next meeting.

FUTURE AGENDA ITEMS

1. Board Policies

- Board Policy 4100 – Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability
- Board Policy and Administrative Regulation 5010 – Student Attendance and Truancy

- Board Policy 5081 – Bullying Prevention and Intervention Policy with Safe School Climate Plan
2. Cancellation of the December 28, 2011 Meeting of the Board of Education.
 3. Calendar Adjustments for 2011/2012
 4. Madrigal Singers

ADJOURNMENT

Mr. Pagoni motioned and Mr. Tantillo seconded to adjourn at 9:18 p.m. All in favor.
Motion carried.

Respectfully submitted,

Cheryl J. Abbott
Board Clerk

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: December 14, 2011

SUBJECT: Tolland High School – Madrigal Singers

Linda Tracy, Music Director, will be presenting the Tolland High Madrigal Singers at the Board meeting. The singers will be performing a variety of holiday music. The members of the Madrigal Singers are:

<u>Name</u>	<u>Year</u>
Matt Beckius	Senior
Ben Braz	Senior
Kelsey Kaplan	Senior
Shelby Mathieu	Senior
David Michaels	Senior
Carolyn Sireci	Senior
Martha Denisky	Junior
Carlina Fontaine	Junior
Anna Giangregorio	Junior
Dani Halliday	Junior
Dylan Matusek	Junior
Alex Noonan	Junior
Karie Trice	Junior
McKenna Connelly	Sophomore
Gabby Hurlbut	Sophomore
Kaitlyn Leibowitz	Sophomore
Kristen Machuga	Sophomore

WDG:ca

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: December 14, 2011
SUBJECT: Tolland High School Boys Cross Country Team

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

<u>Name</u>	<u>Year</u>
Nate Eichacker	Senior
Adam Medina	Senior
Matt Mensher	Senior
Ryan Possardt	Senior
Josh Reinert	Senior
Matt Snyder	Senior
Tim Zigmont	Senior
Mike Candels	Junior
Colin Sauter	Junior
Ray Tetreault	Junior
Dan Vareed	Junior
Jared Bedard	Sophomore
Connor Lafontaine	Sophomore
Kyle Lindsay	Sophomore
Joffre Rodriguez	Sophomore
Alex Medina	Freshmen

Brandon Elliott, coach of the Boys' Cross Country and Track and Field team, will also be present at the meeting.

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: December 14, 2011
SUBJECT: Tolland High School Girls Cross Country Team

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

<u>Name</u>	<u>Year</u>
Rachel Gedansky	Senior
Emily Howard	Senior
Katie Jacobs	Senior
Christina Macklem	Senior
Tori Cronin	Junior
Kelly Frank	Junior
Savannah Gagnon	Junior
Kierra Laramie	Junior
Melissa Noryk	Junior
Melissa Caron	Sophomore
Nicole Howard	Sophomore
Gabrielle Hurlbut	Sophomore
Kayla Wesoly	Sophomore
Courtney Akerley	Freshmen
Lora Giguere	Freshmen
Gabrielle Heilman	Freshmen
Meredith Knight-Vezina	Freshmen
Samantha Kondratovitz	Freshmen
Molly Kozlowski	Freshmen
Emily Ward	Freshmen

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

TO: Members of the Board of Education

**FROM: William D. Guzman
Jane A. Neel**

DATE: December 14, 2011

SUBJECT: Status of the Budget – December 5, 2011

In accordance with Board of Education policy 3010, attached please find the status report of the budget for fiscal year 2011-12 as of December 5, 2011.

The budget for fiscal year 2011-12 is \$34,662,357. The current adjusted budget is \$34,662,357.

As of December 5, 2011, expenditures and encumbrances total \$33,996,531 leaving an unexpended balance at this time of \$665,826.

A budget freeze was implemented on November 28, 2011 and purchasing restrictions have been put into place.

The budget freeze was put into effect based on the following factors:

- Current balance in the maintenance program 663 budget, unanticipated expenses
- Additional costs required for tutoring of students
- Uncertain utility projection numbers at this time (often weather related).

All program accounts are being closely monitored. The implementation of the budget freeze does not affect the instructional programs nor the health and safety of students and staff.

There are no budget transfers at this time.

WGD/JAN:ca

TOLLAND PUBLIC SCHOOLS
 Business Services
 December 5, 2011
 Fiscal Year 2011-12 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	December Budget Transfers	Balance	%
101	Language Arts	\$ 98,376	\$ -	\$ 98,376	\$ 61,019	\$ -	\$ 37,357	38.0%
102	Math	\$ 40,632	\$ (162)	\$ 40,470	\$ 39,531	\$ -	\$ 939	2.3%
103	Social Studies	\$ 19,700	\$ (3,818)	\$ 15,882	\$ 8,814	\$ -	\$ 7,068	44.5%
104	Science	\$ 74,700	\$ -	\$ 74,700	\$ 34,518	\$ -	\$ 40,182	53.8%
105	Art	\$ 28,992	\$ -	\$ 28,992	\$ 22,476	\$ -	\$ 6,516	22.5%
106	Music	\$ 20,404	\$ (2,600)	\$ 17,804	\$ 13,810	\$ -	\$ 3,994	22.4%
107	Physical Education	\$ 13,238	\$ -	\$ 13,238	\$ 11,815	\$ -	\$ 1,423	10.7%
108	World Language	\$ 7,268	\$ -	\$ 7,268	\$ 6,101	\$ -	\$ 1,167	16.1%
109	Family and Consumer Science	\$ 14,917	\$ 1,300	\$ 16,217	\$ 15,742	\$ -	\$ 475	2.9%
110	Technology Education	\$ 21,128	\$ 1,300	\$ 22,428	\$ 21,161	\$ -	\$ 1,267	5.6%
111	Business Education	\$ 6,472	\$ -	\$ 6,472	\$ 5,092	\$ -	\$ 1,380	21.3%
112	Computer Education	\$ 11,947	\$ -	\$ 11,947	\$ 9,073	\$ -	\$ 2,874	24.1%
114	Skills for Adolescence	\$ 750	\$ (750)	\$ -	\$ -	\$ -	\$ -	100.0%
115	TALC	\$ 1,345	\$ -	\$ 1,345	\$ -	\$ -	\$ 1,345	100.0%
131	Special Services	\$ 1,805,875	\$ -	\$ 1,805,875	\$ 1,778,415	\$ -	\$ 27,460	1.5%
132	Special Education	\$ 82,574	\$ -	\$ 82,574	\$ 80,496	\$ -	\$ 2,078	2.5%
133	Interdistrict Programs	\$ 158,997	\$ -	\$ 158,997	\$ 158,997	\$ -	\$ -	0.0%
134	Student Athletics	\$ 95,328	\$ -	\$ 95,328	\$ 54,372	\$ -	\$ 40,956	43.0%
136	Student Activities	\$ 17,025	\$ 6,773	\$ 23,798	\$ 14,339	\$ -	\$ 9,459	39.7%
142	Guidance Services	\$ 9,948	\$ (453)	\$ 9,495	\$ 5,984	\$ -	\$ 3,511	37.0%
144	Nursing	\$ 16,601	\$ -	\$ 16,601	\$ 14,603	\$ -	\$ 1,998	12.0%
145	Library	\$ 17,620	\$ -	\$ 17,620	\$ 14,376	\$ -	\$ 3,244	18.4%
146	Audiovisual	\$ 5,914	\$ (500)	\$ 5,414	\$ 3,379	\$ -	\$ 2,035	37.6%
710	Principals' Office	\$ 85,937	\$ 4,480	\$ 90,417	\$ 49,476	\$ -	\$ 40,941	45.3%
701	Transportation	\$ 2,347,622	\$ -	\$ 2,347,622	\$ 2,279,410	\$ -	\$ 68,212	2.9%
755	Superintendent's Office	\$ 20,384	\$ -	\$ 20,384	\$ 17,451	\$ -	\$ 2,933	14.4%
756	Business Office	\$ 182,558	\$ (84)	\$ 182,474	\$ 172,842	\$ -	\$ 9,632	5.3%
757	Technology Services	\$ 113,206	\$ -	\$ 113,206	\$ 111,098	\$ -	\$ 2,108	1.9%
661	Custodial Services	\$ 173,518	\$ -	\$ 173,518	\$ 141,874	\$ -	\$ 31,644	18.2%
667	Comm/Ins	\$ 195,161	\$ -	\$ 195,161	\$ 188,225	\$ -	\$ 6,936	3.6%
663	Utilities-Energy Mgt	\$ 1,347,820	\$ -	\$ 1,347,820	\$ 1,347,437	\$ -	\$ 383	0.0%
666	Energy Management	\$ 2,195	\$ -	\$ 2,195	\$ 2,195	\$ -	\$ -	0.0%
662	Maintenance	\$ 378,703	\$ -	\$ 378,703	\$ 288,785	\$ -	\$ 89,918	23.7%
770	Prog/Prof Development	\$ 52,993	\$ -	\$ 52,993	\$ 32,614	\$ -	\$ 20,379	38.5%
790	Adult Education	\$ 29,674	\$ -	\$ 29,674	\$ 29,674	\$ -	\$ -	0.0%
791	Board of Education	\$ 81,039	\$ 2,236	\$ 83,275	\$ 83,575	\$ -	\$ (300)	-0.4%
xxx	Program Total	\$ 7,580,561	\$ 7,722	\$ 7,588,283	\$ 7,118,769	\$ -	\$ 469,514	6.2%

TOLLAND PUBLIC SCHOOLS
 Business Services
 December 5, 2011
 Fiscal Year 2011-12 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	December Budget Transfers	Balance	%
177	Staff Services - Other	\$ 1,194,108	\$ (2,236)	\$ 1,191,872	\$ 1,231,149	\$ -	\$ (39,277)	-3.3%
177	Staff Services - Health Insurance	\$ 5,219,463	\$ -	\$ 5,219,463	\$ 5,175,847	\$ -	\$ 43,616	0.8%
178	Certified Regular Ed	\$ 12,366,268	\$ (41,188)	\$ 12,325,080	\$ 12,183,178	\$ -	\$ 141,902	1.2%
179	Certified Special Ed	\$ 2,701,786	\$ -	\$ 2,701,786	\$ 2,640,020	\$ (24,000)	\$ 37,766	1.4%
180	Non-Certified	\$ 1,148,115	\$ -	\$ 1,148,115	\$ 1,160,559	\$ 15,000	\$ 2,556	0.2%
181	Building Operations	\$ 850,879	\$ -	\$ 850,879	\$ 847,981	\$ -	\$ 2,898	0.3%
182	Building Maintenance	\$ 175,337	\$ -	\$ 175,337	\$ 175,337	\$ -	\$ -	0.0%
183	BOE Clerk	\$ 1,240	\$ -	\$ 1,240	\$ 1,240	\$ -	\$ -	0.0%
184	Business Services	\$ 287,675	\$ (2,207)	\$ 285,468	\$ 285,468	\$ -	\$ -	0.0%
185	Superintendent's Office	\$ 263,129	\$ 2,207	\$ 265,336	\$ 265,336	\$ -	\$ -	0.0%
186	Principals' Office	\$ 1,485,822	\$ -	\$ 1,485,822	\$ 1,478,971	\$ -	\$ 6,851	0.5%
187	Substitutes	\$ 354,612	\$ 41,188	\$ 395,800	\$ 395,800	\$ -	\$ -	0.0%
188	Systemwide Services	\$ 1,033,362	\$ (5,486)	\$ 1,027,876	\$ 1,036,876	\$ 9,000	\$ -	0.0%
xxx	Personnel Total	\$ 27,081,796	\$ (7,722)	\$ 27,074,074	\$ 26,877,762	\$ -	\$ 196,312	0.7%
xxx	Unallocated Reserve Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	Original Appropriation Total	\$ 34,662,357	\$ -	\$ 34,662,357	\$ 33,996,531	\$ -	\$ 665,826	1.9%
Additional Appropriations:								
179	Medicaid Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	Add'l Appropriations Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	Grand Total	\$ 34,662,357	\$ -	\$ 34,662,357	\$ 33,996,531	\$ -	\$ 665,826	1.9%

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: December 14, 2011

SUBJECT: Board Policies

- **Board Policy 4100 – Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability**
- **Board Policy 5010 – Student Attendance and Truancy**
- **Board Policy 5081 – Bullying Prevention and Intervention Policy with Safe School Climate Plan**

The subject Policies were presented to the Board at its November 9, 2011 meeting.

Policy 4100, Policy and Administrative Regulation 5010 and Policy 5081 were reviewed by the Policy Committee on October 26, 2011.

Board Policies 4100, 5010 and 5081 are revised. The language to be deleted is in brackets and new language is in caps and is bolded.

WDG:ca

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Bullying [in the Schools]
PREVENTION AND INTERVENTION

Number: 5081
Students

Approved: 6/28/07

Revised: 9/24/08

Revised: 2/24/10

REVISED:

[In accordance with state law, it is the policy of the board of education that any form of bullying behavior, whether in the classroom, on school property, on a school bus, or at school-sponsored events, is expressly forbidden.]

THE TOLLAND BOARD OF EDUCATION IS COMMITTED TO CREATING AND MAINTAINING AN EDUCATIONAL ENVIRONMENT THAT IS PHYSICALLY, EMOTIONALLY AND INTELLECTUALLY SAFE AND THUS FREE FROM BULLYING, HARASSMENT AND DISCRIMINATION. IN ACCORDANCE WITH STATE LAW AND THE BOARD'S SAFE SCHOOL CLIMATE PLAN, THE BOARD EXPRESSLY PROHIBITS ANY FORM OF BULLYING BEHAVIOR ON SCHOOL GROUNDS; AT A SCHOOL-SPONSORED OR SCHOOL-RELATED ACTIVITY, FUNCTION OR PROGRAM, WHETHER ON OR OFF SCHOOL GROUNDS; AT A SCHOOL BUS STOP; ON A SCHOOL BUS OR OTHER VEHICLE OWNED, LEASED OR USED BY A LOCAL OR REGIONAL BOARD OF EDUCATION; OR THROUGH THE USE OF AN ELECTRONIC DEVICE OR AN ELECTRONIC MOBILE DEVICE OWNED, LEASED OR USED BY BOARD OF EDUCATION.

[The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations in furtherance of this policy. As provided by statute, such regulations shall: (1) enable students to anonymously report acts of bullying to teachers and school administrators and require that students to be notified annually of the process by which they may make such anonymous reports, (2) enable the parents or guardians of students to file written reports of suspected bullying, (3) require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators in writing, (4) require school administrators to investigate any written reports and to review any anonymous reports, (provided that no disciplinary action shall be taken solely on the basis of an anonymous report) (5) include a prevention and intervention strategy, as defined by this policy, for school staff to deal with bullying, (6) provide for the inclusion of language in student codes of conduct

concerning bullying, (7) require school administrators of each school to notify both the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed, and to invite them to attend at least one meeting, (8) require each school within the district to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and within available appropriations, report such number annually to the department of education, in such manner as prescribed by the commissioner of education, (9) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline, and (10) identify the appropriate school personnel responsible for taking a bullying report and investigating the complaint. such personnel may include, but shall not be limited to, pupil services personnel.]

[The notification required pursuant to subdivision (7) shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's confidentiality and access to student information policy and regulations.

For purposes of this policy, "bullying" shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the school year.

For purposes of this policy, "school-sponsored activity" shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

For the purposes of this policy, "prevention and intervention strategy" may include, but shall not be limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the department of education; (2) a school survey to determine the prevalence of bullying; (3) establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement the strategy; (4) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts; (5) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur; (6) inclusion of grade-appropriate bullying prevention curricula in kindergarten through high school; (7) individual interventions with the bully, parents and school staff; (8)

school wide training related to safe school climate; and (9) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.]

THE BOARD ALSO PROHIBITS ANY FORM OF BULLYING BEHAVIOR OUTSIDE OF THE SCHOOL SETTING IF SUCH BULLYING (I) CREATES A HOSTILE ENVIRONMENT AT SCHOOL FOR THE STUDENT AGAINST WHOM SUCH BULLYING WAS DIRECTED, (II) INFRINGES ON THE RIGHTS OF THE STUDENT AGAINST WHOM SUCH BULLYING WAS DIRECTED AT SCHOOL, OR (III) SUBSTANTIALLY DISRUPTS THE EDUCATION PROCESS OR THE ORDERLY OPERATION OF A SCHOOL. DISCRIMINATION AND/OR RETALIATION AGAINST AN INDIVIDUAL WHO REPORTS OR ASSISTS IN THE INVESTIGATION OF AN ACT OF BULLYING IS LIKEWISE PROHIBITED.

Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion in accordance with the Board's policies on student discipline, suspension and expulsion, **AND CONSISTENT WITH STATE AND FEDERAL LAW.**

FOR PURPOSES OF THIS POLICY, "BULLYING" MEANS THE REPEATED USE BY ONE OR MORE STUDENTS OF A WRITTEN, VERBAL OR ELECTRONIC COMMUNICATION, SUCH AS CYBERBULLYING, DIRECTED AT OR REFERRING TO ANOTHER STUDENT ATTENDING SCHOOL IN THE SAME SCHOOL DISTRICT, OR A PHYSICAL ACT OR GESTURE BY ONE OR MORE STUDENTS REPEATEDLY DIRECTED AT ANOTHER STUDENT ATTENDING SCHOOL IN THE SAME SCHOOL DISTRICT, THAT:

- 1) CAUSES PHYSICAL OR EMOTIONAL HARM TO SUCH STUDENT OR DAMAGE TO SUCH STUDENT'S PROPERTY;**
- 2) PLACES SUCH STUDENT IN REASONABLE FEAR OF HARM TO HIMSELF OR HERSELF, OR OF DAMAGE TO HIS OR HER PROPERTY;**
- 3) CREATES A HOSTILE ENVIRONMENT AT SCHOOL FOR SUCH STUDENT;**
- 4) INFRINGES ON THE RIGHTS OF SUCH STUDENT AT SCHOOL;
OR**
- 5) SUBSTANTIALLY DISRUPTS THE EDUCATION PROCESS OR THE ORDERLY OPERATION OF A SCHOOL.**

BULLYING SHALL INCLUDE, BUT NOT BE LIMITED TO, A WRITTEN, VERBAL OR ELECTRONIC COMMUNICATION OR PHYSICAL ACT OR GESTURE BASED ON ANY ACTUAL OR PERCEIVED DIFFERENTIATING

CHARACTERISTICS, SUCH AS RACE, COLOR, RELIGION, ANCESTRY, NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION, GENDER IDENTITY AND EXPRESSION, SOCIOECONOMIC STATUS, ACADEMIC STATUS, PHYSICAL APPEARANCE, OR MENTAL, PHYSICAL, DEVELOPMENTAL OR SENSORY DISABILITY, OR BY ASSOCIATION WITH AN INDIVIDUAL OR GROUP WHO HAS OR IS PERCEIVED TO HAVE ONE OR MORE OF SUCH CHARACTERISTICS.

FOR PURPOSES OF THIS POLICY, "CYBERBULLYING" MEANS ANY ACT OF BULLYING THROUGH THE USE OF THE INTERNET, INTERACTIVE AND DIGITAL TECHNOLOGIES, CELLULAR MOBILE TELEPHONE OR OTHER MOBILE ELECTRONIC DEVICES OR ANY ELECTRONIC COMMUNICATIONS.

CONSISTENT WITH THE REQUIREMENTS UNDER STATE LAW, THE TOLLAND BOARD OF EDUCATION AUTHORIZES THE SUPERINTENDENT OR HIS/HER DESIGNEE(S), ALONG WITH THE SAFE SCHOOL CLIMATE COORDINATOR, TO BE RESPONSIBLE FOR DEVELOPING AND IMPLEMENTING A SAFE SCHOOL CLIMATE PLAN IN FURTHERANCE OF THIS POLICY. AS PROVIDED BY STATE LAW, SUCH SAFE SCHOOL CLIMATE PLAN SHALL INCLUDE, BUT NOT BE LIMITED TO PROVISIONS WHICH:

- (1) ENABLE STUDENTS TO ANONYMOUSLY REPORT ACTS OF BULLYING TO SCHOOL EMPLOYEES AND REQUIRE STUDENTS AND THE PARENTS OR GUARDIANS OF STUDENTS TO BE NOTIFIED ANNUALLY OF THE PROCESS BY WHICH STUDENTS MAY MAKE SUCH REPORTS;**
- (2) ENABLE THE PARENTS OR GUARDIANS OF STUDENTS TO FILE WRITTEN REPORTS OF SUSPECTED BULLYING;**
- (3) REQUIRE SCHOOL EMPLOYEES WHO WITNESS ACTS OF BULLYING OR RECEIVE REPORTS OF BULLYING TO ORALLY NOTIFY THE SAFE SCHOOL CLIMATE SPECIALIST, OR ANOTHER SCHOOL ADMINISTRATOR IF THE SAFE SCHOOL CLIMATE SPECIALIST IS UNAVAILABLE, NOT LATER THAN ONE SCHOOL DAY AFTER SUCH SCHOOL EMPLOYEE WITNESSES OR RECEIVES A REPORT OF BULLYING, AND TO FILE A WRITTEN REPORT NOT LATER THAN TWO SCHOOL DAYS AFTER MAKING SUCH ORAL REPORT;**
- (4) REQUIRE THE SAFE SCHOOL CLIMATE SPECIALIST TO INVESTIGATE OR SUPERVISE THE INVESTIGATION OF ALL REPORTS OF BULLYING AND ENSURE THAT SUCH**

INVESTIGATION IS COMPLETED PROMPTLY AFTER RECEIPT OF ANY WRITTEN REPORTS MADE UNDER THIS SECTION;

- (5) REQUIRE THE SAFE SCHOOL CLIMATE SPECIALIST TO REVIEW ANY ANONYMOUS REPORTS, EXCEPT THAT NO DISCIPLINARY ACTION SHALL BE TAKEN SOLELY ON THE BASIS OF AN ANONYMOUS REPORT;**
- (6) INCLUDE A PREVENTION AND INTERVENTION STRATEGY FOR SCHOOL EMPLOYEES TO DEAL WITH BULLYING;**
- 7) PROVIDE FOR THE INCLUSION OF LANGUAGE IN STUDENT CODES OF CONDUCT CONCERNING BULLYING;**
- (8) REQUIRE EACH SCHOOL TO NOTIFY THE PARENTS OR GUARDIANS OF STUDENTS WHO COMMIT ANY VERIFIED ACTS OF BULLYING AND THE PARENTS OR GUARDIANS OF STUDENTS AGAINST WHOM SUCH ACTS WERE DIRECTED NOT LATER THAN FORTY-EIGHT HOURS AFTER THE COMPLETION OF THE INVESTIGATION;**
- (9) REQUIRE EACH SCHOOL TO INVITE THE PARENTS OR GUARDIANS OF A STUDENT WHO COMMITS ANY VERIFIED ACT OF BULLYING AND THE PARENTS OR GUARDIANS OF THE STUDENT AGAINST WHOM SUCH ACT WAS DIRECTED TO A MEETING TO COMMUNICATE TO SUCH PARENTS OR GUARDIANS THE MEASURES BEING TAKEN BY THE SCHOOL TO ENSURE THE SAFETY OF THE STUDENT AGAINST WHOM SUCH ACT WAS DIRECTED AND TO PREVENT FURTHER ACTS OF BULLYING;**
- (10) ESTABLISH A PROCEDURE FOR EACH SCHOOL TO DOCUMENT AND MAINTAIN RECORDS RELATING TO REPORTS AND INVESTIGATIONS OF BULLYING IN SUCH SCHOOL AND TO MAINTAIN A LIST OF THE NUMBER OF VERIFIED ACTS OF BULLYING IN SUCH SCHOOL AND MAKE SUCH LIST AVAILABLE FOR PUBLIC INSPECTION, AND ANNUALLY REPORT SUCH NUMBER TO THE DEPARTMENT OF EDUCATION AND IN SUCH MANNER AS PRESCRIBED BY THE COMMISSIONER OF EDUCATION;**
- (11) DIRECT THE DEVELOPMENT OF CASE-BY-CASE INTERVENTIONS FOR ADDRESSING REPEATED INCIDENTS OF BULLYING AGAINST A SINGLE INDIVIDUAL OR RECURRENTLY PERPETRATED BULLYING INCIDENTS BY THE SAME**

INDIVIDUAL THAT MAY INCLUDE BOTH COUNSELING AND DISCIPLINE;

- (12) PROHIBIT DISCRIMINATION AND RETALIATION AGAINST AN INDIVIDUAL WHO REPORTS OR ASSISTS IN THE INVESTIGATION OF AN ACT OF BULLYING;**
- (13) DIRECT THE DEVELOPMENT OF STUDENT SAFETY SUPPORT PLANS FOR STUDENTS AGAINST WHOM AN ACT OF BULLYING WAS DIRECTED THAT ADDRESS SAFETY MEASURES THE SCHOOL WILL TAKE TO PROTECT SUCH STUDENTS AGAINST FURTHER ACTS OF BULLYING;**
- (14) REQUIRE THE PRINCIPAL OF A SCHOOL, OR THE PRINCIPAL'S DESIGNEE, TO NOTIFY THE APPROPRIATE LOCAL LAW ENFORCEMENT AGENCY WHEN SUCH PRINCIPAL, OR THE PRINCIPAL'S DESIGNEE, BELIEVES THAT ANY ACTS OF BULLYING CONSTITUTE CRIMINAL CONDUCT;**
- (15) PROHIBIT BULLYING (A) ON SCHOOL GROUNDS, AT A SCHOOL-SPONSORED OR SCHOOL-RELATED ACTIVITY, FUNCTION OR PROGRAM WHETHER ON OR OFF SCHOOL GROUNDS, AT A SCHOOL BUS STOP, ON A SCHOOL BUS OR OTHER VEHICLE OWNED, LEASED OR USED BY A LOCAL OR REGIONAL BOARD OF EDUCATION, OR THROUGH THE USE OF AN ELECTRONIC DEVICE OR AN ELECTRONIC MOBILE DEVICE OWNED, LEASED OR USED BY THE LOCAL OR REGIONAL BOARD OF EDUCATION, AND (B) OUTSIDE OF THE SCHOOL SETTING IF SUCH BULLYING (I) CREATES A HOSTILE ENVIRONMENT AT SCHOOL FOR THE STUDENT AGAINST WHOM SUCH BULLYING WAS DIRECTED, (II) INFRINGES ON THE RIGHTS OF THE STUDENT AGAINST WHOM SUCH BULLYING WAS DIRECTED AT SCHOOL, OR (III) SUBSTANTIALLY DISRUPTS THE EDUCATION PROCESS OR THE ORDERLY OPERATION OF A SCHOOL;**
- (16) REQUIRE, AT THE BEGINNING OF EACH SCHOOL YEAR, EACH SCHOOL TO PROVIDE ALL SCHOOL EMPLOYEES WITH A WRITTEN OR ELECTRONIC COPY OF THE SCHOOL DISTRICT'S SAFE SCHOOL CLIMATE PLAN; AND**
- (17) REQUIRE THAT ALL SCHOOL EMPLOYEES ANNUALLY COMPLETE THE TRAINING DESCRIBED IN CONN. GEN. STAT. §10-220A.**

THE NOTIFICATION REQUIRED PURSUANT TO SUBDIVISION (8) (ABOVE) AND THE INVITATION REQUIRED PURSUANT TO SUBDIVISION (9) (ABOVE) SHALL INCLUDE A DESCRIPTION OF THE RESPONSE OF SCHOOL EMPLOYEES TO SUCH ACTS AND ANY CONSEQUENCES THAT MAY RESULT FROM THE COMMISSION OF FURTHER ACTS OF BULLYING. ANY INFORMATION PROVIDED UNDER THIS POLICY OR ACCOMPANYING SAFE SCHOOL CLIMATE PLAN SHALL BE PROVIDED IN ACCORDANCE WITH THE CONFIDENTIALITY RESTRICTIONS IMPOSED UNDER THE FAMILY EDUCATIONAL RIGHTS PRIVACY ACT ("FERPA") AND THE DISTRICT'S CONFIDENTIALITY AND ACCESS TO STUDENT INFORMATION POLICY AND REGULATIONS.

NOT LATER THAN JANUARY 1, 2012, THE TOLLAND BOARD OF EDUCATION SHALL APPROVE THE SAFE SCHOOL CLIMATE PLAN DEVELOPED PURSUANT TO THIS POLICY AND SUBMIT [Effective July 1, 2009, this policy and the applicable regulations shall] SUCH PLAN TO THE DEPARTMENT OF EDUCATION. NOT LATER THAN THIRTY (30) CALENDAR DAYS AFTER APPROVAL BY THE BOARD, THE BOARD SHALL MAKE SUCH PLAN AVAILABLE ON THE BOARD'S AND EACH INDIVIDUAL SCHOOL IN THE SCHOOL DISTRICT'S WEB SITE AND ENSURE THAT THE SAFE SCHOOL PLAN IS [be] included in the school district's publication of the rules, procedures, and standards of conduct for schools and in all **STUDENT handbooks.**

Legal References:

PUBLIC ACT 11-232, AN ACT CONCERNING THE STRENGTHENING OF SCHOOL BULLYING LAWS

CONN. GEN. STAT. 10-145A

CONN. GEN. STAT. 10-145O

CONN. GEN. STAT. 10-220A

Conn. Gen. Stat. § 10-222d

CONN. GEN. STAT. 10-222G

CONN. GEN. STAT. 10-222H

Conn. Gen. Stat. §§ 10-233a through 10-233f

[Public Act No. 06-115

Public Act No. 08-160

Connecticut State Department of Education Circular Letter C-8. Series 2008-2009 (March 16, 2009)]

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION

REGARDING: [Bullying Behavior in the
Schools] **BULLYING PREVENTION AND
INTERVENTION
SAFE SCHOOL CLIMATE PLAN**

Number: 5081
Students

Approved: 10/8/03
Revised: 4/26/06
Revised: 6/13/07
Revised: 9/24/08
Revised: 2/24/10
REVISED:

THE BOARD IS COMMITTED TO CREATING AND MAINTAINING A PHYSICALLY, EMOTIONALLY, AND INTELLECTUALLY SAFE EDUCATIONAL ENVIRONMENT FREE FROM BULLYING, HARASSMENT AND DISCRIMINATION. IN ORDER TO FOSTER AN ATMOSPHERE CONDUCIVE TO LEARNING, THE BOARD HAS DEVELOPED THE FOLLOWING SAFE SCHOOL CLIMATE PLAN, CONSISTENT WITH STATE LAW AND BOARD POLICY. THIS PLAN REPRESENTS A COMPREHENSIVE APPROACH TO ADDRESSING BULLYING AND CYBERBULLYING AND SETS FORTH THE BOARD'S EXPECTATIONS FOR CREATING A POSITIVE SCHOOL CLIMATE AND THUS PREVENTING, INTERVENING, AND RESPONDING TO INCIDENTS OF BULLYING.

[The following sets forth the procedures to implement Board Policy 5081 concerning the prohibition against bullying in the Tolland Public Schools.] Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension and expulsion from school, [in accordance with the Board's student discipline policy]. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, **WHICH INCLUDES EDUCATION** and the promotion of a **POSITIVE** school [atmosphere] **CLIMATE** in which bullying will not be tolerated by students or [staff].

It is imperative that bullying be identified only when the specific elements of the definition are met, because the designation of conduct as bullying carries with it special statutory obligations. Any misconduct by one student against another student, whether or not appropriately defined as bullying, however, will subject the perpetrator to disciplinary action in accordance with the board's policies on student discipline, suspension and expulsion] **SCHOOL STAFF.**

I. PROHIBITION AGAINST BULLYING AND RETALIATION

- A. THE BOARD EXPRESSLY PROHIBITS ANY FORM OF BULLYING BEHAVIOR ON SCHOOL GROUNDS; AT A SCHOOL-SPONSORED OR SCHOOL-RELATED ACTIVITY, FUNCTION OR PROGRAM WHETHER ON OR OFF SCHOOL GROUNDS; AT A SCHOOL BUS STOP; ON A SCHOOL BUS OR OTHER VEHICLE OWNED, LEASED OR USED BY A LOCAL OR REGIONAL BOARD OF EDUCATION; OR THROUGH THE USE OF AN ELECTRONIC DEVICE OR AN**

ELECTRONIC MOBILE DEVICE OWNED, LEASED OR USED BY BOARD OF EDUCATION.

- B. THE BOARD ALSO PROHIBITS ANY FORM OF BULLYING BEHAVIOR OUTSIDE OF THE SCHOOL SETTING IF SUCH BULLYING (I) CREATES A HOSTILE ENVIRONMENT AT SCHOOL FOR THE STUDENT AGAINST WHOM SUCH BULLYING WAS DIRECTED, (II) INFRINGES ON THE RIGHTS OF THE STUDENT AGAINST WHOM SUCH BULLYING WAS DIRECTED AT SCHOOL, OR (III) SUBSTANTIALLY DISRUPTS THE EDUCATION PROCESS OR THE ORDERLY OPERATION OF A SCHOOL;**
- C. IN ADDITION TO PROHIBITING STUDENT ACTS WHICH CONSTITUTE BULLYING, THE BOARD ALSO PROHIBITS DISCRIMINATION AND/OR RETALIATION AGAINST AN INDIVIDUAL WHO REPORTS OR ASSISTS IN THE INVESTIGATION OF AN ACT OF BULLYING.**
- D. STUDENTS WHO ENGAGE IN BULLYING BEHAVIOR IN VIOLATION OF BOARD POLICY AND THE SAFE SCHOOL CLIMATE PLAN SHALL BE SUBJECT TO SCHOOL DISCIPLINE, UP TO AND INCLUDING EXPULSION, IN ACCORDANCE WITH THE BOARD'S POLICIES ON STUDENT DISCIPLINE, SUSPENSION AND EXPULSION, AND CONSISTENT WITH STATE AND FEDERAL LAW.**

II. DEFINITION OF BULLYING

- A. "BULLYING" MEANS THE REPEATED USE BY ONE OR MORE STUDENTS OF A WRITTEN, VERBAL OR ELECTRONIC COMMUNICATION, SUCH AS CYBERBULLYING, OR A PHYSICAL ACT OR GESTURE DIRECTED AT ANOTHER STUDENT ATTENDING SCHOOL IN THE SAME DISTRICT THAT:**
 - 1. CAUSES PHYSICAL OR EMOTIONAL HARM TO SUCH STUDENT OR DAMAGE TO SUCH STUDENT'S PROPERTY;**
 - 2. PLACES SUCH STUDENT IN REASONABLE FEAR OF HARM TO HIMSELF OR HERSELF, OR OF DAMAGE TO HIS OR HER PROPERTY;**
 - 3. CREATES A HOSTILE ENVIRONMENT AT SCHOOL FOR SUCH STUDENT;**
 - 4. INFRINGES ON THE RIGHTS OF SUCH STUDENT AT SCHOOL; OR**
 - 5. SUBSTANTIALLY DISRUPTS THE EDUCATION PROCESS OR THE ORDERLY OPERATION OF A SCHOOL.**
- B. BULLYING SHALL INCLUDE, BUT NOT BE LIMITED TO, A WRITTEN, VERBAL OR ELECTRONIC COMMUNICATION OR PHYSICAL ACT OR GESTURE BASED ON ANY ACTUAL OR PERCEIVED DIFFERENTIATING CHARACTERISTICS, SUCH AS RACE, COLOR, RELIGION, ANCESTRY, NATIONAL ORIGIN, GENDER, SEXUAL**

ORIENTATION, GENDER IDENTITY AND EXPRESSION, SOCIOECONOMIC STATUS, ACADEMIC STATUS, PHYSICAL APPEARANCE, OR MENTAL, PHYSICAL, DEVELOPMENTAL OR SENSORY DISABILITY, OR BY ASSOCIATION WITH AN INDIVIDUAL OR GROUP WHO HAS OR IS PERCEIVED TO HAVE ONE OR MORE OF SUCH CHARACTERISTICS.

III. OTHER DEFINITIONS

- A. "CYBERBULLYING" MEANS ANY ACT OF BULLYING THROUGH THE USE OF THE INTERNET, INTERACTIVE AND DIGITAL TECHNOLOGIES, CELLULAR MOBILE TELEPHONE OR OTHER MOBILE ELECTRONIC DEVICES OR ANY ELECTRONIC COMMUNICATIONS.**
- B. "ELECTRONIC COMMUNICATION" MEANS ANY TRANSFER OF SIGNS, SIGNALS, WRITING, IMAGES, SOUNDS, DATA OR INTELLIGENCE OF ANY NATURE TRANSMITTED IN WHOLE OR IN PART BY A WIRE, RADIO, ELECTROMAGNETIC, PHOTOELECTRONIC OR PHOTO-OPTICAL SYSTEM;**
- C. "HOSTILE ENVIRONMENT" MEANS A SITUATION IN WHICH BULLYING AMONG STUDENTS IS SUFFICIENTLY SEVERE OR PERVASIVE TO ALTER THE CONDITIONS OF THE SCHOOL CLIMATE;**
- D. "MOBILE ELECTRONIC DEVICE" MEANS ANY HAND-HELD OR OTHER PORTABLE ELECTRONIC EQUIPMENT CAPABLE OF PROVIDING DATA COMMUNICATION BETWEEN TWO OR MORE INDIVIDUALS, INCLUDING, BUT NOT LIMITED TO, A TEXT MESSAGING DEVICE, A PAGING DEVICE, A PERSONAL DIGITAL ASSISTANT, A LAPTOP COMPUTER, EQUIPMENT THAT IS CAPABLE OF PLAYING A VIDEO GAME OR A DIGITAL VIDEO DISK, OR EQUIPMENT ON WHICH DIGITAL IMAGES ARE TAKEN OR TRANSMITTED;**
- E. "OUTSIDE OF THE SCHOOL SETTING" MEANS AT A LOCATION, ACTIVITY OR PROGRAM THAT IS NOT SCHOOL RELATED, OR THROUGH THE USE OF AN ELECTRONIC DEVICE OR A MOBILE ELECTRONIC DEVICE THAT IS NOT OWNED, LEASED OR USED BY A LOCAL OR REGIONAL BOARD OF EDUCATION;**
- F. "PREVENTION AND INTERVENTION STRATEGY" MAY INCLUDE, BUT IS NOT LIMITED TO, (1) IMPLEMENTATION OF A POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS PROCESS OR ANOTHER EVIDENCE-BASED MODEL APPROACH FOR SAFE SCHOOL CLIMATE OR FOR THE PREVENTION OF BULLYING IDENTIFIED BY THE DEPARTMENT OF EDUCATION, (2) SCHOOL RULES PROHIBITING BULLYING, HARASSMENT AND INTIMIDATION AND ESTABLISHING APPROPRIATE CONSEQUENCES FOR THOSE WHO ENGAGE IN SUCH ACTS, (3) ADEQUATE ADULT SUPERVISION OF OUTDOOR AREAS, HALLWAYS, THE LUNCHROOM AND OTHER SPECIFIC AREAS WHERE BULLYING IS LIKELY TO OCCUR, (4) INCLUSION OF**

GRADE-APPROPRIATE BULLYING EDUCATION AND PREVENTION CURRICULA IN KINDERGARTEN THROUGH HIGH SCHOOL, (5) INDIVIDUAL INTERVENTIONS WITH THE BULLY, PARENTS AND SCHOOL EMPLOYEES, AND INTERVENTIONS WITH THE BULLIED CHILD, PARENTS AND SCHOOL EMPLOYEES, (6) SCHOOL-WIDE TRAINING RELATED TO SAFE SCHOOL CLIMATE, (7) STUDENT PEER TRAINING, EDUCATION AND SUPPORT, AND (8) PROMOTION OF PARENT INVOLVEMENT IN BULLYING PREVENTION THROUGH INDIVIDUAL OR TEAM PARTICIPATION IN MEETINGS, TRAININGS AND INDIVIDUAL INTERVENTIONS.

- G. "SCHOOL CLIMATE" MEANS THE QUALITY AND CHARACTER OF SCHOOL LIFE WITH A PARTICULAR FOCUS ON THE QUALITY OF THE RELATIONSHIPS WITHIN THE SCHOOL COMMUNITY BETWEEN AND AMONG STUDENTS AND ADULTS.**
- H. "SCHOOL EMPLOYEE" MEANS (1) A TEACHER, SUBSTITUTE TEACHER, SCHOOL ADMINISTRATOR, SCHOOL SUPERINTENDENT, GUIDANCE COUNSELOR, PSYCHOLOGIST, SOCIAL WORKER, NURSE, PHYSICIAN, SCHOOL PARAPROFESSIONAL OR COACH EMPLOYED BY A LOCAL OR REGIONAL BOARD OF EDUCATION OR WORKING IN A PUBLIC ELEMENTARY, MIDDLE OR HIGH SCHOOL; OR (2) ANY OTHER INDIVIDUAL WHO, IN THE PERFORMANCE OF HIS OR HER DUTIES, HAS REGULAR CONTACT WITH STUDENTS AND WHO PROVIDES SERVICES TO OR ON BEHALF OF STUDENTS ENROLLED IN A PUBLIC ELEMENTARY, MIDDLE OR HIGH SCHOOL, PURSUANT TO A CONTRACT WITH THE LOCAL OR REGIONAL BOARD OF EDUCATION.**
- I. "SCHOOL-SPONSORED ACTIVITY" SHALL MEAN ANY ACTIVITY CONDUCTED ON OR OFF SCHOOL PROPERTY (INCLUDING SCHOOL BUSES AND OTHER SCHOOL-RELATED VEHICLES) THAT IS SPONSORED, RECOGNIZED OR AUTHORIZED BY THE BOARD OF EDUCATION.**

IV. LEADERSHIP AND ADMINISTRATIVE RESPONSIBILITIES

[I. Definition:]

A. SAFE SCHOOL CLIMATE COORDINATOR

[In accordance with board policy, "bullying" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds at a school-sponsored activity, or on a school bus which acts are committed more than once against any student during the school year.]

FOR THE SCHOOL YEAR COMMENCING JULY 1, 2012, AND EACH SCHOOL YEAR THEREAFTER, THE SUPERINTENDENT SHALL APPOINT, FROM EXISTING SCHOOL DISTRICT STAFF, A DISTRICT SAFE SCHOOL CLIMATE COORDINATOR ("COORDINATOR"). THE COORDINATOR SHALL:

[In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of board policy. The determination that conduct does not constitute bullying under state law and board policy, however, does not restrict the right of the administration and of the board of education to impose appropriate disciplinary consequences for student misconduct.]

1. BE RESPONSIBLE FOR IMPLEMENTING THE DISTRICT'S SAFE SCHOOL CLIMATE PLAN ("PLAN");

[Location. Bullying behavior in violation of board policy must occur on school grounds or at a school-sponsored activity or on a school bus. Conduct that occurs off-campus (e.g. harassment over the internet, physical intimidation in the community) is not bullying under the board's policy and this regulation.]

2. COLLABORATE WITH SAFE SCHOOL CLIMATE SPECIALISTS, THE BOARD, AND THE SUPERINTENDENT TO PREVENT, IDENTIFY AND RESPOND TO BULLYING IN DISTRICT SCHOOLS;

[While not considered bullying under state law and board policy, conduct that would otherwise be considered bullying occurring off-campus (and outside of any school-sponsored activity) may subject the perpetrator to disciplinary action. Discipline for such conduct may be imposed if such conduct violates a publicized policy of the board and is seriously disruptive of the educational process. Unless such conduct triggers a mandatory expulsion under Conn. Gen. Stat. § 10-233d(a), however, school officials are authorized to impose discipline for such off-campus conduct only if such conduct markedly interrupts or severely impedes the day-to-day operation of the school.]

3. PROVIDE DATA AND INFORMATION, IN COLLABORATION WITH THE SUPERINTENDENT, TO THE DEPARTMENT OF EDUCATION REGARDING BULLYING;

[Repeated Misconduct More Than Once. Bullying behavior in violation of board policy must be committed more than once against any student during the school year. An isolated incident, however egregious, is not "bullying" under state law and board policy. Similarly, numerous acts of misconduct against different students do not constitute "bullying" under state law and board policy. Conversely, where there are repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual, during the school year, the responsible administrator shall develop a case-specific intervention to address such repeated incidents of bullying, which may include both counseling and discipline.]

4. MEET WITH SAFE SCHOOL CLIMATE SPECIALIST AT LEAST TWICE DURING THE SCHOOL YEAR TO DISCUSS ISSUES RELATING TO BULLYING IN THE SCHOOL DISTRICT AND TO MAKE

RECOMMENDATIONS CONCERNING AMENDMENTS TO THE DISTRICT'S PLAN.

- [Ridicule, Harassment, Humiliation, and/or Intimidation. Bullying behavior is more than misconduct. Such behavior is marked by the intent to ridicule, harass, humiliate or intimidate the victim. In evaluation whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation.]

B. SAFE SCHOOL CLIMATE SPECIALIST

- [Types of Conduct. Bullying can take many forms and can include many different behaviors having the overt intent to ridicule, harass, humiliate or intimidate another student. Examples of conduct that could constitute bullying include:]

FOR THE SCHOOL YEAR COMMENCING JULY 1, 2012, AND EACH SCHOOL YEAR THEREAFTER, THE PRINCIPAL OF EACH SCHOOL (OR PRINCIPAL'S DESIGNEE) SHALL SERVE AS THE SAFE SCHOOL CLIMATE SPECIALIST. THE SAFE SCHOOL CLIMATE SPECIALIST SHALL INVESTIGATE OR SUPERVISE THE INVESTIGATION OF REPORTED ACTS OF BULLYING AND ACT AS THE PRIMARY SCHOOL OFFICIAL RESPONSIBLE FOR PREVENTING, IDENTIFYING AND RESPONDING TO REPORTS OF BULLYING IN THE SCHOOL.

1. [Physical violence and/or attacks;
2. Verbal taunts, name-calling and put-downs, including taunts based on race, ethnicity, gender, religion, sexual orientation, or other protected and/or individual characteristics such as socioeconomic status or physical appearance;
3. Threats and intimidation (through words and/or gestures);
4. Extortion or stealing of money and/or possessions.
5. Cyberbullying, defined as use of computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communication, to commit acts of bullying.]

V. DEVELOPMENT AND REVIEW OF SAFE SCHOOL CLIMATE PLAN

[II. Complaint Processes]

- A.. FOR THE SCHOOL YEAR COMMENCING JULY 1, 2012 AND EACH SCHOOL YEAR THEREAFTER, THE PRINCIPAL OF EACH SCHOOL SHALL ESTABLISH A COMMITTEE OR DESIGNATE AT LEAST ONE EXISTING COMMITTEE ("COMMITTEE") IN THE SCHOOL TO BE RESPONSIBLE FOR DEVELOPING AND FOSTERING A SAFE SCHOOL CLIMATE AND ADDRESSING ISSUES RELATING TO BULLYING IN THE SCHOOL. SUCH COMMITTEE SHALL INCLUDE**

AT LEAST ONE PARENT/GUARDIAN OF A STUDENT ENROLLED IN THE SCHOOL, AS APPOINTED BY THE SCHOOL PRINCIPAL.

- [A. Publication of the policy and regulations against bullying]
- B. **THE COMMITTEE SHALL: 1) RECEIVE COPIES OF COMPLETED REPORTS FOLLOWING BULLYING INVESTIGATIONS; 2) IDENTIFY AND ADDRESS PATTERNS OF BULLYING AMONG STUDENTS IN THE SCHOOL; 3) REVIEW AND AMEND SCHOOL POLICIES RELATING TO BULLYING; 4) REVIEW AND MAKE RECOMMENDATIONS TO THE COORDINATOR REGARDING THE SAFE SCHOOL CLIMATE PLAN BASED ON ISSUES AND EXPERIENCES SPECIFIC TO THE SCHOOL; 5) EDUCATE STUDENTS, SCHOOL EMPLOYEES AND PARENTS/GUARDIANS ON ISSUES RELATING TO BULLYING; 6) COLLABORATE WITH THE COORDINATOR IN THE COLLECTION OF DATA REGARDING BULLYING; AND 7) PERFORM ANY OTHER DUTIES AS DETERMINED BY THE PRINCIPAL THAT ARE RELATED TO THE PREVENTION, IDENTIFICATION AND RESPONSE TO SCHOOL BULLYING.**

[Effective July 1, 2009, this policy and the applicable regulations shall be included in the school district's publication of the rules procedures, and standards of conduct for schools and in all student handbooks.]

- C. **ANY PARENT/GUARDIAN SERVING AS A MEMBER OF THE COMMITTEE SHALL NOT PARTICIPATE IN ANY ACTIVITIES WHICH MAY COMPROMISE THE CONFIDENTIALITY OF ANY STUDENT, INCLUDING, BUT NOT LIMITED TO RECEIVING COPIES OF INVESTIGATION REPORTS, OR IDENTIFYING OR ADDRESSING PATTERNS OF BULLYING AMONG STUDENTS IN THE SCHOOL.**

[B. Appropriate school personnel]

- D. **NOT LATER THAN JANUARY 1, 2012, THE BOARD OF EDUCATION SHALL APPROVE THE SAFE SCHOOL CLIMATE PLAN DEVELOPED PURSUANT TO BOARD POLICY AND SUBMIT SUCH PLAN TO THE DEPARTMENT OF EDUCATION. NOT LATER THAN THIRTY (30) CALENDAR DAYS AFTER APPROVAL BY THE BOARD, THE BOARD SHALL MAKE SUCH PLAN AVAILABLE ON THE BOARD'S AND EACH INDIVIDUAL SCHOOL IN THE SCHOOL DISTRICT'S WEB SITE AND ENSURE THAT THE SAFE SCHOOL CLIMATE PLAN IS INCLUDED IN THE SCHOOL DISTRICT'S PUBLICATION OF THE RULES, PROCEDURES AND STANDARDS OF CONDUCT FOR SCHOOLS AND IN ALL STUDENT HANDBOOKS.**

[All school administrators are charged with the responsibility of taking reports of bullying and appropriately investigating the same. Reports may be made to any building administrator or to the school district's bullying prevention coordinator, William D. Guzman, Superintendent, at (860) 870-6850 or superintendent@tolland.k12.ct.us.]

VI. PROCEDURES FOR REPORTING AND INVESTIGATING COMPLAINTS OF BULLYING

- [C. Formal/ Written Complaints]

- A. STUDENTS AND PARENTS (OR GUARDIANS OF STUDENTS) MAY FILE WRITTEN REPORTS OF BULLYING. WRITTEN REPORTS OF BULLYING SHALL BE REASONABLY SPECIFIC AS TO THE BASIS FOR THE REPORT, INCLUDING THE TIME AND PLACE OF THE ALLEGED CONDUCT, THE NUMBER OF INCIDENTS, THE TARGET OF THE SUSPECTED BULLYING, AND THE NAMES OF POTENTIAL WITNESSES. SUCH REPORTS MAY BE FILED WITH ANY BUILDING ADMINISTRATOR AND/OR THE SAFE SCHOOL CLIMATE SPECIALIST (I.E. BUILDING PRINCIPAL), AND ALL REPORTS SHALL BE FORWARDED TO THE SAFE SCHOOL CLIMATE SPECIALIST FOR REVIEW AND ACTIONS CONSISTENT WITH THIS PLAN.**

[Students and/or their parents or guardians may file written reports of conduct on that they consider to be bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any building administrator, or with the school district's bullying prevention coordinator, William D. Guzman, Superintendent, at (860) 870-6850 or superintendent@tolland.k12.ct.us for review and action in accordance with Section III below.]

- B. STUDENTS MAY MAKE ANONYMOUS REPORTS OF BULLYING TO ANY SCHOOL EMPLOYEE. STUDENTS MAY ALSO REQUEST ANONYMITY WHEN MAKING A REPORT, EVEN IF THE STUDENT'S IDENTITY IS KNOWN TO THE SCHOOL EMPLOYEE. IN CASES WHERE A STUDENT REQUESTS ANONYMITY, THE SAFE SCHOOL CLIMATE SPECIALIST OR HIS/HER DESIGNEE SHALL MEET WITH THE STUDENT (IF THE STUDENT'S IDENTITY IS KNOWN) TO REVIEW THE REQUEST FOR ANONYMITY AND DISCUSS THE IMPACT THAT MAINTAINING THE ANONYMITY OF THE COMPLAINANT MAY HAVE ON THE INVESTIGATION AND ON ANY POSSIBLE REMEDIAL ACTION. ALL ANONYMOUS REPORTS SHALL BE REVIEWED AND REASONABLE ACTION WILL BE TAKEN TO ADDRESS THE SITUATION, TO THE EXTENT SUCH ACTION MAY BE TAKEN THAT DOES NOT DISCLOSE THE SOURCE OF THE REPORT, AND IS CONSISTENT WITH THE DUE PROCESS RIGHTS OF THE STUDENT(S) ALLEGED TO HAVE COMMITTED ACTS OF BULLYING. NO DISCIPLINARY ACTION SHALL BE TAKEN SOLELY ON THE BASIS OF AN ANONYMOUS REPORT.**

[D. Informal/Verbal Complaints by Students]

- C. SCHOOL EMPLOYEES WHO WITNESS ACTS OF BULLYING OR RECEIVE REPORTS OF BULLYING SHALL ORALLY NOTIFY THE SAFE SCHOOL CLIMATE SPECIALIST OR ANOTHER SCHOOL ADMINISTRATOR IF THE SAFE SCHOOL CLIMATE SPECIALIST IS UNAVAILABLE, NOT LATER THAN ONE (1) SCHOOL DAY AFTER SUCH SCHOOL EMPLOYEE WITNESSES OR RECEIVES A REPORT OF BULLYING. THE SCHOOL EMPLOYEE SHALL THEN FILE A WRITTEN REPORT NOT LATER THAN TWO (2) SCHOOL DAYS AFTER MAKING SUCH ORAL REPORT.**

[Students may also make informal/verbal complaints of conduct that they consider to be bullying by verbally reporting to a teacher, administrator, or other

professional employee such as a guidance counselor, school psychologist, nurse, social worker or therapist. Such informal/verbal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A teacher, other professional employee, or administrator who receives an informal/verbal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the teacher, other professional employee and/or administrator shall be promptly forwarded to the building principal (or other responsible program administrator) for review and action in accordance with Section III below.]

- D. THE SAFE SCHOOL SPECIALIST SHALL BE RESPONSIBLE FOR REVIEWING ANY ANONYMOUS REPORTS OF BULLYING AND SHALL INVESTIGATE OR SUPERVISE THE INVESTIGATION OF ALL REPORTS OF BULLYING AND ENSURE THAT SUCH INVESTIGATION IS COMPLETED PROMPTLY AFTER RECEIPT OF ANY WRITTEN REPORTS. IN ORDER TO ALLOW THE DISTRICT TO ADEQUATELY INVESTIGATE COMPLAINTS FILED BY A STUDENT OR PARENT/GUARDIAN, THE PARENT OF THE STUDENT SUSPECTED OF BEING BULLIED SHOULD BE ASKED TO PROVIDE CONSENT TO PERMIT THE RELEASE OF THAT STUDENT'S NAME IN CONNECTION WITH THE INVESTIGATION PROCESS, UNLESS THE STUDENT AND/OR PARENT HAS REQUESTED ANONYMITY.**

[E. Anonymous Complaints]

- E. IN INVESTIGATING REPORTS OF BULLYING, THE SAFE SCHOOL CLIMATE SPECIALIST OR DESIGNEE WILL CONSIDER ALL AVAILABLE INFORMATION KNOWN, INCLUDING THE NATURE OF THE ALLEGATIONS AND THE AGES OF THE STUDENTS INVOLVED. THE SAFE SCHOOL CLIMATE SPECIALIST WILL INTERVIEW WITNESSES, AS NECESSARY, REMINDING THE ALLEGED PERPETRATOR AND OTHER PARTIES THAT RETALIATION IS STRICTLY PROHIBITED AND WILL RESULT IN DISCIPLINARY ACTION.**

[Students who make complaints of bullying to a teacher, administrator or other professional employee such as a guidance counselor, school psychologist, nurse, social worker or therapist, may request that their name(s) be maintained in confidence by the staff member who receives the complaint. Should anonymity be requested, the principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous complaint.]

VII. RESPONDING TO VERIFIED ACTS OF BULLYING

[III. Staff Responsibilities and Intervention Strategies]

- A. FOLLOWING INVESTIGATION, IF ACTS OF BULLYING ARE VERIFIED, THE SAFE SCHOOL CLIMATE SPECIALIST OR DESIGNEE SHALL NOTIFY THE PARENTS OR GUARDIANS OF THE STUDENTS AGAINST WHOM SUCH ACTS WERE DIRECTED AS WELL AS THE PARENTS OR GUARDIANS OF THE STUDENTS WHO COMMIT SUCH ACTS OF BULLYING OF THE FINDING NOT LATER THAN FORTY-EIGHT HOURS AFTER THE INVESTIGATION IS COMPLETED. THIS NOTIFICATION SHALL INCLUDE A DESCRIPTION OF THE SCHOOL'S RESPONSE TO THE ACTS OF BULLYING. IN PROVIDING SUCH NOTIFICATION, HOWEVER, CARE MUST BE TAKEN TO RESPECT THE STATUTORY PRIVACY RIGHTS OF OTHER STUDENTS, INCLUDING THE PERPETRATOR OF SUCH BULLYING. THE SPECIFIC DISCIPLINARY CONSEQUENCES IMPOSED ON THE PERPETRATOR, OR PERSONALLY IDENTIFIABLE INFORMATION ABOUT A STUDENT OTHER THAN THE PARENT/GUARDIAN'S OWN CHILD, MAY NOT BE DISCLOSED EXCEPT AS PROVIDED BY LAW.**

[A. Teachers and Other School Staff

- B. IN ANY INSTANCE IN WHICH BULLYING IS VERIFIED, THE SAFE SCHOOL CLIMATE SPECIALIST OR DESIGNEE SHALL ALSO INVITE THE PARENTS OR GUARDIANS OF THE STUDENT WHO COMMITS ANY VERIFIED ACT OF BULLYING AND THE PARENTS OR GUARDIAN OF THE STUDENT AGAINST WHOM SUCH ACT WAS DIRECTED TO A MEETING TO COMMUNICATE THE MEASURES BEING TAKEN BY THE SCHOOL TO ENSURE THE SAFETY OF THE STUDENT/VICTIM AND TO PREVENT FURTHER ACTS OF BULLYING. THE INVITATION MAY BE MADE SIMULTANEOUS WITH THE NOTIFICATION DESCRIBED ABOVE IN SECTION VII. A., AS IT MUST INCLUDE A DESCRIPTION OF THE SCHOOL'S RESPONSE TO SUCH ACTS, ALONG WITH CONSEQUENCES, AS APPROPRIATE. NORMALLY, SEPARATE MEETINGS SHALL BE HELD WITH THE RESPECTIVE PARENTS; HOWEVER, AT THE DISCRETION OF THE SAFE SCHOOL CLIMATE SPECIALIST AND WITH WRITTEN CONSENT OF THE PARENTS/GUARDIANS INVOLVED, THE MEETING(S) MAY BE HELD JOINTLY.**

- [1. Teachers and other school staff who witness acts of bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the events observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student reports of suspected bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal/verbal complaint by a student that is received by a teacher, administrator or other professional employee, he or she shall prepare a succinct written report of the informal complaint, which shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by other school staff, this employee shall verbally report the matter to the principal and/or his/her designee promptly (no later than the next school day).]**

C. **IF BULLYING IS VERIFIED, THE SAFE SCHOOL CLIMATE SPECIALIST OR DESIGNEE SHALL DEVELOP A STUDENT SAFETY SUPPORT PLAN FOR ANY STUDENT AGAINST WHOM AN ACT OF BULLYING WAS DIRECTED. SUCH SUPPORT PLAN WILL INCLUDE SAFETY MEASURES TO PROTECT AGAINST FURTHER ACTS OF BULLYING.**

[2. In addition to addressing both informal and formal complaints, teachers and other professional employees are encouraged to address the issue of bullying in other interactions with students. Teachers and other professionals may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. All staff teachers and other professional employees should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of "bullying.]

D. **A SPECIFIC WRITTEN INTERVENTION PLAN SHALL BE DEVELOPED TO ADDRESS REPEATED INCIDENTS OF BULLYING AGAINST A SINGLE INDIVIDUAL OR RECURRENTLY PERPETRATED BULLYING INCIDENTS BY THE SAME INDIVIDUAL. THE WRITTEN INTERVENTION PLAN MAY INCLUDE COUNSELING, DISCIPLINE AND OTHER APPROPRIATE REMEDIAL ACTIONS AS DETERMINED BY THE SAFE SCHOOL CLIMATE SPECIALIST OR DESIGNEE, AND MAY ALSO INCORPORATE A STUDENT SAFETY SUPPORT PLAN, AS APPROPRIATE.**

[B. Administrator Responsibilities]

E. **NOTICE TO LAW ENFORCEMENT**

[1. Investigation]

IF THE PRINCIPAL OF A SCHOOL (OR HIS/HER DESIGNEE) REASONABLY BELIEVES THAT ANY ACT OF BULLYING CONSTITUTES A CRIMINAL OFFENSE, HE/SHE SHALL NOTIFY APPROPRIATE LAW ENFORCEMENT. NOTICE SHALL BE CONSISTENT WITH THE BOARD'S OBLIGATIONS UNDER STATE AND FEDERAL LAW AND BOARD POLICY REGARDING THE DISCLOSURE OF PERSONALLY IDENTIFIABLE STUDENT INFORMATION. IN MAKING THIS DETERMINATION, THE PRINCIPAL OR HIS/HER DESIGNEE, MAY CONSULT WITH THE SCHOOL RESOURCE OFFICE, IF ANY, AND OTHER INDIVIDUALS THE PRINCIPAL OR DESIGNEE DEEMS APPROPRIATE.

[(A) The principal (or other responsible program administrator) shall be promptly notified of any formal or informal complaint of suspected bullying received by any building administrator, teacher or other professional employee. The principal (or other responsible program administrator) shall consider whether the allegation of bullying also raises a]

- F. **IF A BULLYING COMPLAINT RAISES** concern about discrimination or harassment on the basis of a legally protected [classification] **CLASSIFICATIONS** (such as race, religion, color national origin, sex sexual orientation, [marital status,] age, or disability), [If a concern about discrimination or harassment on the basis of a legally protected classification is raised by the bullying complaint, the principal (or other responsible program administrator) shall, **THE SAFE SCHOOL CLIMATE SPECIALIST OR DESIGNEE SHALL ALSO** coordinate [the] investigation with other appropriate personnel within the district as appropriate (e.g. the Title IX Coordinator, [the] Section 504 coordinator [or other administrator responsible for investigating discrimination claims]) **ETC.**.)

[(B) Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. In order to allow the district to adequately investigate all formal complaints, the parent of the student suspected of being bullied must complete a consent form that permits the district to release that student's name to those third parties who the district contacts as part of its investigation of that complaint. With regard to the investigation of informal complaints, the parent of the student suspected of being bullied must complete the above-referenced consent form so long as that student has not requested anonymity.]

VIII. DOCUMENTATION AND MAINTENANCE OF LOG

[(C) A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report.]

- A. **EACH SCHOOL SHALL MAINTAIN WRITTEN REPORTS OF BULLYING, ALONG WITH SUPPORTING DOCUMENTATION RECEIVED AND/OR CREATED AS A RESULT OF BULLYING INVESTIGATIONS, CONSISTENT WITH THE BOARD'S OBLIGATIONS UNDER STATE AND FEDERAL LAW. ANY EDUCATIONAL RECORD CONTAINING PERSONALLY IDENTIFIABLE STUDENT INFORMATION PERTAINING TO AN INDIVIDUAL STUDENT SHALL BE MAINTAINED IN A CONFIDENTIAL MANNER, AND SHALL NOT BE DISCLOSED TO THIRD PARTIES WITHOUT WRITTEN PRIOR WRITTEN CONSENT OF A PARENT, GUARDIAN OR ELIGIBLE STUDENT, EXCEPT AS PERMITTED UNDER BOARD POLICY AND STATE AND FEDERAL LAW.**

[(D) Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.]

- B. **THE PRINCIPAL OF EACH SCHOOL SHALL MAINTAIN A LIST OF THE NUMBER OF VERIFIED ACTS OF BULLYING IN THE SCHOOL AND THIS LIST SHALL BE AVAILABLE FOR PUBLIC INSPECTION UPON REQUEST. CONSISTENT WITH DISTRICT OBLIGATIONS UNDER STATE AND FEDERAL LAW REGARDING STUDENT PRIVACY, THE LOG SHALL NOT CONTAIN ANY PERSONALLY IDENTIFIABLE STUDENT INFORMATION, OR ANY INFORMATION THAT ALONE OR IN COMBINATION WOULD ALLOW A REASONABLE PERSON IN THE SCHOOL COMMUNITY TO IDENTIFY THE STUDENTS INVOLVED. ACCORDINGLY, THE LOG SHOULD BE LIMITED TO BASIC INFORMATION SUCH AS THE NUMBER OF VERIFIED ACTS, NAME OF SCHOOL AND/OR GRADE LEVEL AND RELEVANT DATE. GIVEN THAT ANY DETERMINATION OF BULLYING INVOLVES REPEATED ACTS, EACH INVESTIGATION THAT RESULTS IN A VERIFIED ACT OF BULLYING FOR THAT SCHOOL YEAR SHALL BE TALLIED AS ONE VERIFIED ACT OF BULLYING UNLESS THE SPECIFIC ACTIONS THAT ARE THE SUBJECT OF EACH REPORT INVOLVE SEPARATE AND DISTINCT ACTS OF BULLYING. THE LIST SHALL BE LIMITED TO THE NUMBER OF VERIFIED ACTS OF BULLYING IN EACH SCHOOL AND SHALL NOT SET OUT THE PARTICULARS OF EACH VERIFIED ACT, INCLUDING, BUT NOT LIMITED TO ANY PERSONALLY IDENTIFIABLE STUDENT INFORMATION, WHICH IS CONFIDENTIAL INFORMATION BY LAW.**

[2. Remedial actions]

- C. **THE PRINCIPAL OF EACH SCHOOL SHALL REPORT THE NUMBER OF VERIFIED ACTS OF BULLYING IN THE SCHOOL ANNUALLY TO THE DEPARTMENT OF EDUCATION IN SUCH MANNER AS PRESCRIBED BY THE COMMISSIONER OF EDUCATION.**

[a. Verified acts of bullying shall result in intervention by the building principal (or other responsible program administrator) or his/her designee that is intended to address the acts of the perpetrator and the needs of the victim to assure that the prohibition against bullying behavior is enforced, with the goal that any such bullying behavior will end as a result.]

IX. OTHER PREVENTION AND INTERVENTION STRATEGIES

[b.]A.. Bullying behavior can take many forms and can vary dramatically in how [serious it is, and what impact it has] **THE NATURE OF THE OFFENSE AND IMPACT THE BEHAVIOR MAY HAVE** on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying" as defined above will generally warrant **TRADITIONAL** disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (e.g. detention, suspension or expulsion) is a matter for the professional discretion of the building principal, (or other responsible program administrator, or his/her designee). no

disciplinary action may be taken solely on the basis of an anonymous complaint. **AS DISCUSSED BELOW, SCHOOLS, MAY ALSO CONSIDER APPROPRIATE ALTERNATIVE TO TRADITIONAL DISCIPLINARY SANCTIONS, INCLUDING AGE-APPROPRIATE CONSEQUENCES AND OTHER RESTORATIVE OR REMEDIAL INTERVENTIONS.**

[(C)]B. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. [The written intervention] **THIS** plan may include **SAFETY PROVISIONS, AS DESCRIBED ABOVE, FOR STUDENTS AGAINST WHOM ACTS OF BULLYING HAVE BEEN VERIFIED AND MAY INCLUDE OTHER INTERVENTIONS SUCH AS** counseling, discipline, and other appropriate remedial actions as determined by the responsible administrator.

[(D)]C. The following sets forth possible interventions [for the building principal, other responsible program administrator] **WHICH MAY ALSO BE UTILIZED** [or his/her designee to] enforce the board's prohibition against bullying:

i. Non-disciplinary interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. **STUDENTS MAY ALSO BE SUBJECT TO OTHER FORMS OF RESTORATIVE DISCIPLINE OR REMEDIAL ACTIONS, APPROPRIATE TO THE AGE OF THE STUDENTS AND NATURE OF THE BEHAVIOR.**

If a complaint arises out of conflict between students or groups of students, peer **OR OTHER FORMS OF** mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

ii. Disciplinary interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints, however, shall not be the basis for disciplinary action.

In-school suspension and suspension maybe imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline Policy.

Expulsion may be imposed only after a hearing before the board of education, a committee of the board or an impartial hearing officer designated by the board of education in accordance with the Board's Student Discipline Policy. This consequence shall normally be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

[3.] III. Interventions for bullied students

The building principal (or other responsible program administrator) or his/her designee shall intervene in order to address repeated incidents of bullying against a single individual. Intervention strategies for a bullied student may include the following:

- a. Counseling;
- b. Increased supervision and monitoring of student to observe and intervene in bullying situations;
- c. Encouragement of student to seek help when victimized or witnessing victimization;
- d. Peer mediation **OR OTHER FORMS OF MEDIATION** where appropriate.
- E. STUDENT SAFETY SUPPORT PLAN; AND**
- F. RESTITUTION AND/OR RESTORATIVE INTERVENTIONS.**

[4.] IV. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate potential problems with bullying in school or at school-sponsored activities. While no specific action is required, and school needs for specific prevention and strategies may vary from time to time, the following list of potential prevention and intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school[.]. **SUCH PREVENTION AND INTERVENTION STRATEGIES MAY INCLUDE, BUT ARE NOT LIMITED TO;**

- a. [Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the Department of Education; **SCHOOL RULES PROHIBITING BULLYING, HARASSMENT AND INTIMIDATION AND ESTABLISHING APPROPRIATE CONSEQUENCES FOR THOSE WHO ENGAGE IN SUCH ACTS;**
- b. [A school survey to determine the prevalence of bullying, which survey may be part of a broader survey that assess school site safety and student, parent and staff perceptions of school site safety;
- c. Establishment of a bullying prevention coordinating committee with broad representation to review school climate survey results and

implement appropriate strategies, which committee may be part of a broader school improvement committee;]

[B.] Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur.

[e.]C. Inclusion of grade appropriate bullying **EDUCATION AND prevention curricula IN KINDERGARTEN THROUGH HIGH SCHOOL**, which may include instruction regarding building safe and positive school communities including developing healthy relationships and preventing dating violence as deemed appropriate for older students;

[f]D. Individual interventions with the perpetrator, parents and school [staff] **EMPLOYEES**, and interventions with the bullied students, parents and school [staff] **EMPLOYEES**;

[g]E. School-wide training related to safe school climate, which training may include Title IX/Sexual harassment training, Section 504/ADA Training, cultural diversity/multicultural education or other training in federal and state civil rights legislation or other topics relevant to safe school climate;

F. STUDENT PEER TRAINING, EDUCATION AND SUPPORT; AND

[h]G. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;

H. IMPLEMENTATION OF A POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS PROCESS OR ANOTHER EVIDENCE-BASED MODEL APPROACH FOR SAFE SCHOOL CLIMATE OR FOR THE PREVENTION OF BULLYING, INCLUDING ANY SUCH PROGRAM IDENTIFIED BY THE DEPARTMENT OF EDUCATION;

- i. Respectful responses to bullying concerns raised by students, parents or staff;
- j. Planned professional development programs addressing prevention and intervention strategies which training may include school violence prevention, conflict resolution and prevention of bullying, with a focus in evidence based practices concerning same;
- k. Use of peers to help ameliorate the plight of victims and include them in group activities;
- l. Avoidance of sex-role stereotyping;
- m. Continuing awareness and involvement on the part of [staff] **SCHOOL EMPLOYEES** and parents with regards to prevention and intervention strategies;

- n. Modeling by teachers of positive, respectful, and supportive behavior toward students;
- o. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- p. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

[IV. Reporting Obligations And Parent Meetings

A. Report to the parent or guardian of the perpetrator

If after investigation, acts of bullying by a specific student are verified, the building principal or other responsible program administrator or his/her designee shall notify the parent or guardian of the perpetrator in writing of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

B. Reports to the victim and his/her parent or guardian

If after investigation, acts of bullying against a specific student are verified, the building principal or other responsible program administrator or his/her designee shall notify the parent or guardian of the targeted student of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law.

C. Meeting with parent or guardian

In any instance in which bullying is verified, the building principal (or other responsible program administrator) shall invite the parents or guardians of the perpetrator and the parents or guardians of the bullied student (the "victim" to attend at least one meeting. The invitation to the parents or guardians of the students involved shall be made in writing, and the principal (or other responsible program administrator) shall document that the meeting was held. Normally, separate meetings shall be held with the parents of the victim and the parents of the perpetrator. In the discretion of the building principal or other responsible program administrator, and with written permission of the parents of the students involved, the meeting(s) described in this section may be held jointly.

D. List of verified acts of bullying

The principal or his/her designee of each school shall maintain a list of the number of verified acts of bullying in the school, and this list shall be available for public inspection upon request. Given that any determination of bullying involves repeated acts over time, each report prepared in accordance with Section III above that includes verified acts of bullying shall be tallied as one verified act of bullying unless the specific actions that are the subject of the report involve separate and distinct acts of

bullying. The list shall be limited to the number of such verified acts of bullying in the school, and it shall not set out the particulars of each verified act, including but not limited to any personally identifiable student information, which is confidential information by law.

E. Report to Department Of Education

Within available appropriations, the principal of each school shall report the number of verified acts of bullying in the school annually to the Department of Education, in such manner as prescribed by the commissioner of education.]

LEGAL REFERENCES:

PUBLIC ACT 11-232, AN ACT CONCERNING THE STRENGTHENING OF SCHOOL BULLYING LAWS

CONN. GEN. STAT. § 10-222d

CONN. GEN. STAT. § 10-223a THROUGH 10-233f

[PUBLIC ACT NO. 08-160]

Connecticut State Department of Education Circular Letter C-8, Series 2008-2009 (March 16, 2009)

Have there been previous incidents (circle one)? Yes No

If "yes", please describe the behavior of concern, the approximate dates and the location:

Were these incidents reported to school employees (circle one) Yes No

If "Yes", to whom was it reported and when?

Was the report verbal or written?

Proposed Solution:

Indicate your opinion on how this problem might be resolved in the school setting. Be as specific as possible.

I certify that the above information and events are accurately depicted to the best of my knowledge.

Signature of Reporter

Date Submitted

Received By

Date Received

For Staff Use Only:

Has reporter requested anonymity? Y N

Does the school have parent/guardian consent to disclose the student's name in connection with the investigation? Y N

Administrative Investigation Notes (use separate sheet if necessary):

Bullying Verified? Yes ____ No ____

Remedial Action(s)

Taken:

If Bullying Verified, Has Notification Been Made to Parents of Students Involved?

Parents' Names: _____	Date Notified: _____
Parents' Names: _____	Date Notified: _____
Parents' Names: _____	Date Notified: _____
Parents' Names: _____	Date Notified: _____

If Bullying Verified, Has Invitation to Meeting Been Sent to Parents of Students?

Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____

Date of Meetings:

If Bullying Verified, Has School Developed Student Safety Support/Intervention Plan?

Y N

(Attach bullying complaint, witness statements, and notification to parents of students involved if bullying is verified, Invitations to Parent Meetings, Records of Parent Meetings)

8/16/11

**TOLLAND PUBLIC SCHOOLS
REPORT OF BULLYING FORM/INVESTIGATION SUMMARY**

School _____ **Date** _____

Location(s) _____

Reporter Information:

Anonymous student report _____

Staff Member report _____ Name _____

Parent/Guardian report _____ Name _____

Student report _____ Name _____

Student Reported as Committing Act: _____

Student Reported as Victim: _____

Description of Alleged Act(s): _____

Time and Place: _____

Names of Potential Witnesses: _____

For Staff Use Only:

Action of Reporter: _____

Administrative Investigation Notes (use separate sheet if necessary):

Bullying Verified? Yes ___ **No** ___

Remedial Action(s) Taken: _____

If Bullying Verified, Has Notification Been Made to Parents of Students Involved?

Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____

If Bullying Verified, Have Invitation to Meetings Been Sent to Parents of Students Involved?

Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____

Date of Meetings:

If Bullying Verified, Has School Developed Student Safety Support/Intervention Plan?

Y N

(Attach bullying complaint, witness statements, and notification to parents of students involved if bullying is verified, invitations to parent meetings, records of parent meetings).

8/16/11

Tolland Public Schools
Report of Bullying/Consent to Release Student Informaion

Date: _____

Name of Student: _____

School: _____

To Parent/Guardian:

A report of bullying has been made on behalf of your child alleging that he/she has been the victim of bullying. In order to facilitate a prompt and thorough investigation of the report, the [_____] Public Schools may need to disclose the name of your child and/or other information in connection this investigation which may otherwise disclose your child's identity.

(Please check one):

_____ I hereby give permission for the [_____] Public Schools to disclose my child's name, along with any other information necessary to permit the district to adequately and appropriately investigate such report, to third parties contacted by the district as part of its investigation.

_____ I do **NOT** give permission for the [_____] Public Schools to disclose my child's name, along with any other information necessary to permit the district to adequately and appropriately investigate such report, to third parties contacted by the district as part of its investigation.

Signature of Parent/Guardian Date

Name (Please print)

**Tolland Public Schools
Safe School Climate Plan
December 14, 2011**

The Tolland Board of Education is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board policy. This plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying.

Component	Actions	Person(s) Responsible	Timeline
Safe School Climate Plan	<ul style="list-style-type: none"> • Develop Safe School Climate Plan in accordance with PA 11-232 • Submit Safe School Climate Plan for Board approval • Submit Board-approved Safe School Climate Plan to CSDE • Publish Safe School Climate Plan on District Web Site and in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks 	Superintendent Superintendent Superintendent Safe School Climate District Coordinator	By January 1, 2012 By January 1, 2012 By January 1, 2012 By February 1, 2012
Safe School Climate Committee	<ul style="list-style-type: none"> • Appoint District Safe School Climate Coordinator • Appoint Safe School Climate Specialist in each school • Establish Safe School Climate Committee in accordance with PA 11-232 (include at least one parent/guardian of a student at the school) • Establish roles, responsibilities and procedures for Safe School Climate Committee including: <ul style="list-style-type: none"> ○ Receive copies of completed reports following investigations of bullying; 	Superintendent Principal Safe School Climate District Coordinator and Safe School Climate Specialists Safe School Climate Committee	By July 1, 2012 By July 1, 2012 By July 1, 2012

Component	Actions	Person(s) Responsible	Timeline
	<ul style="list-style-type: none"> ○ Identify and address patterns of bullying among students in the schools; ○ Review and make recommendation to amend school policies relating to bullying; ○ Review and make recommendations to the district's safe school climate coordinator regarding the District's Safe School Climate plan based on issues and experiences specific to the school; ○ Educate students, school employees and parents and guardians of students on issues relating to bullying; ○ Collaborate with the district safe school climate coordinator in the collection of data regarding bullying, in accordance with the law; ○ Perform any other duties as determined by the school principal that are related to the prevention, identification and response to school bullying for the school. 		
Notification Requirements	<ul style="list-style-type: none"> ● Provide all school employees with a written or electronic copy of the school district Safe School Climate Plan. ● Notify students and parents or guardians of students of the process by which students may make reports of bullying. ● Provide students with notice of the definition of bullying, cyberbullying and the potential consequences of engaging in such acts by the inclusion of language in student codes of conduct 	<p>Safe School Climate District Coordinator</p> <p>Safe School Climate District Coordinator</p> <p>Safe School Climate District Coordinator</p>	<p>By July 1, 2012 and annually</p> <p>By July 1, 2012 and annually</p> <p>By July 1, 2012 and annually</p>

Component	Actions	Person(s) Responsible	Timeline
	<p>concerning bullying.</p> <ul style="list-style-type: none"> • Publish Safe School Climate Plan on the school district's Internet web site and ensure that such plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks. 	Safe School Climate District Coordinator	By July 1, 2012 and annually
Reporting Procedures	<ul style="list-style-type: none"> • Orally notify the Safe School Climate Specialist or school Administrator after being witness to acts of bullying or receiving reports of bullying • File a written report with the Safe School Climate Specialist after being witness to acts of bullying or receiving reports of bullying • Any student who believes s/he has been victim of bullying/cyberbullying may report the matter to any school employee, either in writing or anonymously. • Parent(s)/guardians(s) may file written reports of Suspected bullying/cyberbullying. 	<p>All School employees</p> <p>All School employees</p> <p>All Students</p> <p>All Parents</p>	<p>Within one school day after witnessing or receiving report</p> <p>Within two school days of oral notification</p> <p>Ongoing</p> <p>Ongoing</p>
Investigation	<ul style="list-style-type: none"> • Develop and disseminate investigation procedures that align with PA 11-232 and comply with FERPA • Investigate all reports of bullying & ensure that the investigation is completed in accordance with PA 11-232. • Determine whether the alleged conduct occurred & whether such conduct constitutes bullying as defined in the district policy. 	<p>Safe School Climate Specialist</p> <p>Safe School Climate Specialist</p> <p>Safe School Climate Specialist</p>	<p>By July 1, 2012</p> <p>Upon receipt of report</p> <p>Upon completion of investigation</p>

Component	Actions	Person's Responsible	Timeline
<p>Response to Verified Acts of Bullying</p>	<ul style="list-style-type: none"> • Take prompt corrective action that is reasonably calculated to stop the bullying and prevent any recurrence of such behavior, if it is determined that bullying has occurred. • Notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation. This notification shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. • Invite the parent(s)/guardians of students who engage in any verified acts of bullying after the completion of the investigation to a meeting at which the following will be shared: <ol style="list-style-type: none"> 1. A description of the verified act(s). 2. A description of the school's interventions in response to the act(s). 3. Any consequences that may result from the commission of any further acts of bullying plan. • Invite the parent(s)/guardians of student against whom an act of bullying was verified after the completion of the investigation to a meeting at which the following will be shared: <ol style="list-style-type: none"> 1. A description of the verified act(s). 2. A description of the school's interventions in response to the act(s). 	<p>Safe School Climate Specialist</p> <p>Safe School Climate Specialist</p> <p>Safe School Climate Specialist</p> <p>Safe School Climate Specialist</p>	<p>Upon determination that bullying has occurred 48 hours after the completion of the investigation</p> <p>Upon determination that bullying has occurred.</p> <p>Upon determination that bullying has occurred</p>

Component	Actions	Person's Responsible	Timeline
	<p>3. Any consequences that may result from the commission of any further acts of bullying plan.</p> <p><i>Except in rare circumstances, such meetings with parents and guardians should be held separately.</i></p> <ul style="list-style-type: none"> • Develop a student safety support plan for any student against whom an act of bullying was directed. The plan shall address safety measures the school will take to protect such students against further acts of bullying. • Develop case-by-case interventions to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline. • Notify the appropriate local law enforcement agency when principal, or designee, believes that any acts of bullying constitute criminal conduct. 	<p>Safe School Climate Specialist</p> <p>Safe School Climate Specialist</p> <p>Principal or designee</p>	<p>Upon determination that bullying has occurred</p> <p>Upon determination that bullying has occurred</p> <p>As appropriate</p>
Prevention and Intervention Strategy	<ul style="list-style-type: none"> • Identify effective evidence-based prevention and intervention strategies approved by CSDE. Strategies may include, but are not limited to the following: <ul style="list-style-type: none"> ○ Students will participate in an evidence-based approach, program or process approved by the State Department of Education that is designed to ensure a positive school climate & prevent bullying. ○ Students will be made aware school rules 	Safe School Climate District Coordinator, Specialists and Safe School Climate Committee(s)	By July 1, 2012

Component	Actions	Person(s) Responsible	Timeline
	<p>prohibiting bullying and harassment.</p> <ul style="list-style-type: none"> ○ Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur; ○ Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school; ○ Individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees; ○ School-wide training related to safe school climate; ○ Student peer training, education and support; ○ Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions. <ul style="list-style-type: none"> ● Implement the prevention and intervention strategies identified by the Safe School Climate Committee ● Provide students with access to evidence-based prevention and intervention strategies 	<p>All School Employees</p> <p>All School Employees</p>	<p>Ongoing</p> <p>Ongoing</p>
Assessment of School Climate	<ul style="list-style-type: none"> ● Complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the State Department of Education for each school 	Safe School Climate Committee	By July 1, 2012, and biennially thereafter

Component	Actions	Person(s) Responsible	Timeline
	<ul style="list-style-type: none"> • Submit assessment results for each school in the district to the State Department of Education • Review data obtained from climate surveys to make necessary modifications to the district plan and ongoing practices. 	<p>Safe School Climate District Coordinator</p> <p>Safe School Climate Committee</p>	<p>By July 1, 2012 and according to CSDE guidelines</p> <p>Annually</p>
Training	<ul style="list-style-type: none"> • Provide all certified school employees training on the prevention, identification and response to bullying and the prevention of and response to youth suicide. The training will be provided to teachers, administrators and pupil personnel who hold the initial educator certificate via in-service training. • Provide all other school employees training provided by the State Department of Education. 	<p>Safe School Climate District Coordinator and Specialists</p> <p>CSDE</p>	<p>By July 1, 2012, and annually thereafter</p> <p>Annually</p>
Documentation and Record Keeping	<ul style="list-style-type: none"> • Establish a procedure for each school to <ul style="list-style-type: none"> ○ Document and maintains records relating to reports and investigations of bullying in the school ○ Maintain a list of the number of verified acts of bullying in the school and make such list available for public inspection. This public list must not contain any personally identifiable information about any student or information that might reasonably lead to the identification of any student. • Report the number of verified acts of bullying in the district's schools to the Department of Education in such manner as prescribed by the Commissioner of Education. 	<p>Safe School Climate District Coordinator and Specialist</p> <p>Safe School Climate District Coordinator</p>	<p>By July 1, 2012</p> <p>Annually based on timeline established by CSDE</p>

I.2.

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: December 14, 2011
**SUBJECT: Cancellation of December 28, 2011
Board of Education Meeting**

In keeping with past practice, I am recommending the Board of Education meeting scheduled for December 28, 2011 be cancelled.

WDG:ca

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: December 14, 2011

SUBJECT: Proposed Revisions to the 2011/2012 School District Calendar

At a special meeting of the Board of Education, Thursday, November 3, 2011, the Board amended the current school calendar by converting the November 10, 2011 Teacher In-Service to a half day school session and the November 11, 2011 Veteran's Day holiday into a full day school session. Through this action, the District recovered 2 school days of the 10 school days lost to Hurricane Irene and Winter Storm Alfred.

Days Cancelled –

August 31 through September 2	-	3 days
October 31 through November 8	-	<u>7 days</u>
		10 days

Days Recaptured –

November 10 and 11	-	<u>2 days</u>
		8 days

Background

The approved calendar for the 2011/2012 school year was created with a tentative last day of school on Thursday, June 14, 2012. The calendar further stated that up to six (6) cancellations would be made up by going to Friday, June 22. The calendar states that any cancellations beyond six (6) days would be made up during the April vacation week.

Based on the Board's Action of November 3, 2011, we now have eight (8) school cancellations and thus, without any revision to the district calendar, the last day of school would occur on June 22, 2012, with schools in session on April 16, and 17, 2012. Any further cancellations from this time forward would further reduce the April vacation week.

Two new recommendations for Board consideration on December 14, 2011.

Recommendation 1: The 2011/2012 district calendar currently allows for two vacation days and three school days during the break week of February 20-24, 2012. The recommendation is that the Board of Education revise the calendar to make February 20 and February 21 instructional days.

This action would recapture two of the remaining eight (8) cancelled school days. Monday, February 20 is a contractual holiday for several of the employee unions. The administration has had a positive response from these groups to allow an alternative, such as a floating holiday, so as to make this revision.

Any absence for a student whose family made previous travel plans for those two days will be considered excused. Any employee will also not be penalized for absence on these dates provided that documentation of travel plans be made prior to this action is submitted.

Recommendation 2: The State of Connecticut requires 180 school days for all students. Tolland currently has 183 days of instruction. The administration is recommending that the student calendar for 2011/2012 be established as 180 days. The impact of this action would negate an additional three (3) of the remaining eight (8) cancelled school days. The contracted days for bargaining groups would not be reduced by the action of the Board.

Impact

These two recommendations are intended to eliminate the need to disrupt the April vacation and to hopefully end the school year prior to the start of warm and humid summer weather. The above recommendations would create a three-day window from June 20 through 22 should there be further school cancellations.

The Administration recommends the following adjustments to the 2011/2012 School District Calendar.

1. Declare Monday, February 20, 2012 and Tuesday, February 21, 2012 to be instructional days for the Tolland Public Schools.
2. Declare the 2011/2012 student school year consist of 180 instructional days.

Meeting

The Board of Education will vote on these recommendations at its meeting scheduled for Wednesday, December 14, 2011 at 7:30 p.m. in the Tolland High School Library.

If you have any suggestions or comments regarding these proposed recommendations please contact me at superintendent@tolland.k12.ct.us.

For additional information regarding school calendar days, circular letter C-6 from the Commissioner of Education regarding "School Closures and the School Calendar" is attached.



STATE OF CONNECTICUT
STATE DEPARTMENT OF EDUCATION



SERIES: 2011-2012
CIRCULAR LETTER: C-6

TO: Superintendents of Schools
FROM: Stefan Pryor, Commissioner of Education
DATE: November 15, 2011
SUBJECT: School Closures and the School Calendar

The State Department of Education is aware of the highly disruptive conditions created by October's snowstorm. The Department issued a circular letter on January 31, 2011 on school closures and the school calendar which provides a brief overview of the legal considerations regarding the school calendar and modification to it. <http://www.sde.ct.gov/sde/lib/sde/pdf/circ/circ10-11/c9.pdf>

With the winter season approaching, the Department remains cautious about prematurely considering changes in the 180 day requirement. Districts are expected, as in years past, to make all efforts at the local level to meet the mandated minimum number of school days by June 30. These efforts may include conducting school on permissible holidays and previously scheduled vacation days. Only once all such efforts have been exhausted would the Department expect local school districts to seek waivers, if viewed necessary, of the 180 day requirement.

Therefore, the Department will conduct a careful review and analysis of any waiver requests on a case by case basis once a district has concluded and asserted that 180 days of school is not possible under its circumstances. It is our hope we will not have to go down this road as we are ever mindful of the negative impact of lost time upon our students.

If you have any questions, please contact the Division of Legal and Governmental Affairs at 860-713-6520.

Thank you.

MEETING MINUTES

**TOLLAND TOWN COUNCIL
HICKS MEMORIAL MUNICIPAL CENTER
6th FLOOR COUNCIL ROOM
OCTOBER 25, 2011 – 7:30 P.M.**

NOV 01 2011
Tolland Public School

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

MEMBERS ABSENT: April Teveris

OTHERS PRESENT: Steven R. Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Agata Herasimowicz, Acting Director of Finance and Records; Jennifer Usher, Town Engineer; Pat Woods

1. **CALL TO ORDER** Frederick Daniels called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE** Recited.
3. **MOMENT OF SILENCE** Observed.
4. **PROCLAMATIONS:** Recognition of Mental Illness Awareness Week

Dr. Daniels read the following Proclamation:

Town of  Tolland

Proclamation

MENTAL ILLNESS AWARENESS WEEK

- WHEREAS:** serious mental illnesses such as major depression, bipolar disorder, schizophrenia, obsessive-compulsive disorder, severe anxiety disorders, borderline personality disorder and posttraumatic stress disorders affect one in every four people annually; and
- WHEREAS:** serious mental illness are more common than cancer, diabetes and heart disease and are the number one reason for hospital admissions nationwide; and
- WHEREAS:** serious mental illnesses have been scientifically proven to be highly treatable illnesses of the brain; and
- WHEREAS:** scientific research is producing tremendous breakthroughs in the understanding of mental illnesses, resulting in more effective treatments that allow people to reclaim full and productive lives; and
- WHEREAS:** misunderstandings exist about many mental illnesses and our social culture often wrongly imposes stigma on them;

NOW, THEREFORE, BE IT RESOLVED, THAT I, Frederick M. Daniels, Tolland Town Council Chair, do hereby proclaim October 2nd through October 8th, 2011 as Mental Illness Awareness Week in Tolland, Connecticut, to increase public awareness of mental illness.

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

Sam Belsito of 55 Lee Lane – Rich Bozzone could not make it to tonight's meeting but asked Mr. Belsito to extend his appreciation to the Council members for serving the Town of Tolland and the citizens of Tolland. Mr. Belsito commented that after attending almost every meeting for four years, he realizes the amount of hours the Council has spent serving the Town of Tolland. It is the giving of your time that makes your accomplishments greater than meets the eye. He said 'thank you' to the Council in every language he could pronounce.

6. PUBLIC HEARING ITEMS: None.

7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:

7a.1 Tolland Housing Authority – Proposed Management Plan for 2012 – Pat Woods gave an overview of the information contained in the members' packets. They operate strictly on what they receive from rent. The budget comes out so that they have money in the reserve. The reserve account is for repairs, maintenance and replacement. It is thanks to this Council that they have allowed us to reduce our payment in lieu of taxes from 10% to 3%. She has people waiting on both the single and double waiting lists.

7b. REPORTS OF TOWN COUNCIL LIAISONS: Mr. Flynn commented that the meeting with the TWC and the WPCA was beneficial and gave some insight.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

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

MaryAnn Delaney Tuttle read the following resolution:

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

1. Effective with the 2011 calendar year the Local Authority shall pay the Town in lieu of real property taxes as well as special benefit assessments and sewerage user charges should either of those apply to the site, the sum of three (3) percent of the shelter rent paid by tenants for each occupied dwelling unit.
2. The Housing Authority shall establish and place in its capital repair account the difference between the three (3) percent of the shelter rent paid by tenants and ten (10) percent of such rents on a calendar year basis.
3. The amount of the payment in lieu of taxes shall be reviewed by the Town Council and the Housing Authority on an annual basis in the month of September and in addition the Housing Authority shall submit at the same time a list of capital improvement projects proposed for the each of the next five years.

Seconded by Dale Clayton.

Dr. Daniels asked if there was a 5 year Capital Improvement Plan. Ms. Woods commented that there was a 1 year plan. Dr. Daniels asked that a 5 year Plan be prepared. Ms. Woods will work on that.

All in favor. None opposed.

8.2 Consideration of a resolution to declare various equipment as surplus property within the Board of Education.

Mr. Werbner commented that the list was provided by the Superintendent. It is deemed to be materials that are in disrepair, obsolete or defective. The BOE is asking permission to dispose of the property, because they have little to no value.

MaryAnn Delaney Tuttle read the following resolution:

BE IT RESOLVED that the attached items are hereby declared surplus and may be disposed of in accordance with Policy A176-4, Policy Concerning Disposal of Surplus Personal Public Property.

Seconded by Jack Flynn.

Ms. Delaney Tuttle asked if they will try to sell these items first. Mr. Werbner said yes, that would be the hope. Dr. Daniels suggested that Mr. Werbner ask the Superintendent to seek out someone to list these items on EBay for a small commission.

All in favor. None opposed.

8.3 Consideration and action on approving the revised Assistant Public Safety Director job description.

Mr. Werbner commented that this position was approved in the last budget effective January 1, 2012. They are in the process of reviewing the position and starting the recruitment process. They have recognized the fact that part of the responsibilities of the position will be to work with and be a member of the volunteers, and hopefully be an Officer within the volunteers. They would like to add to the job description under Special Requirements the line "At time of appointment must live in Tolland, CT or within three (3) miles of the town line of Tolland, CT" to ensure that the employee would be able to respond to emergencies in a timely manner and be eligible to be a member of the Tolland Volunteer Fire Department.

MaryAnn Delaney Tuttle read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the revised and attached non-union group Assistant Public Safety Director job description.

Seconded by Dale Clayton. All in favor. None opposed.

8.4 Consideration of a resolution to accept approximately 570 linear feet of roadway as an extension of a public road, known as Industrial Park Road East.

Mr. Werbner commented that this road has been in existence for a while. It was originally planned to interconnect Industrial Park Road East and Industrial Park Road West for emergency access purposes. That emergency access has been accomplished through another interconnection. The road has met all standards. The town takes care of the road. The PZC has approved the inclusion of the extension as a town road.

MaryAnn Delaney Tuttle read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby accepts the following extension of roadway as public road:

Extension of Industrial Park East, Approximately 570 linear feet.

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

8.5 Follow-up discussion on Joint Workshop with the Water Pollution Control Authority and the Water Commission.

Dr. Daniels summarized the meeting by saying that it was very informative, particularly the challenges that both Commissions are facing. It was determined that this Council would pass a memo to the next Council addressing various areas of concern, ex: staffing and having a professional study done for the on-going needs down the road.

Mr. Nussbaum agreed with Dr. Daniels comments. Dr. Daniels added that while the TWC/WPCA issues are similar, they are very different.

Ms. Delaney Tuttle heard at the meeting that the WPCA does not feel they have the time to do the pollution portion of it, because they are so involved in the sewer aspects of it. She believes the position needs to be looked at closely and quickly.

Mr. Werbner agreed. In the future, they are going to have some hard roads to hoe with their necessary interactions with the State agencies, which are consuming a lot of their time. He believes the next Council should have a similar workshop when they take over. Mr. Flynn suggested that the TWC and WPCA provide a one page summary as well to the new Council.

Dr. Daniels asked Mr. Werbner to draft a memo and provide the current Council members a draft to review before their terms end.

Mr. Clayton commented that he was not at the meeting, but asked if there may come a point in time when we divest ourselves of this enterprise. That may be something for the new Council to explore. Dr. Daniels said this was brought up at the joint meeting, and is something that a Consultant will need to look at and advise on.

8.6 Appointments to vacancies on various municipal boards/commissions.

No appointments tonight. MaryAnn Delaney Tuttle commented that the Council has done a good job in filling the vacancies throughout their terms. Dr. Daniels thanked everyone for their services on the Commissions/Boards. He is sure the new Council will be diligent in keeping the vacancies full.

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 commented that voting on Election Day will still take place at the Town Hall in the gym even though the parking lot is in disarray. There will be employees available to assist in parking. Mr. Werbner thanked the Council members for their time and service to the Community. He personally thanked them for the guidance provided to him.

11. ADOPTION OF MINUTES

- 11.1 October 11, 2011 Regular Meeting Minutes – MaryAnn Delaney Tuttle moved to adopt the minutes; Seconded by Francis Kennedy. All in favor. None opposed.

12. CORRESPONDENCE TO COUNCIL

- 12.1 Invitation from Access Agency
12.2 Governing Magazine
12.3 Government Survey Census Form

13. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS: Dr. Daniels thanked his fellow Council members. He believes it has been very fruitful. It is a lot, but he has enjoyed it and feels a sense of accomplishment. Ms. Delaney Tuttle thanked Dr. Daniels for all his guidance. It has been a pleasure, and she thanked the other members. Mr. Flynn thanked the other members, Mr. Werbner and the town staff. You do great work with the limited resources. Mr. Nussbaum thanked all his fellow Council members and thought they worked well together. He thanked Dr. Daniels for a well done job and his openness. Mr. Kennedy said it's been an honor to serve with this Council. It is a fantastic status to be a resident of this town. Mr. Clayton commented that it is often hard to be a minority, especially when it is just two of them. He did say that he felt a majority did listen to what they had to say and took it into consideration when decisions needed to be made. He appreciates that, because it could have been more difficult. He thanked the town staff as well. They do a lot for very little.

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

Sam Belsito of 55 Lee Lane – It's time to say goodbye. It happens all the time. All good things must come to an end. Tomorrow is a new day and it will dawn, just like any other day. From the song of Bob Hope: Thanks for the memories. He said 'goodbye' in various languages.

Rick Fields – He thanked the Council for a job well done. It has been a fair Council. You've done one hell of a job.

- 15. ADJOURNMENT** – Dale Clayton moved to adjourn the meeting; Seconded by Jack Flynn at 8:08 p.m. All were in favor.

Frederick M. Daniels, Council Chair

Michelle A. Finnegan
Town Council Clerk

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6TH FLOOR COUNCIL ROOM ORGANIZATIONAL MEETING

NOVEMBER 9, 2011 - 7:00 P.M.

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven R. Werbner, Town Manager; Clem Langlois, Public Works; Suzanne Litwin, Asst. Town Clerk

1. **Call to Order:** Suzanne Litwin called the meeting to order at 7:30 p.m.

2. **Election of Chairperson:**

Sam Belsito nominated Jack Scavone as Chairman of the Town Council;
Seconded by Ben Stanford. All in favor. None opposed.

3. **Election of Vice-Chairperson:**

Mark Gill nominated Richard Field as Vice-Chair of the Town Council;
Seconded by Sam Belsito. All in favor. None opposed.

4. **Administration of Oath of Office:** Suzanne Litwin, Asst. Town Clerk, administered the Oath of Office to the new members of the Tolland Town Council.

Mr. Werbner commented that the members needed to complete the Code of Ethics document and return it to the Town Clerk no later than January 1, 2012.

5. **Set Time for Regular Meetings (See attached):** Mr. Scavone reviewed the proposed schedule with the Council. Mr. Field mentioned that December 25, 2012 was on the schedule, and it would need to be revised. It was determined that until further notice, they would use the attached schedule.

6. **Rules of Procedure (See attached):** Mr. Scavone commented that the Rules provided were the ones in effect from the previous Council. It was agreed those would remain in use.

Richard Field moved to adopt the Rules of Procedure for the two year term;
Seconded by Joshua Freeman. All in favor. None opposed.

7. **Other Issues:** Mr. Werbner advised the members that he provided them with a large packet of information. He asked that they review the information as things will be coming up relating to the contents of the packet. On December 14, 2011, from 9:30 - 1:00 p.m., the Council of Small Towns will be putting on a municipal leaders training. He recommended

that the members attend this informational session. They can call Lynn at the Town Manager's office so that she can register them. A cover memo detailing the packets contents was included. He thinks some time should be set aside either at a future meeting or workshop to review the list of items that will be coming up in the next several months. He also suggested having a meeting at some point with the various department heads within the town. They can introduce themselves and departments, and advise what their major goals and concerns are. He also said they will take a trip around the town so that they can be shown the different facilities within the town. It was decided that a meeting would be held on December 1, 2011 for the department reviews, and a tour of the facilities was tentatively planned for December 3, 2011. Mr. Werbner will make up a list of the dates and they will be firmed up at the November 23, 2011 meeting.

Mr. Werbner advised that he usually drafts a memo to the departments and BOE regarding instructions on starting the development of the budget. It will include the parameters of the goals he is shooting for. Prior to that, he typically has discussion with the Council to get a sense of what their budgetary parameters are. It was determined that he will provide the members a draft of his memo for the first meeting in December. He discussed having a joint workshop with the BOE. The Superintendent gives a primer on the BOE budget. He suggests Mr. Scavone speak with Andy to coordinate that meeting for some time in early December.

Mr. Werbner reminded the members that a photo will be taken at the next meeting for the website.

Mr. Werbner said he never stops any Council member from speaking to any town employee. However, if anyone has any questions he suggests funneling them through him. He will find a response and provide the answer to the entire Council. Mr. Field advised that the members are not entitled to direct a town employee to do anything. Anything having to do with town employees needs to flow through the town manager.

Mr. Scavone extended thanks to Mr. Werbner, his staff, the fire staff, and volunteers during this most recent storm. It was amazing. Mark Gill said he's never been more proud of the town. Mr. Field commented that they did work hard, but he also wanted to thank the spouses of all those involved as they put up with a lot of family disruption.

8. **Adjournment:** Richard Field moved to adjourn the meeting; Seconded by Mark Gill at 7:43 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk

SPECIAL MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6TH FLOOR COUNCIL ROOM STORM ALFRED MEETING

NOVEMBER 9, 2011

(IMMEDIATELY FOLLOWING ORGANIZATIONAL MEETING)

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven R. Werbner, Town Manager; Clem Langlois, Public Works

1. **Call to Order:** Jack Scavone called the meeting to order at 7:44 p.m.
2. **Discussion of Storm Alfred Response and authorization to investigate options for legal action again CL&P:**

Mr. Werbner echoed the comments made in the previous meeting regarding the town staff and volunteers. It was a tremendous effort following previous storms. This town does come together during times of crises. It was amazing to see the number of volunteers. There were many concerns with the utility company's response. We are having discussions at the State level to insure that type of response won't happen again. There is a two-storm legislative committee that has been put together and is holding hearings in terms of the process. He has been asked to testify as part of a municipal delegation, with regards to the specifics that occurred at a local level. He requested that the Council give him authorization to investigate options for any potential legal action that we may have either as a community, individually or collectively with other communities in the state against CL&P for their method of response and/or their inability to achieve any of their stated goals. CCM is looking to see what we can do collectively as a group of municipalities, and our town attorney is looking to see what we can do individually. If you give authorization to investigate, he will gather information and come back to Council with the options during an Executive Session.

Regarding the collection of debris, it is obviously a big issue. Fortunately, many of the residences have areas to deposit brush on their own land. Performing collection curbside was looked into. There are a number of issues you are faced with when doing this as a community. Time is of the essence. Debris will freeze on the side of the road, plows will be moving it and it is very labor intensive. If you are going to contract out, it is very expensive. For a contractual cost, you are looking at \$120/per home, which would be in excess of \$600,000. There is a possibility that FEMA may eventually pay 75%, but the town would still be picking up the other 25%, \$200,000+. At this point in time, as an Administration they are not recommending this route. Instead, we've suspended the burn permit policy and have the Cross Farms location available to drop off brush. There have been some senior/disabled residents that have called and they have been able to set them up with volunteers. We are willing to organize a volunteer to a senior/disabled resident. As of now,

the town is doing public right-of-way pick-up of debris. Currently, Bryan Hurlburt is sending a letter to the Governor requesting consideration of the State giving some aid to municipalities to cover the 75% that FEMA would not. If that comes about, it can be revisited, but as of now, he does not recommend spending the money on this. If we can hook up with volunteers for clearing and hauling, he is all for that. It would be a great community program.

Mr. Belsito is not satisfied with this. Our pledge was to put the Tolland citizens first. What you just said does not put us first. We are not going to spend \$200,000. We have the town with all the trucks, we have the Parks & Recreation, we have the Public Works, and we have a lot of people. He wants a patrol organized that will be done by the plowing routes. He wants those trucks out there picking up everyone's brush. We can't be selective. As far as the seniors go, he is going to coordinate with Andy and get his 100 Boy Scouts and they are going to earn their badges. They will pull all the seniors' stuff to the edge of the road. He doesn't care how long it takes. We owe this to the people.

Mr. Werbner commented that we do not have the individuals to do this. We have other ongoing work that needs to be completed. We don't have the necessary equipment to do this on a town wide basis.

Mr. Gill asked what the liability to the town is if we do get volunteers. Mr. Werbner said we would compile a list of volunteers. We can match people up and do it without liability concerns. We have done it before. Ms. Rubino also voiced concern for someone getting hurt on someone else's property.

Rich Field said even if we did have the staff and equipment to do it, the town would shut down for everything else.

Mr. Langlois commented that Cross Farms has about \$125,000 work there. He has a crew cutting all the hangers at \$200 per hour for the next month and half. He explained to the members all the items that the town employees need to do. There is going to be cost. He believes the volunteer program is a great idea.

Ms. Rubino said we should test our volunteer program and we shouldn't use our town employees. They have enough to do.

Mr. Freeman doesn't support having the town staff involved in this. He suggested that the Thanksgiving weekend would be a good time to have the volunteers working.

Mr. Werbner commented he would like to give the volunteer program a go.

Mr. Belsito asked what about the seniors? Mr. Freeman said to make a list and they can be first. Mr. Werbner commented that the seniors and disabled should be priority. It could be a great civic program and Boy Scout program. An e-blast can be sent, the word can be put out.

Mr. Scavone said they get a target date from Andy for the Boy Scouts availability. Then the town can start building from there.

Richard Field motioned to have the Town Manger look into our options with CL&P; Seconded by Mark Gill.

Mr. Belsito is not in agreement with this. He believes this was a very big blow to the State. It took down half the state. He is not sure any utility company could handle the size of the storm that we had. If it only devastated Tolland, they would have had us back in power in one or two days. Mr. Werbner said municipalities and businesses in the State have another view of it in terms of there being a better response time. Is there any legal base for recouping any of our costs as a result of the allocation of resources that we received and the manner in which CL&P conducted themselves. Mr. Field said we are not saying that CL&P did anything wrong, but we owe it to our citizens to find out.

Jack Scavone, Richard Field, Mark Gill, Joshua Freeman, Jan Rubino and Benjamin Stanford in favor; Sam Belsito opposed.

Jack Scavone suggested that the Council should investigate doing something for all the volunteers and employees that assisted during the storm. Mr. Gill suggested a Proclamation. Mr. Scavone was thinking more along the lines of a little get together. Mr. Freeman said maybe a cookout on volunteer day. This will be given more thought.

Ben Stanford suggested that the department heads prepare an after-storm report outlining what happened, what they did, and what could be done better and improved upon. Ms. Rubino suggested this could be done at the December 3rd meeting.

- 3. Adjournment:** Mark Gill moved to adjourn the meeting; Seconded by Benjamin Stanford at 8:21 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk

MEETING MINUTES

November 28, 2011
Suzanne M. Litzwin,
Asst. Town Clerk

TOLLAND TOWN COUNCIL
HICKS MEMORIAL MUNICIPAL CENTER
6th FLOOR COUNCIL ROOM
NOVEMBER 22, 2011 – 7:30 P.M.

RECEIVED
NOV 29 2011
Tolland Public Schools

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven R. Werbner, Town Manager; Clem Langlois, Public Works

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

Ken Hankinson of 54 Johnson Road – He wished the new Council well, and commented that they were a good mix. It's nice to have all new people, some being older and some being younger. A lot of people are going to be watching you to make sure you do compromise; you come together as a team; and keep Tolland ahead. We'll be watching to see what kind of job you do.

Sam Adlerstein of 164 Pine Hill Road – Welcomed the new Council members. He asked that they pick up the spirit of teamwork. He chairs the organization Friends of Tolland Schools, and commented that they don't want the most extravagant budget for the town and the schools. We want you guys to work together as a team. Work with the BOE and come up with the efficient budget that gets us what we need for our kids; the right budget for the town.

6. **PUBLIC HEARING ITEMS:** None.
- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** None.
- 7b. **REPORTS OF TOWN COUNCIL LIAISONS:** None.
8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**
 - 8.1 Appointment of Town Attorney for the term from November 9, 2011 through November 6, 2013.

Mr. Werbner suggested continuing with the use of the Law Firm of Diana, Conti & Tunila, LLP, with Attorney Richard S. Conti as the contact within that firm. They were the town attorneys from 1979 – 1995, and between 2003 – present. They have given the town good services for what they charge. He highly recommends their appointment.

Richard Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby appoints Richard S. Conti as Town Attorney for the term from November 9, 2011 through November 6, 2013.

Seconded by Sam Belsito.

Mr. Field and Mr. Scavone both commented that Attorney Conti has done an excellent job and recommends they bring him back. They both have had previous experience with him from preceding terms on various Committees / Boards.

All in favor. None opposed.

8.2 Appointment of Town Council Liaisons to the Board of Education, Water Pollution Control Authority, Planning & Zoning Commission and Economic Development Commission.

Benjamin Stanford motioned to appoint the following Council liaisons to each of the committees mentioned below. The council appointments are as follows:

BOE	Jan Rubino
EDC	Sam Belsito
P&Z	Josh Freeman
WPCA	Benjamin Stanford

A liaison was added for The Water Commission:

TWC Mark Gill

The purpose of the liaison is to attend meetings, pass along information from the Council and be available to answer any questions you may have on Council activities. It is the hope that the liaisons can be used to improve the dialogue between Boards, Commissions and the Town Council. The liaisons will have an opportunity at each Council meeting to report on your activities. It is important to stress that the liaisons in their dialogue with you are not representing the Council in terms of the views expressed except in reference to any official act taken by the Council as a whole. In no way are liaisons intended to preclude written correspondence between Boards and Commissions or for the need for joint meetings. The Town Council looks forward to working with you as we address the challenges confronting the community.

Seconded by Richard Field. All in favor. None opposed.

It was also decided that Jan Rubino and Benjamin Stanford would review new candidates for appointments to Boards and Commissions. Whenever inquires or letters of interest are received, they will be forwarded to Ms. Rubino and Mr. Stanford. Mr. Scavone suggested tabling item 8.7 until the next Council meeting.

Richard Field made a motion to table 8.7 until a meeting when the Committee is ready to bring candidates to the full Council; Seconded by Mark Gill. All in favor. None opposed.

8.3 Discussion of a process for establishing Town Council Goals for the 2011 - 2013 term.

Mr. Werbner commented that the backup information the Council has regarding the Town Council goals is from the previous Council. The process in the past has been to build off previously set goals, so that we are not starting from ground zero. He has asked the department heads for any suggestions / changes to the current listing. He suggested having a special meeting to go through the process, explain the goals and facilitate what they are. Any additions / deletions can be made at that time, as well as a prioritization of the goals. He believes it could take a couple of meetings to get through these.

It was decided to have a workshop on goals December 6, 2011 @ 7:30 – 9:00 p.m., in Council Chambers.

8.4 Consideration of a resolution making an additional appropriation of \$100,979.36 to the Capital Improvements Streets and Roads Fund from Connecticut Water Company for costs associated with the restoration of Torry Road as a result of the installation of new water lines by Connecticut Water Company and the setting of a public hearing thereon for December 13, 2011.

Mr. Werbner commented that the CWC installed a new water line on Torry Road. As part of their work, they were required to do permanent paving, milling and overlaying on the street. In discussions with Mr. Langlois, it was determined that if they were to do the work versus paying us an equivalent amount for the cost of the work, they couldn't do as much paving as we could base upon our state bid process. We worked out a deal where they would give us the cash and we could pave more of the road.

Richard Field motioned that the following resolution be introduced and set down for a public hearing on December 13, 2011 at 7:30 p.m. in Tolland Town Council Chambers and read the following draft resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves an additional appropriation of \$100,979.36 to the Capital Improvements Streets and Roads Fund from Connecticut Water Company for costs associated with the restoration of Torry Road as a result of the installation of new water lines by Connecticut Water Company.

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

8.5 Consideration and action on approving the revised Utilities Administrator/Town Engineer Job Description.

Mr. Werbner commented that the Town Engineer left the town in November. They have made some minor revisions to the job description. The position works heavily with the Water Commission and WPCA, as well as other departments, relating to engineering services. The position is in grade level 6 of the non-union pay plan with a range of \$72,100 - \$86,700.

Mr. Field asked if this salary range is good. Mr. Werbner commented that if you want someone with experience and someone who will stay, you should start them at the top of the range. The range is sufficient for the middle to the upper end. Mr. Field would like to see them stay at the upper end.

Mr. Rubino commented that the volunteers on WPCA and TWC are going to burn out. We need to get someone in this position who will stay.

Mr. Belsito asked what the amount of work for the town v. WPCA/TWC would be. Mr. Werbner said it should be 30% utilities / 70% town. With the addition of the other position under 8.6, that will help greatly in terms of keeping that ratio down. Mr. Belsito tried to get an understanding from Mr. Werbner as to what the roles of the Town Engineer would be and wondered what the probability of us hiring a contractual engineer or even sharing an engineer with another town. Mr. Werbner said none. Mr. Belsito asked about the utilities paying 50% of the engineer's position. Mr. Werbner said they are paying 100% of the position listed in 8.6 and they don't have the money to pay for the engineer as well, and feel that is the town's commitment to helping the utilities function.

Mr. Freeman commented that he sees the Utilities Administrator position is more administrative, than hands on. Mr. Werbner agreed. He also suggested taking out secretarial under the Supervisory Responsibility portion. It seems to him that it would be more of a technician roll rather than secretarial. Mr. Werbner agreed. It will just say 'one staff employee'. Mr. Freeman has no problem with this at all.

Mr. Werbner said the appointment will have to be approved by the Council. He will be back to them with the candidate that he is recommending and the salary.

Richard Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the revised and attached non-union group Utilities Administrator/Town Engineer job description.

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

8.6- Consideration and action on approving the Engineering Technician Job Description.

Mr. Werbner summarized that both utilities came to him seeking approval for a part-time position. They said they would be willing to split the funding of the position. This was advertised over the summer as a contractual position. Unfortunately, there were no applicants. The ability or willingness of applicants to purchase professional liability insurance is one known reason. Both the Commissions still feel strongly that a position is warranted and it will be funded 50% by both Commissions. The previous Council felt strongly about adding this position for the Commissions. The position does not include any benefits.

Mr. Freeman believes a construction supervisor would be ideal for this. He wondered what the deal was with the liability insurance now. Mr. Werbner said they would be covered under our insurance policies.

Richard Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached non-union group Engineering Technician job description.

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

8.7 Appointments to vacancies on various municipal boards/commissions.

Richard Field had tabled this motion previously.

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

10. REPORT OF THE TOWN MANAGER: Mr. Werbner reminded the members that his report is in their packet. He commented on a handout relating to Storm Alfred's costs in October. There

was a major declaration from the President regarding this storm. Storm related costs that are deemed to be appropriate are eligible for reimbursement at the level of 75%. FEMA has a very detailed process for documenting costs. We have submitted the paperwork for Storm Irene, but not Alfred as of now, and we still haven't heard on Irene yet. There can be a 6 month lag before getting reimbursed. The towns need to upfront the costs, and then the reimbursement monies get added back to make up for the money spent. He gave a review of where we stand. Total spent as of now is \$536,579.49; taking in consideration the 75%, the town's portion would be \$134,144.87. He would like to come to the Council at the next meeting with a transfer from Fund Balance, to cover the \$536,579. They are trying to contract with a tree service to cut the hangers around town. If we can get away with it at \$134,144 we are doing well compared to other communities.

This Saturday is volunteer day. We have 69 residents interested; 159 volunteers and 12-20 volunteers have trucks. They are planning on assigning crews and giving each crew 5 properties. There will be coffee/donuts in the morning and then lunch will be provided by the Lions Club. There has been a very good response to this.

11. ADOPTION OF MINUTES

- 11.1 November 9, 2011 Organizational Special Meeting Minutes – **Jan Rubino had a correction to page 2: the 1st paragraph should read November 22, not 23.** Richard Field moved to adopt the minutes with correction; Seconded by Josh Freeman. All were in favor. None opposed.
- 11.2 November 9, 2011 Storm Alfred Special Meeting Minutes – Richard Filed moved to adopt the minutes; Seconded by Jan Rubino. All in favor. None opposed.

12. CORRESPONDENCE TO COUNCIL

- 12.1 Metro Hartford Alliance
- 12.2 CT Municipalities Conference
- 12.3 Capital Region Council of Governments

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Mr. Belsito remarked on the amount of salt used on our roads per mile. Had we listened to experts, Mr. Werbner indicated it would have been twice that amount. What would the probability be of us reducing the amount of salt? Mr. Werbner said if this Council wants to take that on, they can. He suggests that they don't due to safety reasons. He trusts the experts and what they have to say. Mr. Scavone suggested discussing this further at a workshop.

The members confirmed that they will be meeting the staff on December 1st @ 6:00 p.m. in Council Chambers, and would be reviewing the facilities on December 3rd @ 9:00 a.m. They will meet in the lobby area by Mr. Werbner's office.

Mr. Field raised the issue of the stone wall on Route 74 in front of the Post Office falling over and approaching the road. How can that be fixed? Mr. Werbner will write to the State DOT about this.

Mr. Gill asked what the best way would be to get more detailed information from the town and BOE regarding the budget. He would like to do an analysis by school, looking at each individual property and employees. Mr. Werbner said we were going to approach the Superintendent and the Board Chairman about having a workshop with the BOE on their budget and budget process. If you have specific questions for the Superintendent, they can be filtered through him. Mr. Field reminded the members that they can

look at their budget and find an area of where they have a savings, but they do not have to do anything. We cannot tell them what to spend it on, only how much.

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

Richard Bozzone of 9 Elm Road – He Congratulated the members on getting elected. He commented on seeing a truck cutting hangers and asked where they were from. Mr. Werbner commented that a truck was provided by the utility company. Mr. Bozzone explained that he has some huge tree limbs that need to be cut, but has had difficulty finding a contractor for hire. He suggested creating a centralized coordination with private contractors to cut trees. Regarding the WPCA/TWC are there any other towns that have those under the town charter? Mr. Werbner said yes. He asked if there are other towns that do 100 – 125 on the salt. Mr. Werbner said a majority of the towns use more than we do. He is not in favor of using a lot of salt and further commented that no one is taking this lightly. We are as concerned as anyone. Mr. Bozzone applauded Mr. Gill for asking for a more understandable BOE budget. This has been requested before, but never gotten.

Ken Houck of 314 Grant Hill Road – He wishes the members would talk like they are talking to the audience, instead of amongst themselves.

Jayne Kunze from the Tolland Patch – With regard to the tree contractor list, she would be willing to work with whomever to create the list and have it on the Tolland Patch.

15. EXECUTIVE SESSION

Richard Field motioned to go into Executive Session at 8:50 p.m., thus ending the Regular Meeting of the Town Council. Seconded by Mark Gill. All in favor. None opposed.

15.1 Executive Session to discuss a personnel matter.

16. ADJOURNMENT Richard Field moved to adjourn the meeting; Seconded by Mark Gill at 9:17 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk

DEC 5 2011

*Suzanne M. Litterer,
Asst. Town Clerk*

WORKSHOP MINUTES

RECEIVED

DEC 05 2011

Tolland Public Schools

**TOLLAND TOWN COUNCIL
HICKS MEMORIAL MUNICIPAL CENTER
6TH FLOOR COUNCIL ROOM
DECEMBER 1, 2011 - 6:00 P.M.**

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven R. Werbner, Town Manager and various town employees

1. Presentations by Town Departments on Responsibilities and Significant Initiatives

Mr. Werbner started off the meeting by saying each department will provide a summary background of what their responsibilities, accomplishments and goals are for the future. It is also a way to meet the staff involved. A PowerPoint was available to the Council members, which was referenced and followed during the meeting. A summary is below.

Mr. Werbner began with the Town Council. He told them that their legislative responsibilities are outline in the Town Charter.

Mr. Werbner spoke about the following:

~Town Manager's office: There 1.5 employees and himself. He reviewed their responsibilities and stated their budget is \$213,000+. He showed a slide listing their accomplishments and goals.

~Economic Development Commission is an appointment of the Town Manager. Their budget is \$4,800. He outlined their accomplishments, which consisted of several visits with major companies.

Mike Wilkinson spoke regarding Human Resources: There is 1 Director, .5 staff – Some of the items the department handles are recruitment; risk management, solid waste. He reviewed his budget, the benefits, accomplishments and goals. Mr. Werbner commented that they are really trying to save money on the health insurance, but the town employees only make up 20% of the pie, the rest lies with the BOE. The town is on the HSA plan.

Mr. Freeman said he would like to know what we have been holding off on and what the big items are that they'll need to worry about down the road. He wants to hear what we need to be prepared for. Mr. Werbner commented that one item cut is professional development, and it has had an effect. If you can't go to your national conference, you can't maintain your accreditation. He would like to see that reinstated and brought back. Mr. Gill suggested making a priority listing for them to review.

Linda Farmer reviewed the accomplishments, initiatives and future department needs of the Planning & Community Development department. She introduced Glen LeConche, Building Official and Stephen Lowrey, Zoning & Wetlands Agent. Eastern Highlands Health District is within the department, as well as, the Town Engineer. The Planning & Community Development Department administers 7 different Boards/Commission.

~Building Department: She commented on their responsibilities and accomplishments. Mr. Werbner commented that building is down, but the inspections are up because people are doing things on their own.

~Planning & Zoning Commission: Their statutory responsibilities were shown.

~Conservation Commission: They coordinate site analysis plans with the Conservation Commission for subdivisions.

She spoke of the Inland/Wetland Commission, Zoning Board of Appeals, Tolland Water Commission and Water Pollution Control Authority, Geographic Information System, and Zoning Enforcement.

Mr. Werbner advised that about 5 years ago we did reduce the staff about 10%. The Planning Department was one area that lost staff. Their tasks have not decreased, and they are working with limited means in terms of their staff.

Jan Rubino asked if there is somewhere that lists out the grant money that each department receives. Mr. Werbner said yes, and it will be provided to the members.

Beverly Bellody commented on Human Services: Her role is to oversee the department functions, and to provide direct services for residents. She also provides grant management and project management for the town. There are four other services that directly benefit residents of the community. Those are:

Nancy Dunn, Youth Services Coordinator: Commented on Individual, Child and Family Welfare, Entitlement Program. The busiest program right now is energy assistance.

Jennifer Therian, Counseling Services: She does home visits; goes to psychiatry appointments; attends court, PPT's, etc. They go on a sliding scale and take no insurance. The fees range from \$5 - \$52.00.

Ms. Rubino asked if she got referrals from schools. Ms. Therian said yes, she does.

Nancy Dunn spoke about being the Youth Services Coordinator. She explained the various things they are involved in which are not limited to a mentoring program, coffee house events, summer youth theater program and the VOICES program.

Mr. Field asked if there was a marijuana problem at the school, and Ms. Dunn said yes.

Rebecca Ellert, Elderly Outreach Caseworker: She goes out and does evaluations. One of the best parts of the jobs is to go to the home and meet the people, and to provide the help they need. One of her biggest goals is to expand the Friendly Visitors Program. She also oversees the Tolland Food Pantry.

Fran Weigand, Senior Center Director: It has been a joy working in the Town of Tolland. Most of what you see in the Senior Center is done with Grant money. Her biggest purpose is to empower the senior citizens. She oversees the volunteers, the luncheon program, etc. She said that you are only as good as the people that surround you. She is good is because of the people that surround her. She is grateful for her co-workers.

Mr. Field agreed that she is surrounded by great people, but they are motivated by the great leadership that she shows too.

Mr. Werbner said the Human Services are the unsung heroes of the town. They operate on a shoe-string; and put in yeoman hours.

Barbara Pettijohn, Director of Library Services: She said the books are just the beginning. There are many other things at the library. She gave the statistics of the volume that is seen at the library.

MaryAnn Ainsworth, Reference Librarian: She shows people how to use the library, readers advisory, and reference services. She started a long time ago and has done all the jobs within the Library. The library is a treasure in the town.

Mr. Freeman asked how they are surviving with the ongoing construction. Ms. Ainsworth said they are surviving and doing the best they can. There is no complaining. The parking has hurt them, but they want to stay open for the public.

Mr. Werbner said there is light at the end of the tunnel. Hopefully some of the smells and wetness will go away.

Jenny Brousseau, Children's Librarian: She is the head of Children and Young Adult Services – They have different types and days of story time, they do a summer reading program K – grade 9, they have volunteer opportunities for high school kids, they coordinate various programs with the schools, and work with the Public Library Foundation.

Ms. Pettijohn spoke of the Library's goals, objectives, challenges and future challenges.

Mr. Werbner said enlarging the Library has been put on the back burner. That is a future need. He commented that visits to the Library continue to increase, even with the use of Kindles.

Tom Ainsworth, Director of Recreation & Adult Education: They pride themselves on doing a lot with a little. The programs they put out are comparable to those with much more. The Department operates through a special revenue fund that is based upon program income. He outlined their responsibilities, spoke of their rental facilities, goals and objectives, and future needs of the department.

Mr. Werbner commented that two things going on are the fundraising for the Adams Adventure and the handicap accessible bathrooms.

Ms. Rubino asked for a listing of the pending grants in the pipeline. Mr. Werbner will get that for them.

Clem Langlois, Public Works Department – He is in charge of 30 employees, subcontractors and whoever needs him. He has a great crew. He listed out the Park & Facilities responsibilities. There is no shortage of work. Even during the winter they are working hard. He spoke of the Highway Department's responsibilities, infrastructure and future major projects. They are trying to do their work, plus the work from the storm. Discussion occurred regarding the cost of maintaining the roads.

Mike Wilkinson spoke about the Refuse and Recycling Budget: He said this is a large expenditure for the town. The budget is \$1,202,490. Over the years, we've tried to reduce the cost as much as we can. He outlined the accomplishments.

Mr. Werbner said if there is one thing the residents can do, they can recycle. It is a promotion that we need to continue to have with the Community. Tax dollars can be saved with very little effort. The goals are to continue to increase awareness and revise the current regulations. He commented that the working relationship with Willimantic Waste continues to grow.

Scott Smith, Law Enforcement: Sgt. Smith commented that there are four other members in the Resident Trooper's office. He outlined the benefits of the Resident State Trooper program to the town, such as no vehicle cost, no uniform cost, no training cost, they are fully insured, no pension contributions and no workers comp. He outlined the available services / divisions that the town has access to. The town pays 70% of the salaries, while the State covers the remaining 30%. A slide was shown comparing surrounding towns usage of the trooper program. He breezed through their accomplishments, goals and future department needs such as replacement of outdated radar/laser units and solar panels for the speed trailer. The calls for service increase yearly, although they are maintaining the same staffing levels. He would like to see his secretary go from part-time to full-time.

Mr. Werbner commented that one of the biggest issues with public safety is speed. We were receiving \$15,000 - \$30,000 in grant money. Last year, we received \$5,800. Next year, those funds will most likely be non-existent.

Mr. Field asked if he could ride with a trooper for a couple of hours. Mr. Smith said they are more than welcome to do that.

Jenifer Therian and Mr. Werbner both commented on how great Sgt. Smith was.

Agata Herasimowicz, Finance: She advised that they balance the books within the town. She listed out their responsibilities such as capital and town budgets, audits, cash management, accounts payable, payroll, general accounting and reporting, information technology and administration. They are proud of their efforts to achieve their goals. She reviewed their initiatives and accomplishments. They are recipients of the Award for Excellence in financial reporting and the GFOA Distinguished Budget Award. She reviewed their goals and objectives, which include continuing to achieve the CAFR award, continuing to achieve the GFOA Distinguished Budget Award, and assisting the Town Manager in prioritizing capital projects

Walter Lawrence, Assessment Services: Their responsibilities include producing the grand list each year, administration, applying all other exemptions, elderly homeowner, etc. The budget for Assessment Services is \$236,657. Their accomplishments include: settling three court cases due to the 2009 revaluation program. Their goals and department needs include attending professional out of state conferences and acquiring a fax machine.

Linda Calabrese, Revenue Services: They create the levy (list of the bills) once Mr. Lawrence creates the Grand List. She has a very well qualified staff. She reviewed their responsibilities. She prides her department on customer service. They do a diligent delinquent program. The budget is \$160,693. Some of the department's accomplishments are: the continuation of improving cash flow and efficiency, visibility and security. The department needs contain camera and monitors to ensure full view of both windows and any lines which are forming. Her 5 year goal is to see the town have a website where people can see their tax information, pay bills, etc. on-line.

Meg DeVito, Town Clerk: She listed out their responsibilities which include, but are not limited to dog licensing, grants, legal notices, budget referendum, bond issues, and notary public. Their accomplishments include receiving Historic Preservation Grant, and implementation of the new dog licensing program. She outlined their goals.

John Littell, Fire: He introduced his staff that was present. There are seven divisions of public safety within the town. He outlined their areas of responsibility. They have a Tolland Fire Explorer Post. He commented on the responsibilities and training requirements for the Fire-Rescue-Ambulance Division. He commented on slides that showed the stations within the town. The annual budget is \$774,000+. A slide was shown outlining call statistics. The call statistics vary. He commented on the Fire Marshal Division and his responsibilities. His budget is \$27,000. He highlighted that the Public Safety's needs is to complete the hiring process of Assistant Director of Public Safety and securing the funding, increase animal control hours, and to provide a fair and equal wage & benefit packages compared to other town positions. He is trying to keep the resources that he has in this town. He commented on the Town-Wide Emergency Needs: residents and businesses need to sign up for e-blast; facilities need to be obtained for permanent storage of cots, water and various other shelter supplies, training of additional staff, etc. He wished the members the best of luck in their positions, especially given the hard economic times.

Mr. Werbner commented that there are so many ideas, but how can you implement them with the amount of staff on hand. They have a very dedicated and professional staff for a community our size. He advised the Council members that if they had any questions, ideas or concerns for any department to let him know and he will get the answers for them.

2. Adjournment – Rick Field moved to adjourn the meeting; Seconded by Ben Stanford at 8:56 p.m. All were in favor.

Steven R. Werbner
Town Manager

Michelle A. Finnegan
Town Council Clerk

January 2012						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Dec 26 ☐ Hanukkah ☐ Winter Break ☐ Kwanzaa	27 ☐ Hanukkah ☐ Winter Break	28 ☐ Hanukkah ☐ Winter Break	29 ☐ Winter Break	30 ☐ Winter Break	31 ☐ Winter Break ☐ New Years Eve	Jan 1 ☐ Winter Break ☐ New Years Day
2 ☐ Winter Break	3 ☐ Six Flags Read to Succeed Continues through this month	4	5	6	7	8
9	10	11 ☐ Board of Education Meeting	12	13	14	15
16	17	18	19	20 ☐ TEPTO Family Movie Night	21	22
23 ☐ Chinese New Year	24	25 ☐ Teacher Inservice- Half Day of School	26	27	28	29
30	31	Feb 1	2	3 ☐ Six Flags Read to Succeed Logs Due	4	5

[Print](#)

January 2012						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Dec 26 No School - Winter Break	27 No School - Winter Break	28 No School - Winter Break	29 No School - Winter Break	30 No School - Winter Break	31 No School - Winter Break	Jan 1 No School - Winter Break
2 No School - Winter Break	3	4	5	6	7	8
9	10	11	12	13	14	15
16 No School - Martin Luther King Day	17	18	19	20	21	22
23	24	25 Half Day - K-12 Teacher Inservice	26 5th Grade Esteem Day	27 TIS Wacky/Tacky Day	28	29
30	31	Feb 1	2 Snow Date for Esteem Day	3	4	5

[Print](#)

<div style="display: flex; justify-content: space-between; align-items: center;"> ◀ ◻ January 2012 ▶ ▶ </div>						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Dec 26 No School	27 No School	28 No School	29 No School	30 No School	31	Jan 1
2 No School	3	4	5	6	7	8
9 Booster Club	10	11	12 Music Concert	13	14	15
16 Martin Luther King Day - No School	17 End of 2nd Quarter	18 Final Exams (Tentative)	19 Final Exams (Tentative)	20 Mid-Semester Day (Tentative) - No School	21	22
23	24	25 Half Day Session - In-Service	26	27	28 SAT	29
30	31 Orientation and Course Fair	Feb 1	2	3	4	5

[Print](#)

DEED OF GIFT

Name of Donor(s): Tolland Elementary Parent Teacher Organization
Karen Moran, President

Address of Donor(s): 50 Merlot Way, Tolland, CT 06084

Name of Recipient(s): Tolland Intermediate School
James Dineen, Principal

Address of Recipient(s): 96 Old Post Road, Tolland, CT 06084

Effective November 21, 2011, the Tolland Elementary Parent Teacher Organization (hereinafter "TEPTO") hereby irrevocably and unconditionally donates, gives, grants, assigns, delivers, conveys, transfers and forever releases to the Tolland Intermediate School, located in Tolland, Connecticut (hereinafter "School") by way of gift, all rights, title, and interest in and to the property described below (hereinafter "Property").

PROPERTY DESCRIPTION: Phase 1 of playground equipment located in the school field adjacent to the school parking area.

To the best of its knowledge, TEPTO represents that the value of this gift at time of transfer is \$30,000.

TEPTO also represents that the Property is free and clear of any and all claims, judgments, interests, restrictions, liens, infringements, or encumbrances, and that to the best of our knowledge we have the right to transfer clear title of the Property to the School by this Deed of Gift.

TEPTO hereby represents that it is the only lawful owner(s) of the Property and that it is fully and legally authorized to enter into this Deed of Gift.


TEPTO represents that no customs laws, tax laws, laws of inheritance, or other laws or regulations applicable to the Property, its export or import, have been violated.

TEPTO acknowledges that upon execution of this Deed of Gift, the Property irrevocably becomes the property of the School. As such, the display, use, reproduction, maintenance, and disposition of the Property are at the School's sole and unrestricted discretion, in accordance with School policy and with applicable law.

Upon execution and delivery of this Deed of Gift to the School, the School agrees to indemnify, defend, and hold harmless TEPTO, its governing board, its officers, employees, agents, representatives, successors and assigns from any and all liability, claims, damages, losses, penalties, injuries and/or expenses (including attorney's fees) arising from or relating to the display, use, reproduction, maintenance, and disposition of the Property.

RECIPIENT - SCHOOL

By:



(Signature)

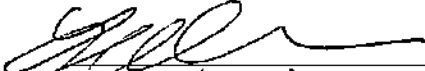
11-21-11
Date

James Dineen

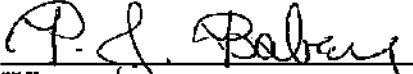
(Print Name)

Principal Tolland Intermediate

(Print Title)



Witness Lisa Irwin

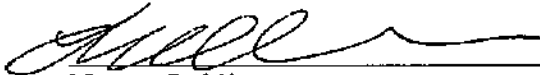


Witness Pamela Babey

State of Connecticut }
 } SS: Tolland, CT
County of Tolland }

November 21, 2011

On this 21st day of November 2011 before me, the undersigned Notary Public, personally appeared James Dineen, known to me to be the person whose name is subscribed to the within instrument, and acknowledged that s/he executed the same for the purposes therein contained. In witness whereof, I have hereunto set my hand and official seal.



Notary Public

LISA IRWIN
NOTARY PUBLIC
MY COMMISSION EXPIRES FEB. 23, 2014

My Commission Expires: _____