

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

November 9, 2011

**VISION STATEMENT**

*To represent education at its best, preparing each student for an every-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

- Reorganization of the Board of Education

B. APPROVAL OF MINUTES

October 24, 2011 – Special Meeting

October 26, 2011 – Regular Meeting

November 3, 2011 – Special Meeting

C. PUBLIC PARTICIPATION (2 minute limit)

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

D. POINTS OF INFORMATION

E. STUDENT REPRESENTATIVE REPORT

F. SUPERINTENDENT'S REPORT

F.1. Recognition of Board Members – Judy Grabowicz (no enclosure)

F.2. 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

F.3. NESDEC Enrollment Projections

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

F.5. Leave of Absence Report

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

I.1. Capital Improvement Plan

I.2. Budget Transfer Request

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

K. POINTS OF INFORMATION

L. CORRESPONDENCE

M. OLD BUSINESS

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

**Tolland Board of Education  
Special Meeting**

**Minutes – October 24, 2011**

**Members Present:** Bob Pagoni, Diane Clokey, Christine Riley Vincent, Steve Clark

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

Mr. Pagoni called the meeting to order at 6:04 p.m. in the Board Office located at 51 Tolland Green, Tolland, CT.

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

The Board returned to public session at 6:19 p.m.

**Motion**

Mr. Clark moved, based on the evidence in the record, that the Board expel Student A, from school effective October 27, 2011 and continue through the end of the 2011-2012 school year under the following conditions:

- a. During the period of expulsion, the Board will provide Student A with an alternative educational program deemed appropriate by the Administration.
- b. During the period of expulsion, Student A will not be permitted to be on school grounds and will not be permitted to attend or participate in any school-sponsored activities, with the exception of Student A's participation in the alternative education program as described in the preceding paragraph.
- c. Prior to second semester of the 2011-12 school year, the Superintendent will review Student A's conduct, as well as Student A's attendance and effort level in the alternative education program, for the purpose of determining, in the Superintendent's sole discretion, whether Student A should be readmitted to Tolland High School for the start of the second semester of the 2011-12 school year.
- d. If the Superintendent determines that Student A should be readmitted to the Tolland High School early in accordance with the preceding section, and if Student A subsequently commits any offense that would warrant

office detention, suspension and/or expulsion under the policies of the Tolland Board of Education, the Superintendent may reinstate Student A's expulsion for the remainder of the expulsion period through the end of the 2011-12 school year without the need for any further proceedings before the Tolland Board of Education.

The motion was seconded by Ms. Riley Vincent. All in favor. Motion carried.

Mr. Clark motioned and Mrs. Clokey seconded to adjourn the meeting at 6:20 p.m. All in favor. Motion carried.

Respectfully submitted,

William D. Guzman  
Superintendent of Schools

WDG:ca

**TOLLAND BOARD OF EDUCATION  
Tolland, CT****MINUTES – October 26, 2011**

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

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

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

**STUDENT REPRESENTATIVE REPORT**

Kate-Lynn Walsh reported that the Freshmen Class officers have been elected with Molli Goetz as President, Zach Dionne at Vice President, Ryan Hodina as Treasurer and Jacob Burns as Secretary. On October 27, 2011 there is a combined Instrumental Music, Jazz Band, Madrigal Singers and Women's Chorus concert which will start at 7:00 p.m. The March musical will be "Bye, Bye Birdie". The Student Council will be holding a food drive from November 14 – 18, 2011. Next week is Spirit Week with Monday as twin day, Tuesday as classy day, Wednesday as decade day, Thursday as opposite day and Friday as class color day.

The Homecoming Dance is November 5, 2011 from 7:00 p.m. – 10:00 p.m. The theme is "A Starry Night". The football team is playing East Catholic at 2:00 p.m. on Saturday, October 29, 2011. There will be a bus for fans leaving the school at 12 noon.

On November 18, 2011, a second training session will be held for the Names Can Really Hurt Us program which is part of the Voices program. The Names Can Really Hurt Us program will be presented to sophomores and freshmen on December 1, 2011.

**APPROVAL OF MINUTES**

Dr. Block motioned and Mrs. Bresciano seconded to approve the minutes of the regular meeting of October 12, 2011. All in favor. Motion carried.

Dr. Block motioned and Mr. Powell seconded to approve the minutes of the first special meeting of October 20, 2011. Mr. Frattaroli, Dr. Block and Mr. Powell in favor. Mrs. Clokey, Mr. Clark, Mr. Pagoni, Ms. Riley Vincent and Mrs. Bresciano abstained. Motion carried.

Dr. Block motioned and Mr. Clark seconded to approve the minutes of the second special meeting of October 20, 2011. Mr. Frattaroli, Dr. Block and Mr. Powell in favor. Mrs. Clokey, Mr. Clark, Mr. Pagoni, Ms. Riley Vincent and Mrs. Bresciano abstained. Motion carried.

**SUPERINTENDENT'S REPORT****D.1. Recognition of Board Members – Diane Clokey and Judy Grabowicz**

Mrs. Grabowicz was unable to attend the meeting.

Mr. Guzman reported that Diane had been the Chair of the Policy Committee and had done an admirable job with the many policies that have been revised during her two terms on the Board of Education. Mrs. Clokey was also the representative to EASTCONN and had been faithful in attending meetings and invaluable in her contribution to that organization.

Mr. Pagoni presented Mrs. Clokey with a plaque thanking her for her contributions and her passionate commitment to the students of Tolland.

Mrs. Clokey stated that she was lucky to have had the opportunity to work with all of the members of the Board of Education, who had all worked tirelessly on efforts for the Tolland Public Schools.

**D.2. Capital Improvement Plan**

Mr. Guzman presented the Capital Improvement Plan for the next 5 year period. He explained that Attachment A shows the 5 Year Capital Improvement Plan for facility, equipment and vehicle upgrades. Items and amounts listed in black are those that are in the current 5 Year Plan. Items and amounts in blue are those that are new or revised requests. Attachment B shows the 5 Year Capital Improvement Plan for technology infrastructure upgrades. The Superintendent also reviewed the explanatory notes for Attachment A which outline changes in either the proposed project or the projected cost. The Superintendent distributed additional information concerning the Capital Improvement Plan. All Attachments and informational items are included with the Board Minutes.

A discussion followed concerning the technology software and infrastructure upgrades. Mr. Powell explained that the new system would be an asset to the Town because it has a disaster recovery plan that would allow areas to be used by citizens of the Town to access email from any location when power was not available. It would also allow for backup to all the District servers to ensure that information would not be lost during a disaster.

Mr. Clark mentioned that money already approved in the Capital Improvement Plan had been shifted and the Town Council questioned why the Board decided to change the priorities. The Superintendent explained that over the year certain circumstances had changed that required doing the fiber optic project earlier. There had been delays with administering the CMT (Connecticut Mastery Test) at the Intermediate School and at the Middle School. The cost of installing fiber optic wiring had decreased and it made sense to take advantage of the reduction. Mr. Powell also stated that the District has been underfunding its technology program in not only the infrastructure but also in the area of curriculum.

**D.3. 2012 Board of Education Dates**

The Superintendent presented the recommended Board of Education meeting dates for calendar year 2012. The calendar includes dates for proposed meetings on the second and fourth Wednesday of the month. A discussion followed concerning Yom Kippur and the need to adjust that meeting. Yom Kippur is on September 26, 2012, but starts on Tuesday evening, September 25, 2012, which would not allow the meeting to be moved to that night. Members of Board felt that moving it to Thursday, September 27, 2012 would be better than having the meeting on Monday, September 24, 2012.

**Motion**

Ms. Riley Vincent motioned and Mr. Clark seconded to move item D.3. to Board Action item H.2. All in favor. Motion carried.

**D.4. Cancellation of the November 23, 2011 Board Meeting**

In keeping with past practice, the Superintendent recommended that the Board of Education meeting scheduled for November 23, 2011 be cancelled.

**Motion**

Mr. Powell motioned and Ms. Riley Vincent seconded to move item D.4. to Board Action item H.3. All in favor. Motion carried.

**D.5. School Improvement Goals – 2011/2012**

The Superintendent presented the following School Improvement Goals for 2011/2012:

1. Birch Grove –
  - To improve student achievement in each of the curriculum areas
  - To continue to develop a school that is responsive to student, staff and family needs
  - To implement Scientific Research – Based Interventions (SRBI) in reading, math and student behavior
2. Tolland Intermediate School –
  - To improve reading proficiency for all students in all grades by a minimum of 5% annually as measured by the CMT
  - Through the implementation of the PBIS program, there will be a reduction in the total number of negative student behaviors and office referrals. There will be an increase in the number of positive interactions and positive reinforcements between staff and students. Baseline data will be collected during year one of PBIS implementation
  - To develop a system of Response to Intervention (Action Plan)
3. Tolland Middle School –
  - To improve student achievement and literacy
  - To improve the school climate in the areas of respect and tolerance among all members of the TMS community

- To statistically evaluate the success of Rtl programs at TMS in an effort to continually improve student performance and culture and further evolve Rtl/SRBI programs at the school.

4. Tolland High School -

- To improve student literacy (reading, writing, and mathematical) skills at Tolland High School
- To improve school climate among all members of the Tolland High School community.
- Implement Rtl at Tolland High School

Mr. Guzman noted that each school had an academic, school climate and Response to Intervention goal.

Measurable objectives, strategies to be utilized and measures to assess results are listed. Status of the SMART (Strategic, Measurable, Attainable, Results-based and Time-bound) Goals will be presented to the Board of Education in February, 2012 and final results in August, 2012.

**D.6. Status of the Budget – October 14, 2011**

In accordance with Board of Education policy 3010, Mr. Guzman presented the status report of the budget for fiscal year 2011-12 as of October 14, 2011.

The budget for fiscal year 2011-12 is \$34,662,357. The current adjusted budget is \$34,662,357. As of October 14, 2011, expenditures and encumbrances total \$33,296,485 leaving an unexpended balance at this time in the amount of \$1,365,872.

Since the September budget projection, a good portion of known transportation costs (Program 701) have been encumbered. Additional transportation bus runs are still being reviewed with the vendor and encumbrances will be generated as needed.

The account for tuition costs for special education outplaced students which is included in special services (Program 131) reflects a 75% reimbursement of non-excess costs from the grant.

Due to an increase in services required for special needs students, it is currently estimated that \$12,382 will be expensed for extra duty hours (Program 180, Non-Certified) by staff who assist students. These additional hours vary as the student's needs change. Additionally, we estimate that some grant funds will be reduced and if this materializes, the additional costs will need to be covered through Board funds.

Per the Energy Manager, Program 663 – Utilities-Energy Management has experienced no positive or negative events to change the current energy projections at this time.

The Maintenance program (662) has experienced a good portion of unanticipated expenses (to date approximately \$43,400) such as air conditioning installations based



on student needs, underground electrical work, and repairs to damaged bleachers. As a result, this program is being closely monitored by the maintenance manager.

In accordance with Board Policy 3060, an authorization is requested for the following transfer of funds.

<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.

This will be an action item at the Board meeting of November 9, 2011.

### **PUBLIC PARTICIPATION**

Dr. Block stated that concerns about water bottles, painting the rock at Tolland High School and Pride Passes were not on the table for discussion. These concerns should be reported to the Administration and Student Council Representatives.

Karen Kramer of 55 Midland Drive, speaking as a private citizen, read the following into the minutes:

**A “thank you” to volunteers, poem by Beckie Evans, embellished by me in honor of the last time this BOE meets.**

### **Dream Chasers**

They are our childrens' dream chasers  
 Reaching **high** towards the sky  
 Always believing they can make it happen  
Never saying nigh.  
 They help our children climb **tall** mountains  
 Navigating the compass along the way  
 Taking them to new and exciting places  
Never leading them astray.  
 They help us build strong **future** communities  
 Wrapping school children and families in their arms  
 Seeing the many opportunities  
**Forever** working hard.  
 They number nine....these Tolland Board of Education volunteers  
 They have given so much to us and our children  
 How do we show our gratitude?  
 Thanks.....just doesn't seem to be enough.

I appreciate the Board of Education, Superintendent Guzman, Cheryl Abbott and all education supporting staff's time and effort in making Tolland a better place to live. Thank you.

### **POINTS OF INFORMATION**

The Superintendent reminded everyone that the Strategic Plan meeting will be held November 16, 2011 in the auditorium of Tolland High School starting at 7:00 p.m.

Mr. Powell thanked the Board as a group for being advocates for education. He said that it had been a pleasure to work with them.

Dr. Block agreed with Mr. Powell.

### **COMMITTEE REPORTS**

- **Finance and Facilities – October 20, 2011**

Mr. Powell reported that at the October 20, 2011 meeting they discussed the technology infrastructure, the new playscape construction at Tolland Intermediate School, the Capital Improvement Plan and the new online payment program for food service. The program is PCI compliant and secure.

- **Policy Committee – October 26, 2011**

The Superintendent updated the Committee on the Strategic Planning Process. Administrators have met with NESDEC representatives twice and have a third meeting scheduled. The first public session will be held on November 16, 2011 at 7:00 p.m. in the auditorium at Tolland High School. This information has been posted on the District website, and notices will be mailed or e-mailed to a variety of civic groups, and all of the Community Conversation participants by Friday.

Members of the committee emphasized the importance of communicating with the public and staff members about what the entire process entails and what their role will be in this process. The Committee asked that NESDEC provide an outline of the goals for the November 16, 2011 meeting so that the information can be used in the advertising. The Superintendent will also be discussing the process with the Town Manager at their next meeting.

The Committee discussed three policies or regulations that will be on the November 9, 2011 agenda:

- Student Attendance and Truancy - This will be an informational item only, as some minor updates have been made to the Administrative Regulation.
- Reports of Suspected Abuse or Neglect of Mentally Retarded Adults - This policy will be on for a first reading. Language will be changed from "mentally retarded" to "intellectually disabled" throughout the policy.

- Bullying Prevention and the Safe School Climate Plan - The Board is required to adopt an appropriate Safe School Climate Plan before December 31, 2011. Much of the information regarding complying with this new statute is just now being received. The staff has been attending training and meetings in order to fully understand the State's expectations.

Lastly, a Committee member requested that we discuss doing a better job of informing student athletes and their parents about the risks and symptoms of concussions. The Superintendent will bring this back to the High School and Middle School staff for implementation.

- **EASTCONN Liaison Report – October 25, 2011**

The EASTCONN Executive Committee met yesterday. The Director of Early Childhood Initiatives, Elizabeth Aschenbrenner, presented some information regarding the work that she and some colleagues did on the new Race to the Top Grant application submitted by the State of Connecticut. This round of grants focuses on early childhood education. The governor has been a vocal advocate of preschool education and his office has been very involved in this process.

The EASTCONN Financial Director reported a clean audit for FY11 with a surplus of \$120,725.

Paula Colen reported that EASTCONN is moving ahead with the Regional Health Insurance Initiative. They have contracted with an actuarial firm to provide some financial estimates. This Co-op is intended to include both school districts and municipalities. She offered for EASTCONN Representatives to come to any town meeting to discuss the potential of the co-op.

Mrs. Clokey said that she had been invited to attend the November 22<sup>nd</sup> meeting and would be happy to make the trip with the new representative if there is someone on the new board who is interested in serving.

- **Town Council Liaison Report – October 25, 2011**

Mr. Clark reported that the meeting of the Town Council had been very quick. The Council mentioned that the items that the Board declared obsolete and returned to the Town could possibly be sold on Ebay before being declared obsolete.

The Council recommended that the Community Hour and the Liaison be discontinued until the next Council decided whether or not they wanted to continue these programs.

The Superintendent reminded the Board that all of the items declared obsolete are owned by the Town and that is why they are turned over to the Town.

**BOARD ACTION****H.1. Revised Agenda Proposal**

Mr. Powell motioned and Dr. Block seconded to approve the revised agenda proposal. Both Mr. Powell and Dr. Block liked the changes. Mr. Pagoni still felt that the Chairperson Report should be item M. It was decided that if the new Board did not like this agenda format it could be revisited. All in favor. Motion carried.

**H.2. 2012 Board of Education Meeting Dates**

Mr. Powell motioned and Ms. Riley Vincent seconded to approve the 2012 meeting dates with the change of the September 26, 2011 meeting being changed to September 27, 2011. Mr. Frattaroli, Mr. Clark, Dr. Block, Mr. Pagoni, Mr. Powell, Ms. Riley Vincent and Mrs. Bresciano in favor. Mrs. Clokey abstained. Motion carried.

**H.3. Cancellation of the November 23, 2011 Board Meeting**

Mr. Powell motioned and Ms. Riley Vincent seconded to approve the cancellation of the November 23, 2011 Board Meeting. Mr. Frattaroli, Mr. Clark, Dr. Block, Mr. Pagoni, Mr. Powell, Ms. Riley Vincent and Mrs. Bresciano in favor. Mrs. Clokey abstained. Motion carried.

**INFORMATIONAL ITEMS**

Calendars for November were enclosed

**OLD BUSINESS**

None

**COMMUNICATIONS**

Minutes from Town Council Meeting of October 11, 2011 and minutes from the Joint Meeting of the Town Council and Tolland Water Commission of October 18, 2011 were enclosed.

**CHAIRPERSONS REPORT**

Mr. Pagoni stated that he felt that the last 4 years had been really good and that the Board had worked together and should be proud of what they had accomplished. They had worked in the best interest of the children and had done an honest job. He wished everyone the best.

**FUTURE AGENDA ITEMS**

1. Board Policies and Administrative Regulations
2. Budget Transfer Request
3. Internship Programs at Area Universities

Mr. Guzman reminded the Board that the November 9, 2011 meeting will be held at the Tolland High Library Media Center at 7:30 p.m. All Board members should report at 7:00 to be sworn in by the Town Clerk.

**ADJOURNMENT**

Mr. Powell motioned and Dr. Block seconded to adjourn at 8:45 p.m. All in favor.  
Motion carried.

Respectfully submitted,

Cheryl J. Abbott  
Board Clerk

	Birch		TIS		TMS		THS		Parker		D/W	
2012/13	HVAC Upgrade	\$50,810	Floor Tile	\$618,132	Track	\$75,000			Oil Tank	\$21,000	GMC 1/2 ton Pick-up replaced	\$21,000
	Upgrade Analysis	\$4,500		\$414,000		\$115,000						
			Driveway	\$89,650								
			Skylight	\$26,000								
	Upgrade Fire Exit Door Area	\$8,000		\$18,000			Upgrade Analysis	\$4,500			Camera Upgrade & Base Equipment - Video Security	\$35,000
2013/14			Gym Door	\$24,000	Gym Door	\$26,000	HVAC Upgrade	\$28,070			Jeep Cherokee replaced	\$20,000
				\$54,000		\$60,000						
					Portable Classroom Roof	\$28,000						
						\$18,500						
2014/15	Second Floor Noise Analysis	\$10,000									Fiber Optic Project	\$145,000
		\$8,500	Remove & Repair Concrete Front Entrance Sidewalk	\$21,840					Roof Replacement	\$575,300		
			Install New Concrete Curbing	\$9,375					Demolish Portable Classroom	\$8,000		
2015/16											HVAC Replacement Study	\$25,000
					Replace Locker Fronts	\$15,310						
2016/17					Library/Guidance/Office HVAC	\$60,500	Track	\$70,000				

ATTACHMENT B

TPS Information Technology 2012-2017 Capital Budget

Priority	2012-13							
1	Infrastructure	SAN	Student data storage and Disaster Recovery	\$ 27,014.00	1	\$	27,014.00	
2	Infrastructure	SAN - DR	Disaster Recovery	\$ 21,764.00	1	\$	21,764.00	
4	Infrastructure	M86 Filter	District's own web filter to monitor student web access and provide additional access for teachers	\$ 4,034.00	1	\$	4,034.00	
6	Infrastructure	HP Modular Switches	5 Modular PoE Switches + switch modules + redundant Power Supplies	\$ 65,718.00	1	\$	65,718.00	
7	Infrastructure	Server - for VMware	Disaster Recovery	\$ 8,087.00	1	\$	8,087.00	
8	Infrastructure	Centralized Wireless	Aruba centralized wireless with 30 AP's (no installation)	\$ 40,000.00	1	\$	40,000.00	
10	Software	VMware req'd upgrade	VMware 5 required upgrade	\$ 4,227.00	1	\$	4,227.00	
11	Software	Server 2008	Server 2008 license for VMware management server, backup DHCP server, BudgetSense, BudgetSense SQL	\$ 723.00	4	\$	2,892.00	
13	Infrastructure	Dell 4 Post Server Rack	Dell 4 Post Server Rack with Keyboard, Mouse, Monitor, and IP KVM for remote management	\$ 2,414.00	1	\$	2,414.00	
				Total		\$	176,150.00	
Priority	2013-14							
1	Infrastructure	HP Remaining Switch Modules	Modules to complete new switching Infrastructure	\$ 75,048.00	1	\$	75,048.00	
3*	Classroom Hardware	Desktop Computer	Desktop replacement ~20% / year for 5 years (1st 4 years in this budget)	\$ 1,058.00	250	\$	264,500.00	
5*	Classroom Hardware	Smartboard	20% / year for 5 years - 26 / year (1st 4 years in this budget)	\$ 74,680.00	1	\$	74,680.00	
9*	Classroom Hardware	Document Camera	26 Document Cameras for THS	\$ 500.00	26	\$	13,000.00	
				Total		\$	427,228.00	
Priority	2014-15							
3*	Classroom Hardware	Desktop Computer	Desktop replacement ~20% / year for 5 years (1st 4 years in this budget)	\$ 1,058.00	325	\$	343,850.00	
5*	Classroom Hardware	Smartboard	20% / year for 5 years - 26 / year (1st 4 years in this budget)	\$ 74,680.00	1	\$	74,680.00	
9*	Classroom Hardware	Document Camera	26 Document Cameras for THS	\$ 500.00	26	\$	26,000.00	
12	Classroom Hardware	Kodak Image Scanner	Testing scanner to replace aging Seikonic scanners	\$ 435.00	3	\$	1,305.00	
				Total		\$	445,835.00	
Priority	2015-16							
3*	Classroom Hardware	Desktop Computer	Desktop replacement ~20% / year for 5 years (1st 4 years in this budget)	\$ 1,058.00	325	\$	343,850.00	
5*	Classroom Hardware	Smartboard	20% / year for 5 years - 26 / year (1st 4 years in this budget)	\$ 74,680.00	1	\$	74,680.00	
				Total		\$	418,530.00	
Priority	2016-17							
3*	Classroom Hardware	Desktop Computer	Desktop replacement ~20% / year for 5 years (1st 4 years in this budget)	\$ 1,058.00	300	\$	317,400.00	
5*	Classroom Hardware	Smartboard	20% / year for 5 years - 26 / year (1st 4 years in this budget)	\$ 74,680.00	1	\$	74,680.00	
14	Infrastructure	VMware Server Upgrade	Server hardware upgrade	\$ 8,087.00	4	\$	32,348.00	
				Total		\$	424,428.00	
				5 Year Total:		\$	1,892,171.00	

\* Denotes item of same priority purchased over several years

Notes: \$22,000/year in annual operating budget for Server CAL, Windows, and Office; \$3,200/year in annual operating budget for Aruba renewal, \$2,033/year in annual operating budget for VMware support renewal

**Capital Improvement Plan 2012/13- 2016/17  
EXPLANATORY NOTES**

**YEAR 2012-13**

**NEW Project District-wide - Up-Grade of Camera and Base Equipment for Existing Video Security System**

District to purchase all new or up graded "Base Equipment" (POE Switches, NAS Storage devices, Analog to IP Converters to be installed by Board of Education IT department.

Purchase and install 10 new Internal & External Cameras to be used in schools.

**Approximate cost for all equipment and installation \$ 35,000**

**NEW Project BGS Fire Exit Foyer Door Area by Class Rm. A-2 & SPL A-12 floods after a heavy rain.**

**NOTE:** The concrete slab & asphalt outside the exit area approximately 1,680 sq. ft. needs to be removed and the area regraded so the rain and ice flow away from the exit doors.

**Approximate cost \$ 8,000**

**Revised Estimates (As of 9-11)**

**THS BGS HVAC JCI Metasys UP-GRADE:**

1. **BGS** An independent Engineering Study is needed to better understand the complexities and shortfalls of the existing JCI Metasys Control System -1999 & 2003. So we can correct its deficiencies or start anew to save energy
2. **THS** An independent Engineering Study is needed for an Up-Grade to the existing JCI Metasys Control System from 2005
3. ADX-and NIE Controller Upgrades  
Metasys software upgrade package
4. Summer Equipment Calendar and Chiller Control -  
Reduces energy costs by selectively preventing certain equipment to run on various days.
5. Load Shedding and occupied and Unoccupied Heating and Cooling Set points  
Improves operational efficiency and reduces energy costs
6. Control Algorithm override Removals -  
Allows more efficient operations of all equipment.

**Total Cost \$ 9,000**



**TIS (Old Middle School 1970) Remove and Replace Asbestos Floor Tile as of 9/11**

**NOTE:** Gray floor tile 12" x 12' In the main building 1st. & 2<sup>nd</sup>. Fl. Was tested by Fuss & O'Neil (EnviroScience LLC.) on Sept. 14, 2011 and found to contain asbestos but the floor mastic is negative.

**Removal of AFT:**

**Plan # 1 Main Building 1<sup>st</sup>. & 2<sup>nd</sup> Floor**

- (1) Removal of Asbestos Floor Tile
- (2) Moving Co.
- (3) Installation of New Floor Tile
- (4) Project Planning /Bid Spec's & State Approval
- (5) Soft Cost
- (6) Contingency

Total Estimated Cost of AFT 46,000 sq. ft. x \$ 9.00 sq.ft. = **\$414,000**

**Please Note:** Yellow floor tile 12" x 12' In the new addition 1973 1st. & 2<sup>nd</sup>. floor have been tested by Fuss & O'Neil (EnviroScience LLC.) on Sept. 14, 2011 and was found **NOT** to contain asbestos but the floor mastic is positive for ACM. The Science Wing is not included at this time but will be used for a staging area for furniture and equipment for this project.

**Revised Estimates (As of 9-11)**

**TIS Skylight Replacement:** Replace all 8 Gym Roof area Skylight installed in 1973. **\$18,000**

**Please Note:** In order to save money in 1991, the Town opted not to replace 15-yr. old skylights. They have been repaired a number of times & the weather seals are "shot". The lighted area has been reduced due to repairs and plastic area is cracked or crazed due to age. No Company wants to take the units apart for fear that the large plastic lens will break. Eagle Roofing Co. installed the new roof in Feb. of 1991 and Owens Corning Co. holds the 20-yr. bond. (# 20-54696-91)

**PMS Oil Tank Removal:** - Removal of 6,000 gal. 24 yr. old under ground (Emptied of Oil in 2009/10) Steel oil tank & in-ground transfer pump pit. Removal, Soil Test of Area, Disposal, Backfill & Repave area. **Cost= \$21,000**

**NOTE:** Tank was emptied of all product 3,000 gal. of old oil. Tank was cleaned inside by Tri-S Envir. Co., 1000 gal. of water will be added to empty tank for ballast.

**Replacement of ½ Ton Truck** for TBE Maint. Dept.(Old Truck 1998 GMC with 120,000 mil.) **\$21,000**

**NOTE:** Cost to repair Co. Truck \$800 to \$1,200 (poor gas mileage, body rusting out due to road salt, some major repairs)

**TMS All Weather Track (Installed in 2002) Resurfacing: \$115,000**

## **YEAR 2013-14**

### **Revised Estimates (As of 9-11)**

**TMS Modular Class Room # 1 & 2 Roof Replacement \$ 18,500.00 (Includes Soft Cost & Contingency)  
(Was \$ 28,000)**

**TMS Gym Door Removal:** Remove hydraulically / chain operated large bi folding gym door (Installed in 1966)

**NOTE:** 20' H x 88' L and replace with electrically operated "Roll-Down Curtain" Please Note: Parts are hard to find or need to be custom made for this door and down time is very disruptive for teaching. **\$60,000**

**NOTE:** Gym Door cost about \$1,500 to \$3,000 to repair depending on the problem.

**TIS Gym Door Removal:** Remove large bi folding gym

door (Installed in 1973 Note: 20'-6" H x 72' L) and replace with electrically operated "Roll-Down Curtain" Please

**Note:** Parts are hard to find or need to be custom made for this door we also had to restrict usage. **\$54,000**

**NOTE:** Gym Door cost about \$1,500 to \$3,000 to repair depending on the problem.

## **YEAR 2014-15**

### **NEW Project PMS 1963 New Roof over Main Building**

**NOTE:** A new 30,644 sq. ft. roof is needed at PMS we have numerous leaks in classrooms and mold is becoming a big problem.

Cost of New Roof estimated at \$552,000

Architectural Fees 18,500

Hazmat Investigation Fees (Roof Cuts) 2,000

Soft cost 2,800

**Approximate TOTAL \$ 575,300**

### **NEW Project PMS Demolition of Portable Class Room.**

**NOTE:** With the Portable Class Rm. (1994 @ 1,080 sq. ft. Wooden Structure) being closed up for some time (6/2009) the gutters are falling off and the outside walls are deteriorating.

[1] Demolition of existing portable structure.

[2] Load out and dispose of demolition material to a licensed off site facility

[3] Remove of concrete footings

[4] Fill in area and grade off.

**Approximate Total = \$8,000**

**NEW Project TIS Removal of Concrete (2,249 sq. ft.) Front Entrance Area.**

**NOTE:** Some areas the sidewalk entrance area original (1970) and other areas have been repaired more than once. The snowstorm of 2011 has made has created “tripping hazards” Handi Cap Access.

Cost to remove old concrete side walk area and replace with new

**Approximate cost = \$21,840**

**TIS New Concrete Curbing.** Install new concrete

Curbing with repairs to Parking Lot & Grassy area for “Safety” approx. 375 ft. @ 25.00 ft.

installed = \$ 9,375

**NOTE:** The curbing is crumbling in large areas due to the “Salting & Plowing” of the parking lots & play areas and it is not cost effective to do small area at a time.

**BGS Engineer needed to redesign existing classroom “Duct Work”.** From two roof top HVAC units and resolve the ongoing “Vibration/Sound Problem” created by these units with in the 2<sup>nd</sup> floor classroom of the new 2003 Add. Cost **\$8,500.**

**Year 2015-16**

**NEW Project TMS Removal of 90 Old Locker Fronts**

**NOTE:** (Locker # 1 to 180) Old Double Door Side-by-Side with 2 Book Doors above (Most Middle School Children can not reach top. Installed 1968). Some of the lockers have rust on the inside and will need to be painted.

[1] Replaced with New Double Tear “Fronts only” to match existing lockers that were installed throughout the building in 1990’s

[2] Install with recessed combo. Lock set with master key entry.

**Total Cost = \$15,310**

**Year 2016-17**

**TMS Library & Guidance /Front Office Area HVAC     \$60,500**

**NOTE:** The Window AC Units that are in use today are 4 to 8 yr (+) old. Replacement cost \$300.00 to \$800.00 each (depending on location) and there is no AC in the Library on the 2nd. Floor.

**THS All Weather Track (Installed in 2005) Resurfacing     \$70,000**

Tolland Public Schools  
Capital Improvement Plan  
2012/13 - 2016/17

	<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	\$ 176,150	\$ 427,228	\$ 445,835	\$ 418,530	\$ 424,428	\$ 1,892,171
Grand Total	\$ 906,800	\$ 579,728	\$ 1,068,850	\$ 458,840	\$ 554,928	\$ 3,569,146

**Tolland Public Schools Information Technology 2012-2017 Capital Budget**

District Wide	BOE	BGP	TIS	TMS	TMS
2012-2013	2012-2013	2012-2013	2012-2013	2012-2013	2012-2013
SAN \$ 27,014.00					
SAN - DR \$ 21,764.00					
M86 Web Filter \$ 4,034.00					
DR VMware Server \$ 8,087.00					
Centralized Wireless Server \$ 37,300.00	2 Access Points \$ 180.00	6 Access Points \$ 540.00	6 Access Points \$ 540.00	8 Access Points \$ 720.00	8 Access Points \$ 720.00
VMware req'd upgrade \$ 4,227.00					
Server 2008 licenses \$ 2,892.00					
Dell 4 Post Server Rack \$ 2,414.00					
	LAN Switches \$ 7,009.00	LAN Switches \$ 10,136.00	LAN Switches \$ 16,191.00	LAN Switches \$ 16,191.00	LAN Switches \$ 16,191.00
<b>Subtotals \$ 107,732.00</b>	<b>\$ 7,189.00</b>	<b>\$ 10,676.00</b>	<b>\$ 16,731.00</b>	<b>\$ 16,911.00</b>	<b>\$ 16,911.00</b>
<b>Annual Total \$ 176,150.00</b>					
2013-2014	2013-2014	2013-2014	2013-2014	2013-2014	2013-2014
		LAN Switches \$ 9,381.00	LAN Switches \$ 21,889.00	LAN Switches \$ 21,889.00	LAN Switches \$ 21,889.00
		55 Computers \$ 58,190.00	80 Computers \$ 84,640.00	82 Computers \$ 85,756.00	93 Computers \$ 94,914.00
			28 SmartBoards & Installation \$ 74,680.00		26 Document Cameras \$ 13,000.00
<b>Subtotals \$ -</b>	<b>\$ -</b>	<b>\$ 67,571.00</b>	<b>\$ 181,209.00</b>	<b>\$ 108,645.00</b>	<b>\$ 69,803.00</b>
<b>Annual Total \$ 427,228.00</b>					
2014-2015	2014-2015	2014-2015	2014-2015	2014-2015	2014-2015
		80 Computers \$ 84,640.00	80 Computers \$ 84,640.00	80 Computers \$ 84,640.00	85 Computers \$ 89,930.00
		31 SmartBoards & Installation \$ 87,680.00			26 Document Cameras \$ 13,000.00
Kodak Test Scanner \$ 1,305.00					
<b>Subtotals \$ 1,305.00</b>	<b>\$ -</b>	<b>\$ 172,320.00</b>	<b>\$ 84,640.00</b>	<b>\$ 84,640.00</b>	<b>\$ 102,930.00</b>
<b>Annual Total \$ 445,835.00</b>					
2015-2016	2015-2016	2015-2016	2015-2016	2015-2016	2015-2016
		80 Computers \$ 84,640.00	80 Computers \$ 84,640.00	80 Computers \$ 84,640.00	85 Computers \$ 89,930.00
		3 SmartBoards & Installation \$ 8,100.00			25 SmartBoards & Installation \$ 65,580.00
<b>Subtotals \$ -</b>	<b>\$ -</b>	<b>\$ 92,740.00</b>	<b>\$ 84,640.00</b>	<b>\$ 84,640.00</b>	<b>\$ 155,510.00</b>
<b>Annual Total \$ 418,530.00</b>					
2016-2017	2016-2017	2016-2017	2016-2017	2016-2017	2016-2017
	10 Computers \$ 10,580.00			155 Computers \$ 163,990.00	155 Computers \$ 163,990.00
VMware Servers Upgrade \$ 32,348.00					20 SmartBoards & Installation \$ 53,520.00
<b>Subtotals \$ 32,348.00</b>	<b>\$ 10,580.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 163,990.00</b>	<b>\$ 217,510.00</b>
<b>Annual Total \$ 424,428.00</b>					
<b>5 Year Total \$ 1,892,171.00</b>					

**TOLLAND BOARD OF EDUCATION  
Tolland, CT**

**SPECIAL MEETING MINUTES – November 3, 2011**

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

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

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

**PUBLIC PARTICIPATION**

Kelly Pabalonia of 33 Deermeadow would be in favor of changing November 10 and 11, February 20 and 21 and also Good Friday to instructional days.

Brenda Falusi of 77 Pepperwood Drive thanked the Board for reacting quickly to the unprecedented school closing. She asked if it was possible to eliminate the three days and just go with the State requirement of 180 days.

Patty Hollay Luetjen of 815 Shenipsit Lake Road also asked the same question.

Another parent agreed with the reduction in days and also suggested that November 10 and 11, 2011 become instructional days.

Bob Storozuk of 54 Crestwood Road stated that as an educator, the students would not be able to make it from December to June without a break. He suggested adding time to each school day.

Lynda Shea of 6 Charlotte Drive stated that the impact of the storm had not been easy on the students and that they would not be going back at 100%. She also reported that NERAC had offered conference rooms with internet service so that she could continue instruction with a few students.

**POSSIBLE ACTION – TO CONSIDER AMENDING THE 2011/2012 SCHOOL CALENDAR**

Mrs. Grabowicz thanked the public for their respectful suggestions to the Board.

Mr. Guzman distributed the school calendar for the current year. He also explained that State Statutes require both 180 school days and 900 hours of instruction. He also explained that getting State approval to go below 180 school days would be very difficult. Proof has to be made that all efforts have been exhausted to fulfill the 180 day requirement.

The Superintendent also explained that there were contractual obligations and they varied with the different bargaining groups. He asked for the special meeting to discuss the possible use of November 10 and 11 to make up two of the days lost due to weather.

Mr. Guzman has spoken with members of the unions. The union presidents seem willing to work with these issues. The Superintendent has also spoken with Richard Tapp, Chair of the Veterans Recognition Commission who indicated that he would be happy to address groups of students so that the meaning of Veterans Day would be appropriate. The issue of the need for professional development time was explained by Dr. Eidson. that is both contractual and mandated by the State.

### **MOTION**

Mrs. Grabowicz motioned and Mrs. Bresciano seconded to change November 10, 2011 from a full day of inservice to a half instructional day for students and 2 hours of professional development for teachers and to change Veterans Day from a holiday to a full instructional day and to further authorize the Superintendent to negotiate with the various unions to resolve any contractual issues.

Discussion followed concerning other days and it was decided that this Board would only address the November issues and allow the new Board to discuss further changes to the 2011/2012 school calendar

Dr. Block asked to move the question. All in favor. Motion carried.

### **ADJOURNMENT**

Mr. Powell motioned and Dr. Block seconded to adjourn the meeting at 8:18 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: November 9, 2011**

**SUBJECT: 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**

Attached please find 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.

Please note 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 is enclosed for your information and does not require Board approval.

WDG:ca



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

**BOARD POLICY**

**REGARDING: Reports of Suspected Abuse or  
Neglect of ADULTS WITH AN INTELLECTUAL  
DISABILITY [Mentally Retarded Adults]**

Number: 4100  
Personnel

Approved: 2/28/01  
Revised: 3/24/04  
Revised: 5/11/05  
**REVISED:**

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Section 46a-11b of the Connecticut General Statutes requires that certain school personnel (including teachers, school administrators, school guidance counselors, paraprofessionals, psychologists, registered and licensed practical nurses, social workers, licensed or certified substance abuse counselors, mental health professionals, physical therapists, occupational therapists, dental hygienists, speech pathologists and licensed professional counselors) report any suspected abuse or neglect of **PERSONS WITH AN INTELLECTUAL DISABILITY** [mentally retarded persons] between eighteen (18) and sixty (60) years of age. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to comply with the following procedures in the event that, in the ordinary course of their employment or profession, they have reasonable cause to suspect that **A PERSON WITH AN INTELLECTUAL DISABILITY** [any mentally retarded person] between eighteen (18) and sixty (60) years of age has been abused or neglected.

1. Scope of Policy

This policy applies not only to employees who are required by law to report suspected abuse and/or neglect of **ADULTS WITH INTELLECTUAL DISABILITIES** [mentally retarded adults], but also to ALL EMPLOYEES of the Board of Education.

2. Definitions

For the purposes of this policy:

"Abuse" means the willful infliction of physical pain or injury or the willful deprivation by a caretaker of services which are necessary to the person's health or safety.

"Neglect" means a situation where a **PERSON WITH AN INTELLECTUAL DISABILITY** [mentally retarded person] either is living alone or is not able to provide for himself or herself the services which are necessary to maintain his or her physical and mental health or is not receiving such necessary services from the caretaker.

"Statutory Mandated Reporter" means an individual required by Conn. Gen. Stat. Section 46a-11b to report suspected abuse and/or neglect of [mentally retarded] adults **WITH INTELLECTUAL DISABILITIES**. In the public school context, the term "statutory mandated reporter" includes teachers, school administrators, school guidance counselors, paraprofessionals, registered or licensed practical nurses, psychologists, social workers, licensed or certified substance abuse counselors, mental health professionals, physical therapists, occupational therapists, dental hygienists, speech pathologists and licensed professional counselors.

### 3. Reporting Procedures for Statutory Mandated Reporters

If a statutory mandated reporter has reasonable cause, to suspect that any [mentally retarded] person **WITH AN INTELLECTUAL DISABILITY** between eighteen (18) and sixty (60) years of age has been abused or neglected, [he/she] **THE MANDATED REPORTER** shall as soon as practicable, but not later than seventy-two (72) hours after having reasonable cause to suspect abuse or neglect, make an oral report to the Director of the Office of Protection and Advocacy for Persons with Disabilities. The statutory mandated reporter shall also immediately notify the Superintendent.

Such initial oral report shall be followed by a written report to the Director of the Office of Protection and Advocacy for Persons with Disabilities not later than five calendar days after the initial oral report was made, and a copy of any written report shall be given to the Superintendent.

### 4. Reporting Procedures for Non-Statutory Mandated Reporters

The following procedures apply only to employees who are not statutory mandated reporters, as set forth above.

- a) If an employee who is not a statutory mandated reporter has reasonable cause, to suspect that any [mentally retarded] person **WITH AN INTELLECTUAL DISABILITY** between eighteen (18) and sixty (60) years of age has been abused or neglected, the following steps shall be taken.

- (1) The employee shall as soon as practicable, but not later than seventy-two (72) hours after having reasonable cause to suspect abuse or neglect, make an oral report by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.
  - (2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that [a mentally retarded] **ANY** person **WITH AN INTELLECTUAL DISABILITY** between eighteen (18) and sixty (60) years has been abused or neglected, [he/she] **THE SUPERINTENDENT OF DESIGNEE** shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters, set forth above.
- b) Nothing in this policy shall be construed to preclude an employee from reporting suspected abuse and/or neglect of [mentally retarded] adults **WITH INTELLECTUAL DISABILITIES** directly to the Office of Protection and Advocacy for Persons with Disabilities.

#### 5. Contents of Report

Any oral or written report made pursuant to this policy shall contain the following information, if known:

- a) the name and address of the allegedly abused or neglected person;
- b) a statement from the reporter indicating a belief that the person is [mentally retarded] **INTELLECTUALLY DISABLED**, together with information indicating that the person is unable to protect himself or herself from abuse or neglect;
- c) information concerning the nature and extent of the abuse or neglect; and,
- d) any additional information which the reporter believes would be helpful in investigating the report or in protecting the [mentally retarded] person **WITH AN INTELLECTUAL DISABILITY**.

#### 6. Investigation of the Report

If the suspected abuser is a school employee, the Superintendent shall thoroughly investigate the report, and shall, to the extent feasible, endeavor to coordinate any such investigation with the investigation

conducted by the Office of Protection and Advocacy for Persons with Disabilities.

The Superintendent's investigation shall include an opportunity for the suspected abuser to be heard with respect to the allegations contained within the report. During the course of an investigation of suspected abuse by a school employee, the Superintendent may suspend the employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation.

If the investigation by the Superintendent and/or the Office of Protection and Advocacy produces evidence that a [mentally retarded] person **WITH AN INTELLECTUAL DISABILITY** has been abused by a school employee, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment.

7. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

8. Disciplinary Action for Failure to Follow Policy

Any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

9. Non-discrimination Policy

The Board of Education shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith, makes a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect.

Legal References:

Connecticut General Statutes:

Section 46a-11b et seq.

Section 46a-11b et seq.

**PUBLIC ACT 11-16, AN ACT CONCERNING REVISIONS TO DEPARTMENT OF DEVELOPMENTAL SERVICES INCLUDING THE UTILIZATION OF RESPECTFUL LANGUAGE WHEN REFERRING TO PERSONS WITH INTELLECTUAL DISABILITY.**

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

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BOARD POLICY

REGARDING: Student Attendance and Truancy

Number: 5010  
Students

Approved: 2/28/01

Revised: 4/28/10

**REVISED:**

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Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

Legal References:

Connecticut General Statutes §10-220

Connecticut General Statutes §10-184

Connecticut General Statutes § 10-186 [(As Amended by Public Act 09-6)]

Connecticut General Statutes §10-198a

**PUBLIC ACT 11-136, AN ACT CONCERNING MINOR REVISIONS TO THE EDUCATION STATUTES**

Guidelines for Reporting Student Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)

[Public Act 09-143 an Act Concerning the Reporting of Truancy Data and the Reduction of Duplicative Reports by the Department of Information Technology]

Connecticut State Department of Education Circular Letter C-2, *Utilizing Local Support Resources Prior to Referral of Students for Family With Service Needs* (August 4, 2009)

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

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ADMINISTRATIVE REGULATION

REGARDING: Attendance and Truancy

Number: 5010  
Student

Approved: 5/28/03

Revised: 4/28/10

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A. Definitions:

1. "Absence" - any day during which a student is not considered "in attendance" at his/her assigned school, or on a school sponsored activity (e.g. field trip), for at least one half of the school day.
2. "Educational Evaluation" - for purposes of this policy, an educational evaluation is an assessment of a student's educational development, which, based upon the student's presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.
3. "Excused Absence" - an absence from a regularly scheduled school day for at least one-half of the school day; which absence, as determined by the building principal or his/her designee, is for:
  - A. Reasons of health, including illness, incapacity, or doctor's visits. The administration reserves the right to require physician or other appropriate certification for health-related absences.
  - B. Religious holidays.
  - C. Court appearance.
  - D. Funeral or death in the family.
  - E. Approved school activities, including field trips.
  - F. Suspension or expulsion.

- G. In limited circumstances, special activities or emergencies with the consent of the parent or other person having control of the child.
4. "In Attendance" - any day during which a student not considered to be absent from his/her assigned school, or from an activity sponsored by the school (e.g. field trip), for at least one-half of the school day.
  5. "Student" - a student enrolled in the Tolland Public Schools.
  6. "Truant" - any student five (5) to eighteen (18) years of age, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.
  7. "Unexcused Absence" - any absence from a regularly scheduled school day for at least one half of the school day, which absence is not an excused absence as defined above.

The determination of whether an absence is excused will be made by the building Principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

B. Truancy exceptions:

1. A student five (5) or six (6) years of age shall not be considered truant if the parent or person having control over such student has appeared personally at the school district office and exercised the option of not sending the child to school at five (5) or six (6) years of age.
2. A student sixteen (16) or seventeen (17) years of age shall not be considered truant if the parent or person having control over such student consents to such student's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form indicating such consent.
3. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."

C. Readmission to School Following Voluntary Withdrawal

1. If a student voluntarily withdraws from school (in accordance with Section B.2, above) and subsequently seeks readmission, the Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student's withdrawal from school.

2. Starting July 1, 2010, if a student who has voluntarily withdrawn from school (in accordance with Section B.2, above) seeks readmission within ten (10) school days of his/her withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.

D. Determinations of whether a student is "in attendance":

1. A student serving an out of school suspension or expulsion shall be reported as absent unless he or she receives an alternative educational program for at least one half of the regular school day.
2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered "in attendance."
3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being "in attendance" for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate by the administration so as to ensure that the student is able to successfully return to the regular classroom setting.

E. Procedures for students

1. Notification
  - A. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student enrolled in grades K - 12 in writing of the obligations pursuant to Conn. Gen. Stat. §10-184 to assure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the Tolland Public Schools.
  - B. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall obtain from the parent or other person having control of the student in grades K-12 a telephone number or other means of contacting such parent or other person during the school day.



## 2. Monitoring

Each school shall implement a system of monitoring individual unexcused absences of students in grades K-12. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building Principal [or his/her designee] shall make a reasonable effort to notify the parent or other person having control of such student by telephone of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. (Reasonable efforts shall include two (2) attempts to reach the parent or other person at the telephone number provided by the parent or other person. Such attempts shall be recorded on a form provided by the Superintendent.) Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

### F. Procedures Applicable to Students Ages Five (5) to Eighteen (18)

#### 1. Intervention

- A. When a student is truant, the building principal or his/her designee shall schedule a meeting with the parent (or other person having control of such student) and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than ten (10) days after the student becomes truant. The district shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise is non responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.
- B. When a student is truant, the Superintendent or his/her designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The district shall document efforts to contact and include families and to provide early intervention in truancy matters.
- C. If the parent or other person having control of a student who is truant fails to attend the meeting held pursuant to Subsection A., above, or otherwise fails to cooperate with the school in attempting to solve the truancy problem, the Superintendent shall file for such truant a written complaint with the Superior Court pursuant to Conn. Gen. Stat. § 46b -

149 alleging the belief that the acts or omissions of the truant are such that his/her family is a family with service needs.

- D. In addition to the procedures specified in subsections A through C above, a regular education student who is experiencing attendance problems should be referred to the building Child Study Team (or other appropriate school based team) to consider the need for additional interventions and/or assistance. The team will also consider whether the student should be referred to a Planning and Placement Team ("PPT") meeting to review the student's need and eligibility for Special Education. A special education student who is experiencing attendance problems should be referred to a PPT meeting for program review.
- E. If a FWSN petition is filed and the court orders an educational evaluation of the student, the district shall conduct an appropriate educational evaluation if no such evaluation has been performed within the preceding year.
  - I) for a regular education student, the educational evaluation will be conducted or arranged for by appropriate school personnel and coordinated through the Child Study Team (or other appropriate school based team). Upon completion of the evaluation of a regular education student, the child study team (or other appropriate school based team) shall review the evaluations and make appropriate recommendations for alternative procedures, programs or interventions. Such recommendations may include a referral of the student for further evaluation and/or consideration for special education eligibility.
  - II) In the case of a student who requires or may require special education and related services, the District shall convene a PPT to determine what evaluations may be appropriate to assess any specific areas of concern. The PPT shall reconvene to review the evaluations and make appropriate recommendations regarding the student's need for special education services and the need, if any, to revise the student's Individualized Education Program ("IEP").

## Sample Notification Regarding Student Attendance

Regular and punctual student attendance is essential to the educational process. Connecticut General Statutes Section 10-184 provides that "each parent or other person having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public day school regularly during the hours and terms the public school in the District wherein such child resides is in session, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. The parent or person having control of a child sixteen or seventeen years of age may consent, as provided in this section, to such child's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form. The school District shall provide such parent or person with information on the educational options available in the school system and in the community. The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age and the parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age. The parent or person shall exercise such option by personally appearing at the school District office and signing an option form. The school district shall provide the parent or person with information on the educational opportunities available in the school system."

In order to assist parents and other persons in meeting this responsibility, the Tolland Board of Education monitors unexcused student absences and makes reasonable efforts to notify parents or other persons by contacting them when a student fails to report to school. State law provides that any person who, in good faith, gives or fails to give such notice shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give such notice. The Board, therefore, must obtain a telephone number or other means of contacting parents or other persons during the school day.

Please provide the following information and return the completed form, signed and dated to:

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Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

School/Grade: \_\_\_\_\_ / \_\_\_\_\_

Father's Daytime Telephone Number\*: \_\_\_\_\_

Mother's Daytime Telephone Number\*: \_\_\_\_\_

Daytime Telephone Number\* of

other Person Having Control

of Student: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

\*If no daytime telephone number is available, please specify other means  
by which school personnel may contact you during the school day. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# UNEXCUSED ABSENCES TELEPHONE LOG

\_\_\_\_\_

Date

\_\_\_\_\_

School

School Staff Member/ Volunteer	Student's Name	Parent or Other Person Having Control of Student	Telephone Number	Outcome*
				Attempt #1 _____ Attempt #2 _____
				Attempt #1 _____ Attempt #2 _____
				Attempt #1 _____ Attempt #2 _____
				Attempt #1 _____ Attempt #2 _____
				Attempt #1 _____ Attempt #2 _____
				Attempt #1 _____ Attempt #2 _____

\* No answer = N  
Left Message = LM  
Notification made = NM

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

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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:**

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[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 PLANT 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)]

## **SAFE SCHOOL CLIMATE PLAN**

**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 CONDUCTIVE 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.**

**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 OR EXPULSION FROM SCHOOL. THE DISTRICT'S COMMITMENT TO ADDRESSING BULLYING BEHAVIOR, HOWEVER, INVOLVES A MULTI-FACETED APPROACH, WHICH INCLUDES EDUCATION AND THE PROMOTION OF A POSITIVE SCHOOL CLIMATE IN WHICH BULLYING WILL NOT BE TOLERATED BY STUDENTS OR 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 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**

##### **A. SAFE SCHOOL CLIMATE COORDINATOR**

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:**

- 1. BE RESPONSIBLE FOR IMPLEMENTING THE DISTRICT’S SAFE SCHOOL CLIMATE PLAN (“PLAN”);**
- 2. COLLABORATE WITH SAFE SCHOOL CLIMATE SPECIALISTS, THE BOARD, AND THE SUPERINTENDENT TO PREVENT, IDENTIFY AND RESPOND TO BULLYING IN DISTRICT SCHOOLS;**
- 3. PROVIDE DATA AND INFORMATION, IN COLLABORATION WITH THE SUPERINTENDENT, TO THE DEPARTMENT OF EDUCATION REGARDING BULLYING;**
- 4. MEET WITH SAFE SCHOOL CLIMATE SPECIALISTS AT LEAST TWICE DURING THE SCHOOL YEAR TO DISCUSS ISSUES RELATING TO BULLYING THE SCHOOL DISTRICT AND TO MAKE RECOMMENDATIONS CONCERNING AMENDMENTS TO THE DISTRICT’S PLAN.**

**B. SAFE SCHOOL CLIMATE SPECIALIST**

**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.**

**V. DEVELOPMENT AND REVIEW OF SAFE SCHOOL CLIMATE PLAN**

- 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.**

- 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.**
- 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.**
- 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.**

**VI. PROCEDURES FOR REPORTING AND INVESTIGATING COMPLAINTS OF BULLYING**

- 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.**

- 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 COMPLAINTS 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 COMPLAINT, 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 COMPLAINT.**
- 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.**
- 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. 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.**

**VII. RESPONDING TO VERIFIED ACTS OF BULLYING**

- 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.**
- 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.**

- 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.**
- 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.**
- E. NOTICE TO LAW ENFORCEMENT**

**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.**
- F. IF A BULLYING COMPLAINT RAISES CONCERN ABOUT DISCRIMINATION OR HARASSMENT ON THE BASIS OF A LEGALLY PROTECTED CLASSIFICATIONS (SUCH AS RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, AGE OR DISABILITY), THE SAFE SCHOOL CLIMATE SPECIALIST OR DESIGNEE SHALL ALSO COORDINATE ANY INVESTIGATION WITH OTHER APPROPRIATE PERSONNEL WITHIN THE DISTRICT AS APPROPRIATE (E.G. TITLE IX COORDINATOR, SECTION 504 COORDINATOR ETC.)**

# **VIII. DOCUMENTATION AND MAINTENANCE OF LOG**

- A. EACH SCHOOL SHALL MAINTAIN WRITTEN COMPLAINTS 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.**
- 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.**
- 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.**

**IX. OTHER PREVENTION AND INTERVENTION STRATEGIES**

- A. BULLYING BEHAVIOR CAN TAKE MANY FORMS AND CAN VARY DRAMATICALLY IN THE NATURE OF THE OFFENSE AND THE 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, IN-SCHOOL SUSPENSION, SUSPENSION OR EXPULSION) IS A MATTER FOR THE PROFESSIONAL DISCRETION OF THE BUILDING PRINCIPAL (OR 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.**
- 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. 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 OR RESTORATIVE ACTIONS AS DETERMINED BY THE RESPONSIBLE ADMINISTRATOR.**
- C. THE FOLLOWING SETS FORTH POSSIBLE INTERVENTIONS WHICH MAY ALSO BE UTILIZED 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 MAY BE 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.**

## **III. INTERVENTIONS FOR BULLIED STUDENTS**



**THE BUILDING PRINCIPAL (OR OTHER RESPONSIBLE PROGRAM ADMINISTRATOR) OR HIS/HER DESIGNEE SHALL INTERVENE IN ORDER TO ADDRESS 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.**

**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 INTERVENTION 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. SCHOOL RULES PROHIBITING BULLYING, HARASSMENT AND INTIMIDATION AND ESTABLISHING APPROPRIATE CONSEQUENCES FOR THOSE WHO ENGAGE IN SUCH ACTS;**

- B. ADEQUATE ADULT SUPERVISION OF OUTDOOR AREAS, HALLWAYS, THE LUNCHROOM AND OTHER SPECIFIC AREAS WHERE BULLYING IS LIKELY TO OCCUR;**
- 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;**
- D. INDIVIDUAL INTERVENTIONS WITH THE PERPETRATOR, PARENTS AND SCHOOL EMPLOYEES, AND INTERVENTIONS WITH THE BULLIED STUDENT, PARENTS AND SCHOOL EMPLOYEES;**
- 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**
- 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 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.**
- D. IN ADDITION TO PREVENTION AND INTERVENTION STRATEGIES, ADMINISTRATORS, TEACHERS AND OTHER PROFESSIONAL EMPLOYEES MAY FIND OPPORTUNITIES TO EDUCATE STUDENTS ABOUT BULLYING AND HELP ELIMINATE BULLYING BEHAVIOR THROUGH CLASS DISCUSSIONS, COUNSELING, AND REINFORCEMENT OF SOCIALLY-APPROPRIATE BEHAVIOR. ADMINISTRATORS, TEACHERS AND OTHER PROFESSIONAL EMPLOYEES SHOULD INTERVENE PROMPTLY WHENEVER THEY OBSERVE MEAN-SPIRITED STUDENT CONDUCT, EVEN IF SUCH CONDUCT DOES NOT MEET THE FORMAL DEFINITION OF “BULLYING.”**

**X. IMPROVING SCHOOL CLIMATE**

**EACH TOLLAND SCHOOL HAS AN ANNUAL SCHOOL IMPROVEMENT PLAN (SIP) TO IMPROVE THE QUALITY OF THE SCHOOL CLIMATE. THE SIP FOR EACH SCHOOL INCLUDES SPECIFIC STRATEGIES TO FOSTER POSITIVE STUDENT BEHAVIORS WITH MEASURABLE GOALS AND OUTCOMES.**

**XI. ANNUAL NOTICE AND TRAINING**

- A. STUDENTS, AND PARENTS OR GUARDIANS OF STUDENTS SHALL BE NOTIFIED ANNUALLY OF THE PROCESS BY WHICH STUDENTS MAY MAKE REPORTS OF BULLYING.**
- B. THE BOARD SHALL PROVIDE FOR THE INCLUSION OF LANGUAGE IN STUDENT CODES OF CONDUCT CONCERNING BULLYING.**
- C. AT THE BEGINNING OF EACH SCHOOL YEAR, EACH SCHOOL SHALL PROVIDE ALL SCHOOL EMPLOYEES WITH A WRITTEN OR ELECTRONIC COPY OF THE SCHOOL DISTRICT'S SAFE SCHOOL CLIMATE PLAN AND REQUIRE THAT ALL SCHOOL EMPLOYEES ANNUALLY COMPLETE TRAINING ON THE IDENTIFICATION, PREVENTION AND RESPONSE TO BULLYING AS REQUIRED BY LAW.**

**XII. SCHOOL CLIMATE ASSESSMENTS**

**ON AND AFTER JULY 1, 2012, AND BIENNIALLY THEREAFTER, THE BOARD SHALL REQUIRE EACH SCHOOL IN THE DISTRICT TO COMPLETE AN ASSESSMENT USING THE SCHOOL CLIMATE ASSESSMENT INSTRUMENTS, INCLUDING SURVEYS, APPROVED AND DISSEMINATED BY THE DEPARTMENT OF EDUCATION. THE BOARD SHALL COLLECT THE SCHOOL CLIMATE ASSESSMENTS FOR EACH SCHOOL IN THE DISTRICT AND SUBMIT SUCH ASSESSMENTS TO THE DEPARTMENT.**

**LEGAL REFERENCES:**

**PUBLIC ACT 11-232, AN ACT CONCERNING THE STRENGTHENING OF SCHOOL BULLYING LAWS  
CONN. GEN. STAT. § 10-222D**

**CONN. GEN. STAT. §§ 10-233A THROUGH 10-233F**

**CONNECTICUT STATE DEPARTMENT OF EDUCATION CIRCULAR LETTER C-8,  
SERIES 2008-2009 (MARCH 16, 2009)**

### Tolland Safe School Climate Plan

Component	Actions	Person(s) Responsible	Timeline
Safe School Climate Plan	<ul style="list-style-type: none"> <li>Develop Safe School Climate Plan in accordance with PA 11-232</li> <li>Submit Safe School Climate Plan for Board approval</li> <li>Submit Board-approved Safe School Climate Plan to CSDE</li> <li>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</li> </ul>	<p>Superintendent and Safe School Climate District Coordinator</p> <p>Safe School Climate District Coordinator Board of Education Safe School Climate District Coordinator Safe School Climate District Coordinator</p>	<p>By January 1, 2012</p> <p>By January 1, 2012</p> <p>By January 1, 2012</p> <p>By February 1, 2012</p>
Safe School Climate Committee	<ul style="list-style-type: none"> <li>Appoint District Safe School Climate Coordinator</li> <li>Appoint Safe School Climate Specialist in each school</li> <li>Establish Safe School Climate Committee in accordance with PA 11-232 (include at least one parent/guardian of a student at the school)</li> <li>Establish roles, responsibilities and procedures for Safe School Climate Committee including:                             <ul style="list-style-type: none"> <li>Receive copies of completed reports following investigations of bullying;</li> <li>Identify and address patterns of bullying among students in the schools;</li> <li>Review and make recommendation to amend school policies relating to bullying;</li> </ul> </li> </ul>	<p>Superintendent Principal</p> <p>Safe School Climate District Coordinator and Safe School Climate Specialists</p> <p>Safe School Climate Committee</p>	<p>By July 2012</p> <p>By July 2012</p> <p>By July 2012</p> <p>By July 2012</p>

Component	Actions	Person(s) Responsible	Timeline
	<ul style="list-style-type: none"> <li>○ 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;</li> <li>○ Educate students, school employees and parents and guardians of students on issues relating to bullying;</li> <li>○ Collaborate with the district safe school climate coordinator in the collection of data regarding bullying, in accordance with the law;</li> <li>○ 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.</li> </ul>		
Notification Requirements	<ul style="list-style-type: none"> <li>● Provide all school employees with a written or electronic copy of the school district Safe School Climate Plan.</li> <li>● Notify students and parents or guardians of students of the process by which students may make reports of bullying.</li> <li>● 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 concerning bullying.</li> <li>● 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.</li> </ul>	<p>Safe School Climate District Coordinator</p> <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> <p>By July 1, 2012 and annually</p>

<b>Component</b>	<b>Actions</b>	<b>Person(s) Responsible</b>	<b>Timeline</b>
Reporting Procedures	<ul style="list-style-type: none"> <li>Orally notify the Safe School Climate Specialist or school Administrator after being witness to acts of bullying or receiving reports of bullying</li> <li>File a written report with the Safe School Climate Specialist after being witness to acts of bullying or receiving reports of bullying</li> <li>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.</li> <li>Parent(s)/guardians(s) may file written reports of Suspected bullying/cyberbullying.</li> </ul>	<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"> <li>Develop and disseminate investigation procedures that align with PA 11-232 and comply with FERPA</li> <li>Investigate all reports of bullying &amp; ensure that the investigation is completed in accordance with PA 11-232.</li> <li>Determine whether the alleged conduct occurred &amp; whether such conduct constitutes bullying as defined in the district policy.</li> </ul>	<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>
Response to Verified Acts of Bullying	<ul style="list-style-type: none"> <li>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.</li> <li>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</li> </ul>	<p>Safe School Climate Specialist</p> <p>Safe School Climate Specialist</p>	<p>Upon determination that bullying has occurred</p> <p>48 hours after the completion of the investigation</p>









**F.3.**

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

**FROM: William D. Guzman**

**DATE: November 9, 2011**

**SUBJECT: NESDEC Enrollment Projections**

Attached for your information are 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). Also attached is a graph showing the District's historical enrollment since the 2001/2002 school year.


WDG:ca


# Tolland, CT Projected Enrollment


School District: Tolland, CT

11/1/2011

Enrollment Projections By Grade*																				
Birth Year	Births		School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-12	PK-12
2006	157		2011-12	48	171	195	201	223	244	222	244	241	248	222	225	246	224	0	2906	2954
2007	154		2012-13	49	193	174	197	202	220	242	223	243	237	232	213	226	236	0	2838	2887
2008	143		2013-14	50	179	197	176	198	200	218	243	222	239	221	223	214	217	0	2747	2787
2009	138		2014-15	51	173	183	199	177	196	198	219	242	219	223	213	224	205	0	2671	2722
2010	147	(est.)	2015-16	52	184	176	185	200	175	195	199	218	238	204	214	214	215	0	2617	2668
2011	148	(est.)	2016-17	53	185	188	178	186	198	174	196	198	215	222	198	215	205	0	2556	2609
2012	146	(est.)	2017-18	54	183	189	190	179	184	196	175	195	195	201	213	197	208	0	2503	2557
2013	144	(est.)	2018-19	55	181	187	191	191	177	183	197	175	192	182	193	214	189	0	2452	2507
2014	145	(est.)	2019-20	56	181	185	189	192	189	176	184	196	172	179	175	194	205	0	2417	2473
2015	146	(est.)	2020-21	57	183	185	187	190	190	188	177	183	193	161	172	176	186	0	2371	2428
2016	146	(est.)	2021-22	58	182	187	187	186	188	189	189	177	180	180	155	173	169	0	2344	2402

\*Projections should be updated on an annual basis.  Based on an estimate of births

 Based on children already born

 Based on students already enrolled

Projected Enrollment in Grade Combinations*									
Year	PK-2	K-5	3-5	K-8	5-8	6-8	7-8	7-12	9-12
2011-12	615	1256	689	1989	955	733	489	1406	917
2012-13	613	1228	664	1931	945	703	480	1387	907
2013-14	602	1168	616	1872	922	704	461	1336	875
2014-15	606	1126	571	1806	876	680	461	1326	865
2015-16	597	1115	570	1770	850	655	456	1303	847
2016-17	604	1108	558	1718	783	609	413	1251	838
2017-18	616	1121	559	1686	761	565	390	1207	817
2018-19	614	1110	551	1674	747	564	367	1145	778
2019-20	611	1112	557	1664	728	552	368	1121	753
2020-21	612	1123	568	1676	741	553	376	1071	685
2021-22	614	1121	565	1667	735	546	357	1034	677

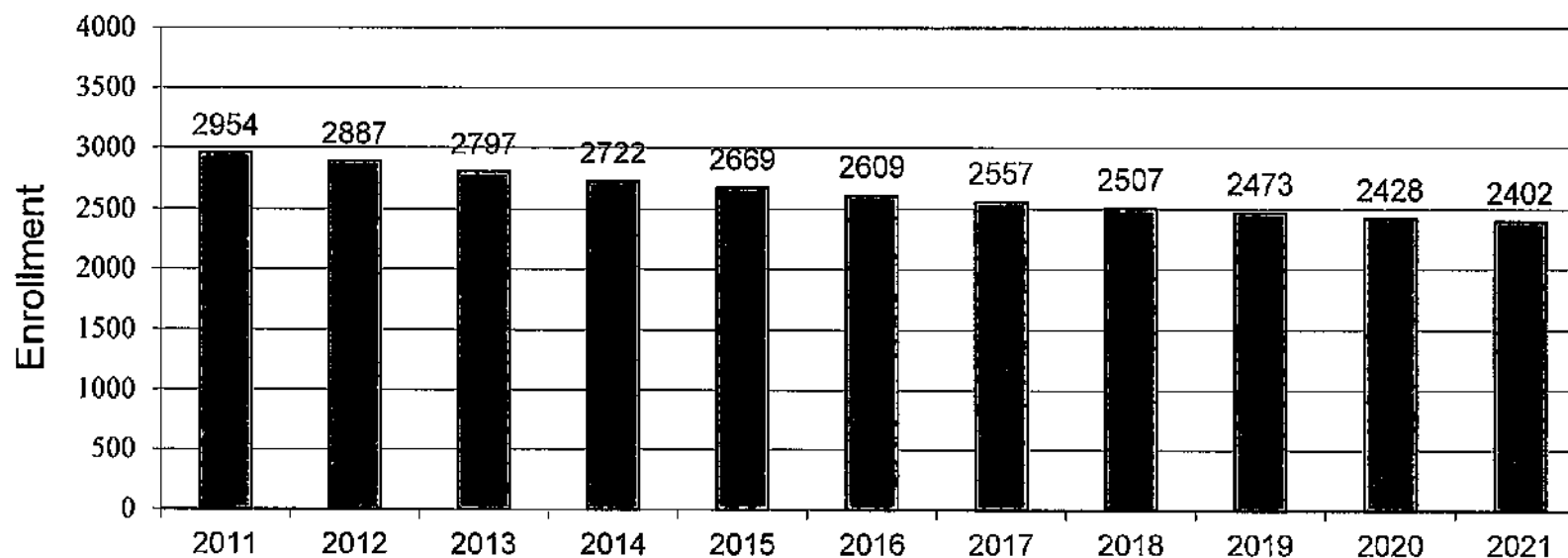
See "Reliability of Enrollment Projections" section of accompanying letter.  
Projections are more reliable for Years 1-5 in the future than for Years 6 and beyond.

Projected Percentage Changes			
Years	K-12	Diff.	%
2011-12	2906	0	0.0%
2012-13	2838	-68	-2.3%
2013-14	2747	-91	-3.2%
2014-15	2671	-76	-2.8%
2015-16	2617	-54	-2.0%
2016-17	2556	-61	-2.3%
2017-18	2503	-53	-2.1%
2018-19	2452	-51	-2.0%
2019-20	2417	-35	-1.4%
2020-21	2371	-46	-1.9%
2021-22	2344	-27	-1.1%
K-12 Change		-562	-19.3%



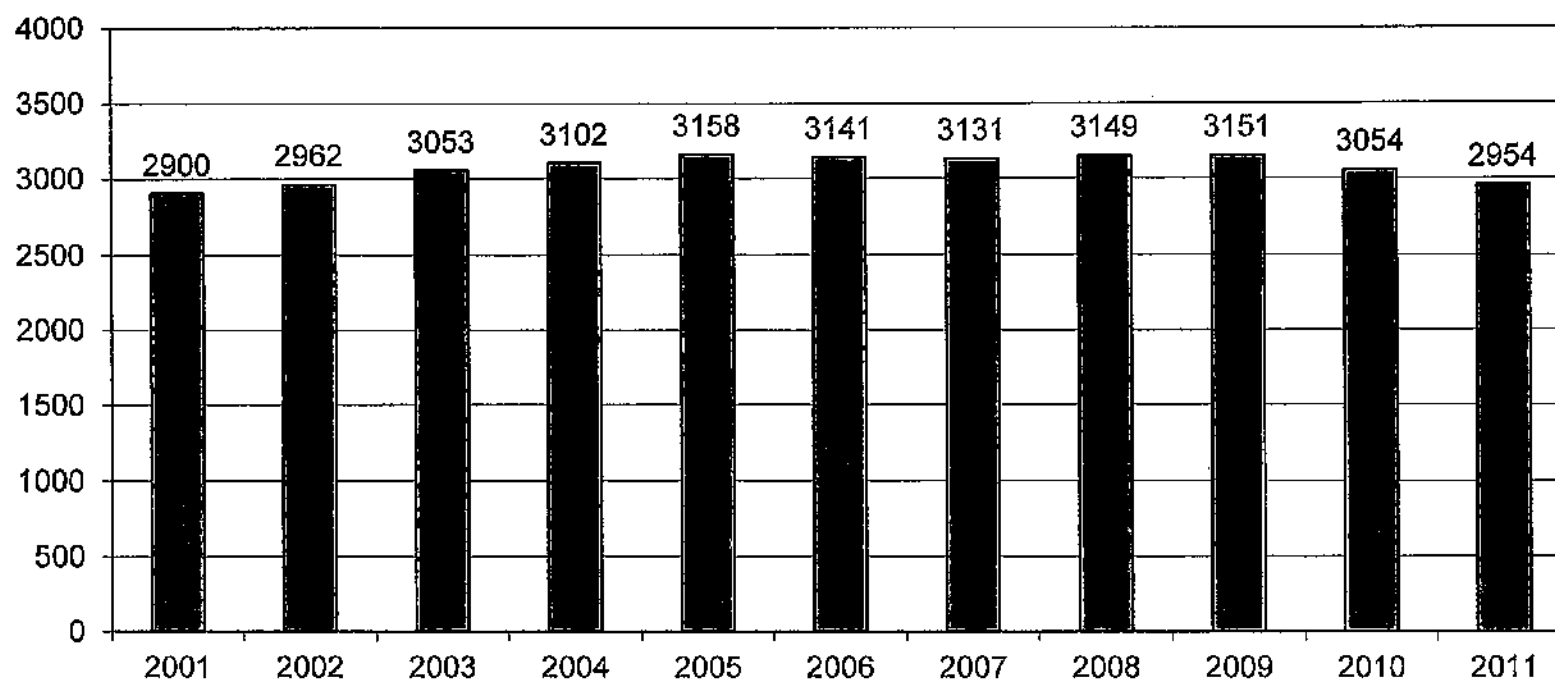
## Tolland, CT Projected Enrollment

PK-12 TO 2021 Based On Data Through School Year 2011-12



## Tolland, CT Historical Enrollment

**PK-12, 2001-2011**



**F.4.**

**TO: Members of the Board of Education**  
**FROM: William D. Guzman**  
**DATE: November 9, 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

**F.5.**

**TO: Members of Board of Education**

**FROM: William D. Guzman**

**DATE: November 9, 2011**

**SUBJECT: Leave of Absence Report**

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

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

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

WDG:ca



I.1.

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

**FROM: William D. Guzman**

**DATE: November 9, 2011**

**SUBJECT: Capital Improvement Plan**

The proposed amounts for the Capital Improvement Plan for the five (5) year period are:

	<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

Attachment A – the 5 Year Capital Improvement Plan for facility, equipment and vehicle upgrades. Items and amounts listed in black are those that are in the current 5 Year Plan. Items and amounts in blue are those that are new requests. Please note that some amounts in the current plan have been updated and the revised costs are listed underneath the old amount.

Attachment B – the 5 Year Capital Improvement Plan for technology infrastructure upgrades.

Also enclosed are explanatory notes for Attachment A which outline changes in either the proposed project or the projected cost.

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ATTACHMENT A

	Birch		TIS		TMS		THS		Parker		D/W	
2012/13	HVAC Upgrade	\$50,810	Floor Tile	\$618,132	Track	\$75,000			Oil Tank	\$21,000	GMC 1/2 ton Pick-up replaced	\$21,000
	Upgrade Analysis	\$4,500		\$414,000		\$115,000						
			Driveway	\$89,650								
			Skylight	\$26,000							Camera Upgrade & Base Equipment - Video Security	\$35,000
	Upgrade Fire Exit Door Area	\$8,000		\$18,000			Upgrade Analysis	\$4,500				
2013/14			Gym Door	\$24,000	Gym Door	\$26,000	HVAC Upgrade	\$28,070			Jeep Cherokee replaced	\$20,000
				\$54,000		\$60,000						
					Portable Classroom Roof	\$28,000						
						\$18,500						
2014/15	Second Floor Noise Analysis	\$10,000									Fiber Optic Project	\$145,000
		\$8,500	Remove & Repair Concrete Front Entrance Sidewalk	\$21,840					Roof Replacement	\$575,300		
			Install New Concrete Curbing	\$9,375					Demolish Portable Classroom	\$8,000		
2015/16											HVAC Replacement Study	\$25,000
					Replace Locker Fronts	\$15,310						
2016/17					Library/Guidance/ Office HVAC	\$60,500	Track	\$70,000				

## Tolland Public Schools Information Technology 2012-2017 Capital Budget

District Wide	BOE	BGP	TIS	TMS	THS
2012-2013	2012-2013	2012-2013	2012-2013	2012-2013	2012-2013
SAN \$ 27,014.00					
SAN - DR \$ 21,764.00					
M86 Web Filter \$ 4,034.00					
DR VMware Server \$ 8,087.00					
Centralized Wireless Server \$ 37,300.00	2 Access Points \$ 180.00	5 Access Points \$ 540.00	6 Access Points \$ 540.00	8 Access Points \$ 720.00	8 Access Points \$ 720.00
VMware req'd upgrade \$ 4,227.00					
Server 2008 licenses \$ 2,892.00					
Dell 4 Post Server Rack \$ 2,414.00					
	LAN Switches \$ 7,009.00	LAN Switches \$ 10,136.00	LAN Switches \$ 16,191.00	LAN Switches \$ 16,191.00	LAN Switches \$ 16,191.00
Subtotals \$ 107,732.00	\$ 7,189.00	\$ 10,676.00	\$ 16,731.00	\$ 16,911.00	\$ 16,911.00
Annual Total \$ 176,150.00					
2013-2014	2013-2014	2013-2014	2013-2014	2013-2014	2013-2014
		LAN Switches \$ 9,381.00	LAN Switches \$ 21,889.00	LAN Switches \$ 21,889.00	LAN Switches \$ 21,889.00
		55 Computers \$ 58,190.00	80 Computers \$ 84,640.00	82 Computers \$ 86,755.00	83 Computers \$ 84,914.00
			28 SmartBoards & Installation \$ 74,680.00		26 Document Cameras \$ 15,000.00
Subtotals \$ -	\$ -	\$ 67,571.00	\$ 181,209.00	\$ 108,645.00	\$ 69,803.00
Annual Total \$ 427,228.00					
2014-2015	2014-2015	2014-2015	2014-2015	2014-2015	2014-2015
		80 Computers \$ 84,640.00	80 Computers \$ 84,640.00	80 Computers \$ 84,640.00	85 Computers \$ 89,930.00
		91 SmartBoards & Installation \$ 87,680.00			26 Document Cameras \$ 13,000.00
Kodak Test Scanner \$ 1,305.00					
Subtotals \$ 1,305.00	\$ -	\$ 172,320.00	\$ 84,640.00	\$ 84,640.00	\$ 102,930.00
Annual Total \$ 445,835.00					
2015-2016	2015-2016	2015-2016	2015-2016	2015-2016	2015-2016
		80 Computers \$ 84,640.00	80 Computers \$ 84,640.00	80 Computers \$ 84,640.00	85 Computers \$ 89,930.00
		3 SmartBoards & Installation \$ 8,100.00			25 SmartBoards & Installation \$ 66,580.00
Subtotals \$ -	\$ -	\$ 92,740.00	\$ 84,640.00	\$ 84,640.00	\$ 156,510.00
Annual Total \$ 418,530.00					
2016-2017	2016-2017	2016-2017	2016-2017	2016-2017	2016-2017
	10 Computers \$ 10,580.00			155 Computers \$ 163,990.00	155 Computers \$ 163,990.00
VMware Servers Upgrade \$ 32,348.00					20 SmartBoards & Installation \$ 53,520.00
Subtotals \$ 32,348.00	\$ 10,580.00	\$ -	\$ -	\$ 163,990.00	\$ 217,510.00
Annual Total \$ 424,428.00					
5 Year Total \$ 1,892,171.00					

**Capital Improvement Plan 2012/13- 2016/17  
EXPLANATORY NOTES**

**YEAR 2012-13**

**NEW Project District-wide - Up-Grade of Camera and Base Equipment for Existing Video Security System**

District to purchase all new or up graded "Base Equipment" (POE Switches, NAS Storage devices, Analog to IP Converters to be installed by Board of Education IT department.

Purchase and install 10 new Internal & External Cameras to be used in schools.

**Approximate cost for all equipment and installation \$ 35,000**

**NEW Project BGS Fire Exit Foyer Door Area by Class Rm. A-2 & SPL A-12 floods after a heavy rain.**

**NOTE:** The concrete slab & asphalt outside the exit area approximately 1,680 sq. ft. needs to be removed and the area regraded so the rain and ice flow away from the exit doors.

**Approximate cost \$ 8,000**

**Revised Estimates (As of 9-11)**

**THS BGS HVAC JCI Metasys UP-GRADE:**

1. **BGS** An independent Engineering Study is needed to better understand the complexities and shortfalls of the existing JCI Metasys Control System -1999 & 2003. So we can correct its deficiencies or start anew to save energy
2. **THS** An independent Engineering Study is needed for an Up-Grade to the existing JCI Metasys Control System from 2005
3. **ADX-and NIE Controller Upgrades**  
Metasys software upgrade package
4. **Summer Equipment Calendar and Chiller Control -**  
Reduces energy costs by selectively preventing certain equipment to run on various days.
5. **Load Shedding and occupied and Unoccupied Heating and Cooling Set points**  
Improves operational efficiency and reduces energy costs
6. **Control Algorithm override Removals -**  
Allows more efficient operations of all equipment.

**Total Cost \$ 9,000**

**TIS (Old Middle School 1970) Remove and Replace Asbestos Floor Tile as of 9/11**

**NOTE:** Gray floor tile 12" x 12" In the main building 1st. & 2<sup>nd</sup>. Fl. Was tested by Fuss & O'Neil (EnviroScience LLC.) on Sept. 14, 2011 and found to contain asbestos but the floor mastic is negative.

**Removal of AFT:**

**Plan # 1 Main Building 1<sup>st</sup>. & 2<sup>nd</sup> Floor**

- (1) Removal of Asbestos Floor Tile
- (2) Moving Co.
- (3) Installation of New Floor Tile
- (4) Project Planning /Bid Spec's & State Approval
- (5) Soft Cost
- (6) Contingency

Total Estimated Cost of AFT 46,000 sq. ft. x \$ 9.00 sq.ft. = **\$414,000**

**Please Note:** Yellow floor tile 12" x 12" In the new addition 1973 1st. & 2<sup>nd</sup>. floor have been tested by Fuss & O'Neil (EnviroScience LLC.) on Sept. 14, 2011 and was found **NOT** to contain asbestos but the floor mastic is positive for ACM. The Science Wing is not included at this time but will be used for a staging area for furniture and equipment for this project.

**Revised Estimates (As of 9-11)**

**TIS Skylight Replacement:** Replace all 8 Gym Roof area Skylight installed in 1973. **\$18,000**

**Please Note:** In order to save money in 1991, the Town opted not to replace 15-yr. old skylights. They have been repaired a number of times & the weather seals are "shot". The lighted area has been reduced due to repairs and plastic area is cracked or crazed due to age. No Company wants to take the units apart for fear that the large plastic lens will break. Eagle Roofing Co. installed the new roof in Feb. of 1991 and Owens Corning Co. holds the 20-yr. bond. (# 20-54696-91)

**PMS Oil Tank Removal:** - Removal of 6,000 gal. 24 yr. old under ground (Emptied of Oil in 2009/10) Steel oil tank & in-ground transfer pump pit. Removal, Soil Test of Area, Disposal, Backfill & Repave area. **Cost= \$21,000**

**NOTE:** Tank was emptied of all product 3,000 gal. of old oil. Tank was cleaned inside by Tri-S Envir. Co., 1000 gal. of water will be added to empty tank for ballast.

**Replacement of ½ Ton Truck for TBE Maint. Dept.(Old Truck 1998 GMC with 120,000 mil.) **\$21,000****

**NOTE:** Cost to repair Co. Truck \$800 to \$1,200 (poor gas mileage, body rusting out due to road salt, some major repairs)

**TMS All Weather Track (Installed in 2002) Resurfacing: \$115,000**

## **YEAR 2013-14**

### **Revised Estimates (As of 9-11)**

**TMS Modular Class Room # 1 & 2 Roof Replacement \$ 18,500.00 (Includes Soft Cost & Contingency)  
(Was \$ 28,000)**

**TMS Gym Door Removal:** Remove hydraulically / chain operated large bi folding gym door (Installed in 1966)

**NOTE:** 20' H x 88' L and replace with electrically operated "Roll-Down Curtain" Please Note: Parts are hard to find or need to be custom made for this door and down time is very disruptive for teaching. **\$60,000**

**NOTE:** Gym Door cost about \$1,500 to \$3,000 to repair depending on the problem.

**TIS Gym Door Removal:** Remove large bi folding gym

door (Installed in 1973 Note: 20'-6" H x 72' L) and replace with electrically operated "Roll-Down Curtain" Please

*Note:* Parts are hard to find or need to be custom made for this door we also had to restrict usage. **\$54,000**

**NOTE:** Gym Door cost about \$1,500 to \$ 3,000 to repair depending on the problem.

## **YEAR 2014-15**

### **NEW Project PMS 1963 New Roof over Main Building**

**NOTE:** A new 30,644 sq. ft. roof is needed at PMS we have numerous leaks in classrooms and mold is becoming a big problem.

Cost of New Roof estimated at \$552,000

Architectural Fees 18,500

Hazmat Investigation Fees (Roof Cuts) 2,000

Soft cost 2,800

**Approximate TOTAL \$ 575,300**

### **NEW Project PMS Demolition of Portable Class Room.**

**NOTE:** With the Portable Class Rm. (1994 @ 1,080 sq. ft. Wooden Structure) being closed up for some time (6/2009) the gutters are falling off and the outside walls are deteriorating.

[1] Demolition of existing portable structure.

[2] Load out and dispose of demolition material to a licensed off site facility

[3] Remove of concrete footings

[4] Fill in area and grade off.

**Approximate Total = \$8,000**

**NEW Project TIS Removal of Concrete (2,249 sq. ft.) Front Entrance Area.**

**NOTE:** Some areas the sidewalk entrance area original (1970) and other areas have been repaired more than once. The snowstorm of 2011 has made has created "tripping hazards" Handi Cap Access.

Cost to remove old concrete side walk area and replace with new

**Approximate cost = \$21,840**

**TIS New Concrete Curbing.** Install new concrete

Curbing with repairs to Parking Lot & Grassy area for "Safety" approx. 375 ft. @ 25.00 ft. installed = **\$ 9,375**

**NOTE:** The curbing is crumbling in large areas due to the "Salting & Plowing" of the parking lots & play areas and it is not cost effective to do small area at a time.

**BGS Engineer needed to redesign existing classroom "Duct Work".** From two roof top HVAC units and resolve the ongoing "Vibration/Sound Problem" created by these units with in the 2<sup>nd</sup> floor classroom of the new 2003 Add. Cost **\$8,500.**

## **Year 2015-16**

**NEW Project TMS Removal of 90 Old Locker Fronts**

**NOTE:** (Locker # 1 to 180) Old Double Door Side-by-Side with 2 Book Doors above (Most Middle School Children can not reach top. Installed 1968). Some of the lockers have rust on the inside and will need to be painted.

[1] Replaced with New Double Tear "Fronts only" to match existing lockers that were installed throughout the building in 1990's

[2] Install with recessed combo. Lock set with master key entry.

**Total Cost = \$15,310**

## **Year 2016-17**

**TMS Library & Guidance /Front Office Area HVAC      \$60,500**

**NOTE:** The Window AC Units that are in use today are 4 to 8 yr (+) old. Replacement cost \$300.00 to \$800.00 each (depending on location) and there is no AC in the Library on the 2nd. Floor.

**THS All Weather Track (Installed in 2005) Resurfacing      \$70,000**

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

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

**DATE: November 9, 2011**

**SUBJECT: Budget Transfer Request**

In accordance with Board Policy 3060, an authorization is requested for the following transfer of funds:

<u><b>From Account</b></u>	<u><b>Amount</b></u>	<u><b>To Account</b></u>	<u><b>Amount</b></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.

WDG/JAN:ca