

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

SPECIAL MEETING

6:30 – 7:30 P.M.

AGENDA
August 13, 2014

VISION STATEMENT

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

- A. CALL TO ORDER
- B. INFORMAL GATHERING WITH DR. MCDOWELL (BRING YOUR QUESTIONS AND INSIGHTS)
- C. ADJOURNMENT

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
August 13, 2014

VISION STATEMENT

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

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

- Regular Meeting – July 23, 2014

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 Operational Guidelines – School Resource Officer
- F.2 Right Response CT Network Grant Application
- F.3 Year-end Utility Internal Service Fund (UISF) Analysis and Recap
- F.4 Board Policy #5120 Administration of Student Medications in the Schools
Board Policy #5050 Confidentiality and Access to Student Records
Board Policy and Administrative Regulation #3080 Advertising Signage
- F.5 CABE Membership
- F.6 School Items – Honeywell Project

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

- I.1 Board Policy and Administrative Regulation #1000, Community Engagement
Administrative Regulation #5140, Student Use of District Computer System and
Internet Safety

J. PUBLIC PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council Meeting - July 22, 2014

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

TOLLAND BOARD OF EDUCATION
Hicks Municipal Center
Conference Room A
Tolland, CT 06084

REGULAR MEETING – July 23, 2014

Members Present: Mr. Sam Adlerstein, Chair; Mr. Patrick Doyle, Vice Chair; Ms. Karen Moran, Mr. Steve Clark, Mr. Tom Frattaroli, and Ms. Colleen Yudichak

Administrators Present: Mr. William Guzman, Superintendent of Schools

Others Present: Steve Werbner, Town Manager; Bev Bellody, Director, Human Services; Clem Langlois, Public Works Operations Manager; State Representative Sam Belsito; Jack Scavone, Chair, Town Council; George Baker, Vice-Chair, Town Council; William Eccles, Town Council; Jan Rubino, Town Council; Ben Stanford, Town Council; Richard Field, Town Council; Paul Krasusky, Town Council

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:32 P.M. The Pledge of Allegiance was recited.

B. APPROVAL OF MINUTES – July 9, 2014 – Regular Meeting

Mr. Clark motioned to accept the minutes of the July 9, 2014 meeting. Mr. Doyle seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION (2 minute limit) - none

D. POINTS OF INFORMATION

Mr. Adlerstein introduced Ms. Yudichak to the Board. She was unanimously appointed by the Town Council last night. Ms. Yudichak introduced herself. She is happy that she was chosen by the Republican Town Committee and looks forward to working with both sides but most importantly working with the schools, children, and the Town.

E. STUDENT REPRESENTATIVE REPORT - none

F. SUPERINTENDENT'S REPORT

F.1. Tolland Public Schools – Facility Utilization Study

Mr. Guzman explained that this was an undertaking that started 15-16 months ago. The District contracted with DRA to do a Facility Utilization Study. Four meetings were held with the public to ascertain the thoughts and feelings of the Town and present various elements of the study. This study has evolved to the final report which DRA is presenting the evening. Mr. Adlerstein noted that other than those on the Finance and Facilities Committee, this is the first time the Board members are seeing this information.

Mr. Jim Barrett, Principal, Drummey Rosane Anderson Inc. introduced himself. He has been working on this project since spring 2013. DRA was contracted to think about questions relative to the four buildings within the public school system, issues of enrollment, the physical conditions of the existing buildings, and to interview key

players throughout the system so DRA could see from an educational and planning standpoint how the buildings are utilized today. They also examined the strengths and weaknesses noting what items in the system are spectacular and should not be changed as well as areas of opportunity for improvement. The key driver was the declining enrollments. Mr. Barrett introduced Mr. Paul Moore, an educational planner and programmer with DRA, and Mr. Doug Lajoie, a CES consulting engineer. The team understands the systems that are in place, the life expectancies of those systems, and the options for the future.

Mr. Barrett reviewed the attached presentation. He began by highlighting other members of the team and reviewing the district resources. This included the four buildings: Birch Grove, TIS, TMS, and THS. The critical issues were reviewed as well. In regard to the declining enrollment, this has already had an impact on the system and a continued enrollment decline is anticipated. Tolland is not alone in this. The state is experiencing a similar situation as well as the northeast and many other areas of the country. Higher maintenance costs are expected for both TIS and TMS – they are both aging and many of the systems have reached the end of their life expectancy. Mr. Barrett noted that the state reimbursement office of school facilities does have a program available but it is very specific in terms of the project. If one waits until a system breaks down, the state will not participate to repair. If a repair is addressing a new guideline or code, there may be partial reimbursement. It is only at the point when the plan is to Renovate-As-New that the state will participate at the full reimbursement level for the district. Tolland's reimbursement level is approximately 50%. Additionally, Mr. Barrett recommended thinking strategically about the options long term in regard to the declining enrollments and the aging facilities.

A snapshot of the enrollment history for each of the four schools was reviewed. When looking at the enrollment projections, it was noted that demographers are confident that the expectation is that the enrollments will not return to the historic median. The options were based on projected 2018/19 enrollments. This was the year that all of the options could truly be compared.

The facility assessment was reviewed. It was noted that the buildings are well cared for and on an ongoing maintenance schedule. The key components of the assessment were reviewed: access improvements, building improvements, building MEP, interior spaces.

The space needs assessment was presented by Mr. Moore. When reviewing the four buildings, they began by looking at the classroom size. Currently there are 16-26 students per classroom. In the study, the target of 20 students per classroom was used. Other spaces were looked at as well to determine if the school can support the number of students who will use the space. Other potential changes were examined including grade reconfiguration, teaching changes, and the move to full day kindergarten.

DRA generated a family of six options but the focus is on options B, C, and E. The options were reviewed. Option E did not make sense since it would require a school-sized addition at one of the buildings. In turn, options B & C were carried forward. After review, option E4 was presented. This option would close TIS and would require that 11 classrooms be added to TMS making it an efficient utilization of the building

while taking full day kindergarten and the target of 20 students per class into consideration. The E4 option is not meant to be the design or detail of the solution. It is only one possibility. A similar scenario could be presented if the target of 22 students per classroom was used but the numbers would have to be refined since there would be slight effect on overall cost.

A discussion of costs took place. The "do-nothing" option (A) assumes that in the next 10 years, the systems will fail if they are beyond their useful life expectancy and there would be a premium added to the cost. Renovation over 10 years would cost tens of millions of dollars. While the systems at TIS and TMS are being maintained, the base systems are closing in on their useful life expectancy. Option B takes away the premium and the spending is in a more planned and efficient fashion so the cost would be about 20% less than plan A. Option C promotes "renovate-as-new" and meets the state's requirements for grant funding opportunities. It would cost fourfold the amount of option A but with a 50% reimbursement. In turn, the net is double the cost of option A but there would be 2 buildings designed to serve the community for the next 20-40 years. Option E4's cost is between that of options B and C. It only deals with one building as "renovate-as-new". Each of these options could have multiple timelines for the project completion.

Mr. Barrett explained that if there are additional questions or concerns, they can be addressed and added to the study and the complete presentation will be made to the Finance and Facilities Committee which will then carry it to the Board as a final recommendation of available options. There may be other options or hybrids of the presented options as well.

Mr. Eccles noted that in option E4, 2021/2022 was used but option A was for 2023/2024. He confirmed that the 11 classrooms would be needed for 3 years and then that number would be reduced and in turn if one waited, there may not be as large of an addition necessary. That said, at some point the enrollment numbers will level off and there is the potential of an uptick in enrollments.

Mr. Werbner commented that around 2021/2023, the THS projected enrollment is 601 for a school which was built for 1300 students. In turn, they would be a couple of years into an 11 room addition at a cost of \$X. How would one sell this addition to the electorate when the high school is only at 50% capacity? Would it be possible to have a different grade configuration such as having the 8th grade at the high school to utilize the space at the best facility? It was explained that it would be possible but noted there would be a big change in the educational function by putting the 8th grade into the high school. The creation of an 8th grade academy may be one option. This is the type of refinement that may be done in the development process. Mr. Werbner noted that an attempt should be made to optimize the space at the facility with the most modern systems.

Mr. Werbner inquired about using the document as a planning device for future capital planned improvements. The matrix for each school in terms of what systems have reached the end of their usable life and what is being replaced by the Honeywell project is not clear. The vast majority of the most expensive HVAC systems and lighting is being

addressed through Honeywell and it does not appear to be reflected in the matrix. He noted that example of the recommendation to replace the flooring at TMS which was just replaced two years ago. In regard to the tile, DRA determined there is still 12x12 VAT (vinyl asbestos tile) that needs to be replaced. Portions have been replaced but there are still many square feet left to do. DRA will go back and confirm the information.

Mr. Lajoie reviewed the matrix. For each of the buildings it identifies major systems, when they were installed, the useful life expectancy, the anticipated replacement timing, the unit cost, how many units would be needed, and the full replacement value. Mr. Lajoie noted that the numbers do not reflect a wholesale change of the mechanical or lighting systems but other system components would need to be replaced. Mr. Lajoie commented that they would be able to meet with him to review the items line by line.

Mr. Stanford inquired if TMS could support a second story. Mr. Barrett noted that it could be looked at but he was unsure if the structure was designed for such an addition. Further, the seismic code has changed substantially since it was built. Lastly, it is a very disruptive way to put up a building. Mr. Stanford asked if the calculation for class sizes of 22 students was included. Mr. Barrett noted that it was not but could be shared in the appendix.

Mr. Guzman noted that the chart for E4 shows the high school capacity of 1020 while option B has a capacity of 816. Mr. Moore will review this and make the modification.

Mr. White commented that the legislature may at some point make pre-k mandatory and asked if this was taken into consideration. Mr. Moore explained that it was not. Pre-K is very different. This may fall under the potential use of the flexible space due to declining enrollments.

Mr. Scavone noted that the concept of a school within a school was well explained. This may put some options back on the table since some may not have understood the concept.

Mr. Doyle commented that there are more discussions on the table. He would not assume that people did or did not understand the school within a school concept. As a Board member, he would want to assess this option.

A brief discussion of various grade configurations took place. Mr. Adlerstein confirmed that the report provides sufficient data for the Board and various options to see the impact. Further, it was noted that phased, occupied construction could be considered.

Ms. Moran noted that the information presented is simply a diagram – a test fit. It is not a design.

Mr. Doyle noted that the final report will go to the Finance and Facilities Committee which will carry it back to the Board and post it on the website. This is good, rich information that will generate discussion.

F.2. Board Policy and Administrative Regulation #1000, Community Engagement
Administrative Regulation #5140, Student Use of District Computer System and Internet
Safety

Mr. Guzman noted that this item will be on the next agenda for action. It was reviewed by the Policy Committee on July 9th. Changes to the administrative regulation may be found on the yellow sheet. These were added in response to a concern raised by a parent.

G. COMMITTEE & LIAISON REPORTS

Communications

Ms. Moran noted that June 14th was the first annual community volunteer day. Over 50 volunteers arrived over the course of the day and worked with Rebuilding Together Providence to address the bathrooms at TMS. They were cleaned, prepped, and primed in preparation for the Honeywell volunteers to do the final coat of paint on the 11 bathrooms. After working with the Town Council, Ms. Bellody, and Mr. Werbner, they decided to keep going and addressed the cafeteria and the staff lounge. The \$25,000 earmarked for the bathrooms was utilized for supplies, summer help, landscaping, and appliances for the staff lounge. Ms. Moran thanked everyone for their help and reviewed a series of before and after photographs. She noted that the two Adopt-A-Spot locations near the staircase have been adopted by Wildflowers and Natural Choice Landscaping. Ms. Rubino asked if there would be new lockers. Mr. Guzman responded that they are getting quotes to see if some of the narrow lockers can be replaced. Ms. Moran commended the summer crew and noted that a former student has sketched a mural for one wall of the cafeteria.

Shared Services

Mr. Adlerstein noted that there is a Technology Advisory Board meeting tomorrow night. The TAB has been asked to steer the planning for the technology in the schools and it will be a while before it comes before the Board.

Town Council

Ms. Moran noted that the Tolland Conservation Corp won a \$50 prize and Ms. Rubino gifted it at last night's Council meeting to the TMS landscaping project. Mr. Adlerstein thanked Ms. Rubino and asked that she express the Board's thanks to the Conservation Corp.

Mr. Guzman noted that there is a possibility for a grant from the Justice Advisory Committee for the coordination among the Town, the Board, and the Police Force called the Right Response CT Network. He has forwarded this to Mr. Werbner for Ms. Dunn's review.

Mr. Guzman spoke of the MOU (Memorandum of Understanding) for the SRO (School Resource Officer). He explained that Mr. Werbner asked him if the operational guidelines could be approved by the Board so that when/if the state police department approves the MOU, the Board can change the title of what it has approved to an MOU. The Finance and Facilities Committee will review it and bring it to the Board. Mr. Doyle noted that if the state police do make changes, there will need to be another discussion.

H. CHAIRPERSON'S REPORT

Mr. Adlerstein noted that this is Mr. Guzman's last meeting and that Mr. Guzman is always about putting the students first. That said, he opened the floor for those who would like to say parting words to Mr. Guzman.

Ms. Rubino spoke on behalf of the Town Council. She thanked Mr. Guzman for everything he has taught over the years and for the time and professionalism he displayed to the Town and the students. She thanked him and wished him the best of luck.

Mr. Clark commented that next to Mr. Guzman, he was the most senior person in the room in terms of longevity. It was not until they started the search for a new superintendent that he learned how unusual it is for a superintendent to remain in one district for 12 years. It just worked out well. He spoke for the Board and wished Mr. Guzman a very happy retirement. Mr. Clark thanked Mr. Guzman and offered congratulations and good luck.

Mr. Frattaroli commented that in all of the negotiations when speaking with the attorneys, Mr. Guzman was a consummate professional. It was a pleasure working with him and it was a great learning experience. He thanked Mr. Guzman.

Mr. Adlerstein noted that 12 years is a long time for a superintendent to serve but thinks that it added a great amount of stability to the school system particularly at a time of so many changes.

Ms. Moran noted that she and Ms. Palumbo have been secretly collaborating. They designed a special plaque to add to the many already on his wall. It stated, "The Tolland Board of Education recognizes William D. Guzman for his 12 years of dedication and commitment to the staff and students of the Tolland Public Schools. May 2002 – August 2014". The plaque included a photograph of the Board of Education office.

Mr. Guzman thanked everyone. He spoke of the first time he walked into Town Hall in April 2002 to observe a Board meeting prior to his first day. Everyone directed him upstairs to the Council Chambers but when it was time to leave, Ms. Trish Cardin had to guide him out of the building because it was a maze.

Mr. Guzman commented that he is very proud of the work the Board has done over time. The all-day kindergarten is a big accomplishment. Many years ago, the Tolland Alternative Learning Center was established. Because of that program and the leadership of the teachers, Tolland's graduation rate is 98-99%. There have so many great initiatives. There is an Indian saying, "Success has many parents but failure is an orphan." Improvements to the District have occurred due to the commitment of the various Boards of Education. He has worked with 6 different Boards and over 35 different Board members. The success has been the drive and the collective intelligence of the Boards over time. Tolland is a high performing school district. That is a testament to the work of the Boards, the administrators, and the teachers. There are fabulous teachers in the district and wonderful, committed, and dedicated administrators. He thanked everyone very much for the plaque and their kind words.

I. BOARD ACTION - none

J. PUBLIC PARTICIPATION

Chris White, Crystal Lake Road, commented that over the past 12 years he has had an opportunity to speak with Mr. Guzman during quite times whether it was 6 a.m. or 11 p.m. of items such as an obscure word. It is often said by many that Mr. Guzman could write a book. Mr. White noted that he would like to read a book written by Mr. Guzman.

K. POINTS OF INFORMATION

Mr. Doyle motioned to extend the meeting past 10:00 p.m. Mr. Clark seconded the motion. All were in favor. Motion carried.

Ms. Moran noted that the Board meetings will return to the Council Chambers starting on August 13th due to the logistics involved of videography. It was important to be in the schools and it was a good experience for everyone on the Board.

L. CORRESPONDENCE

- Town Council Meeting - July 8, 2014

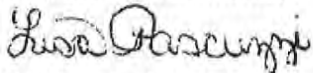
M. FUTURE AGENDA ITEMS

- MOU
- Policy 1000, community engagement

N. ADJOURNMENT

Mr. Clark motioned to adjourn the meeting at 10:03 PM. Mr. Doyle seconded the motion. All were in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk



Facility Utilization Study
Tolland Public Schools



Town of Tolland





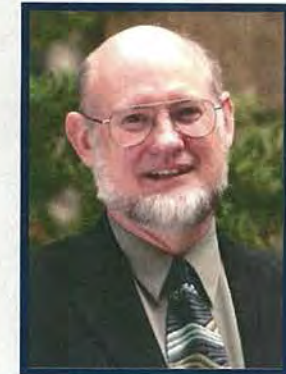
Michael Zuba, AICP
Milone and MacBroom



David Dickson, ASLA
Milone and MacBroom



James Barrett, AIA, LEED
principal in charge
community outreach advocate



Paul Moore, AIA
educational planner



Tracy Brennan-Spaulding
Leach Cost Consulting



Doug Lajoie, PE
CES Consulting Engineers

Project Team

School District Resources



ELEMENTARY SCHOOL

Birch Grove ES

Built 1999 / 2003 Renovation
72,949 sf;
Grades PK-2; 522 Students

INTERMEDIATE SCHOOL

Tolland Intermediate

Built 1971 / 1974 Renovation
109,126 sf; 8 Portable CRs
Grades 3-5; 617 Students

MIDDLE SCHOOL

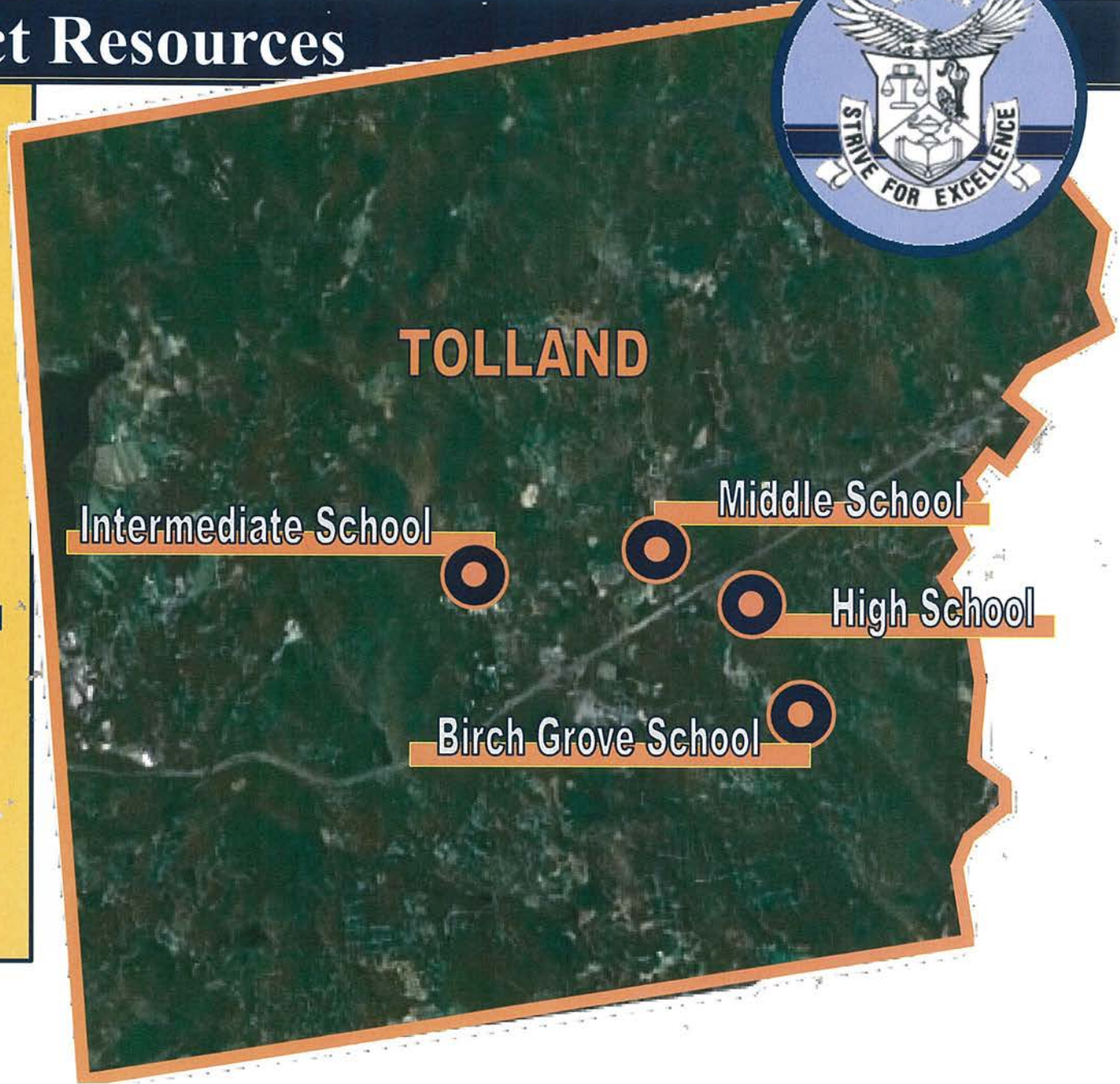
Tolland Middle School

Built 1966 / 1983 Renovation
136,531 sf;; 2 Portable CRs
Grades 6-8; 688 Students

HIGH SCHOOL

Tolland High School

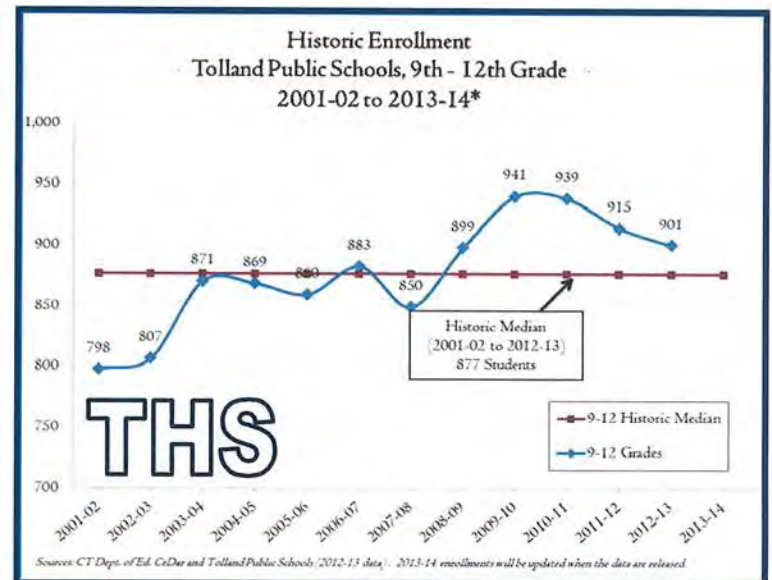
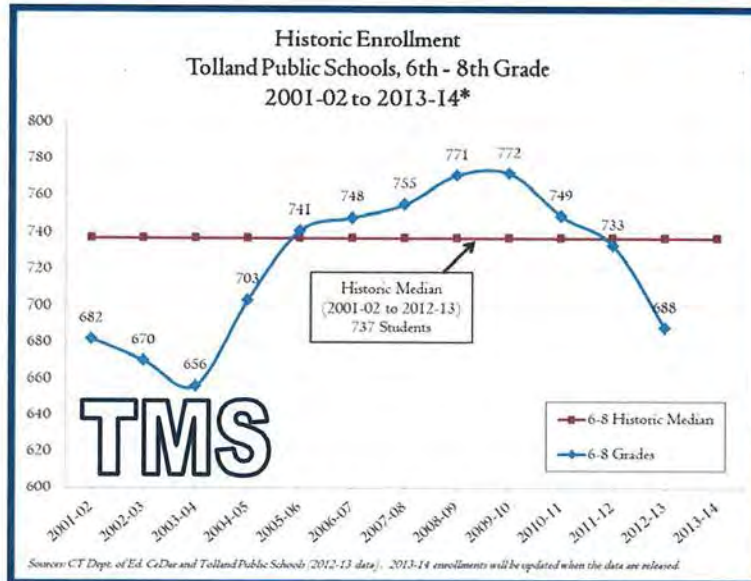
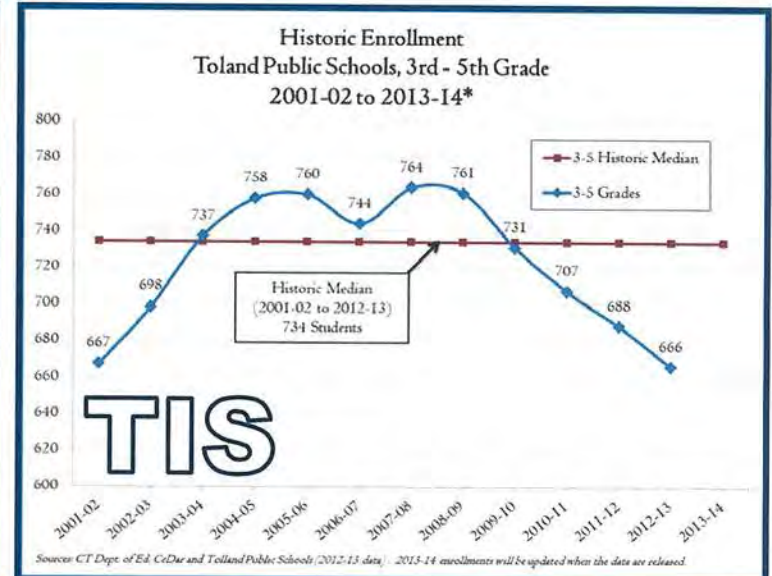
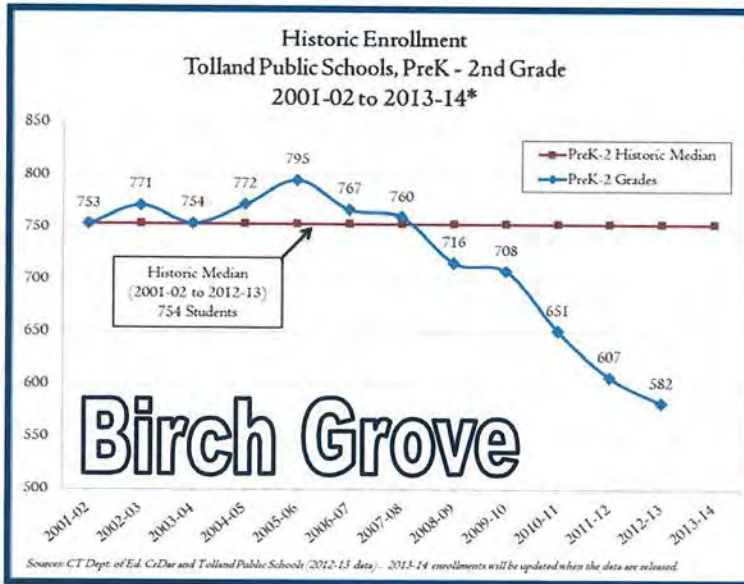
Built 2006
230,000 sf;
Grades 9 – 12; 848 Students





CRITICAL ISSUES

- 1. Declining enrollments are coming**
- 2. Higher maintenance costs may be expected for older buildings**
- 3. Schools will have excess space**
- 4. State reimbursement is available**
- 5. A long range plan is needed**



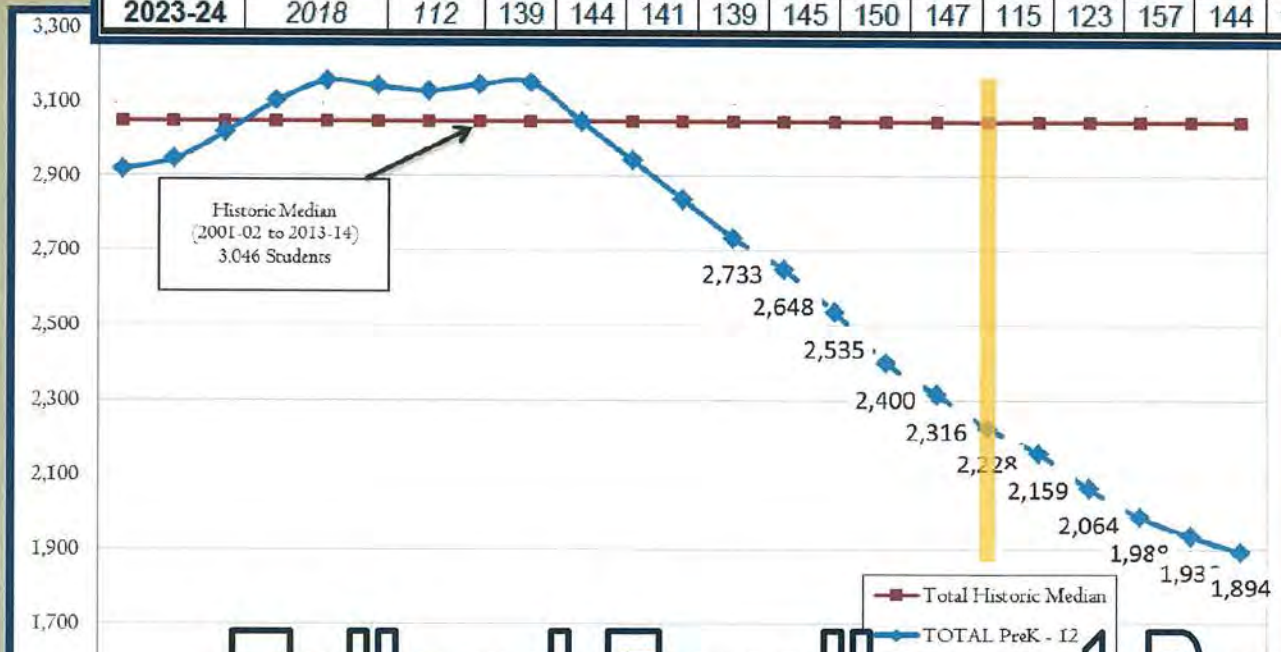
Tolland Enrollments BY SCHOOL



Tolland Enrollment Projections by Grade (2014-15 to 2021-22)

PK-12th

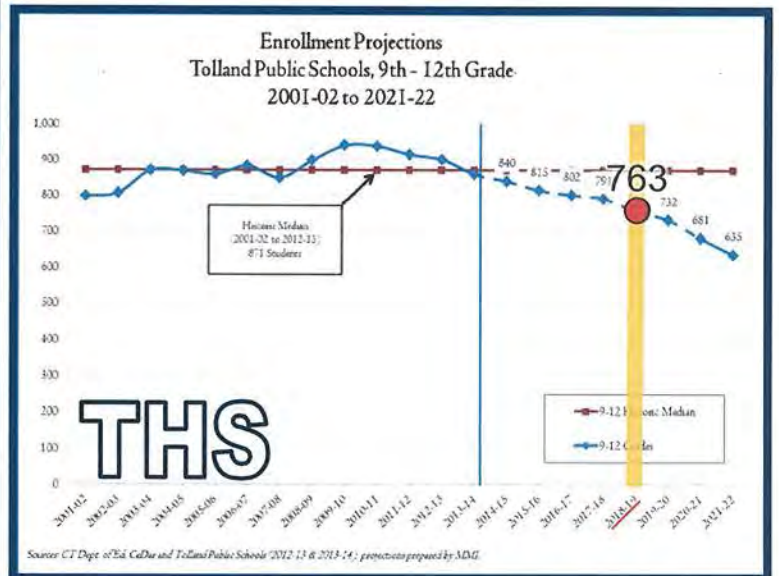
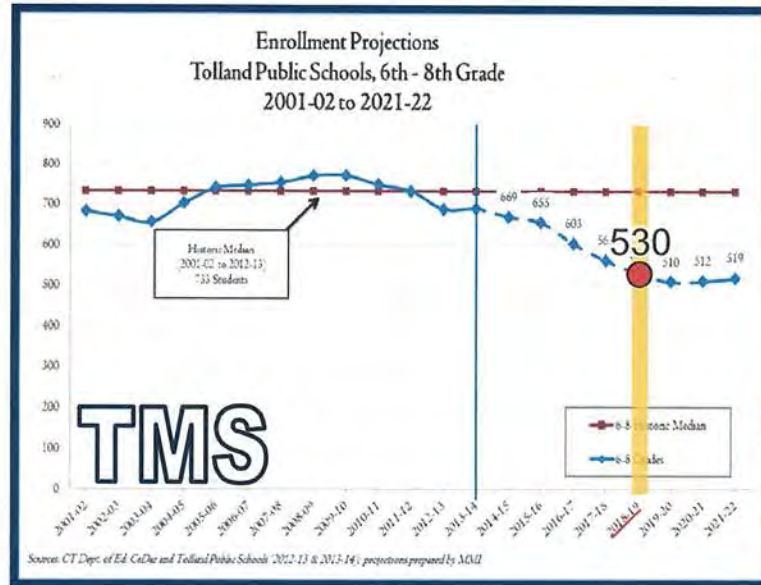
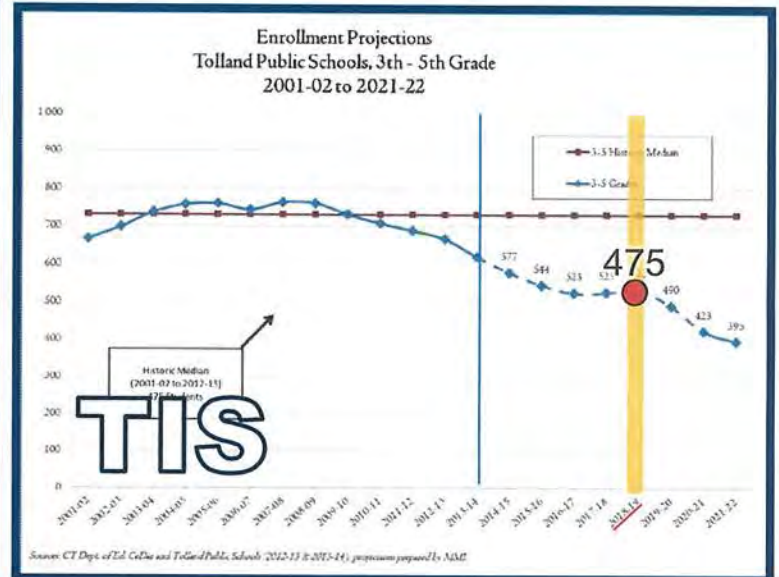
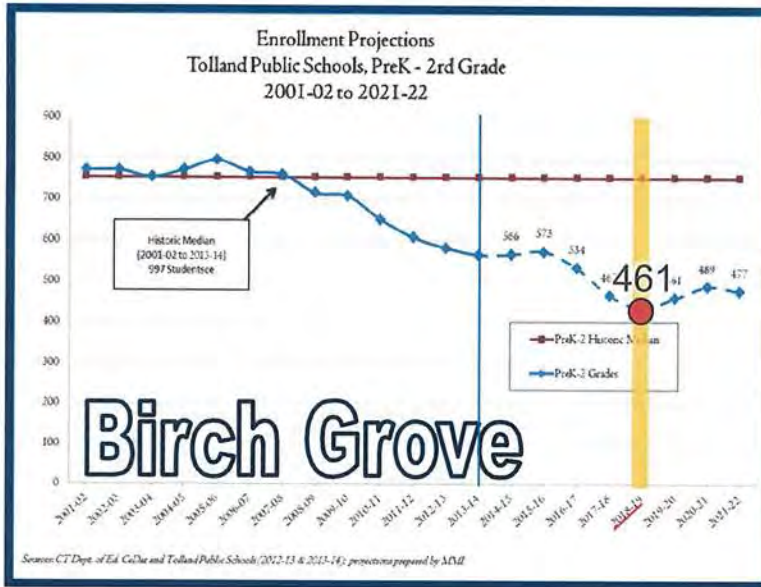
School Year	Birth Year	Births	K	1	2	3	4	5	6	7	8	9	10	11	12	PK	Total	Percent Change
2014-15	2009	138	171	168	172	184	191	203	221	239	210	216	199	222	204	48	2,648	-3.1%
2015-16	2010	99	123	177	171	172	183	189	200	220	234	192	208	202	215	48	2,535	-4.3%
2016-17	2011	91	113	127	179	170	172	181	187	200	216	215	185	211	196	48	2,400	-5.3%
2017-18	2012	116	144	117	129	179	170	170	179	186	197	198	207	188	204	48	2,316	-3.5%
2018-19	2013	117	146	149	118	128	179	168	168	179	183	180	191	210	182	48	2,228	-3.8%
2019-20	2014	112	139	150	151	118	128	177	166	168	176	168	173	193	203	48	2,159	-3.1%
2020-21	2015	107	133	144	153	150	118	127	175	166	165	161	161	176	187	48	2,064	-4.4%
2021-22	2016	109	135	137	146	152	150	117	125	175	163	151	155	164	170	48	1,988	-3.7%
2022-23	2017	112	139	139	139	146	152	149	115	125	171	149	145	157	158	49	1,936	-2.6%
2023-24	2018	112	139	144	141	139	145	150	147	115	123	157	144	147	152	50	1,894	-2.1%



Test Options
using
enrollments
at **2018-19**

Tolland Enrollment Projections





Enrollment Projections BY SCHOOL



Facilities Assessment

facility utilization study



KEY COMPONENT of ASSESSMENT

- **Access Improvements**
accessibility, ADA / CT Code compliance...
- **Building Improvements**
foundation, structure, roof construction...
- **Building MEP**
plumbing fixtures, life safety, electrical...
- **Interior Spaces**
interior finishes, space utilization, fixtures...

Birch Grove: 15 years old

TIS: 43 years old

TMS: 48 years old

THS: 8 years old



Facilities Assessment

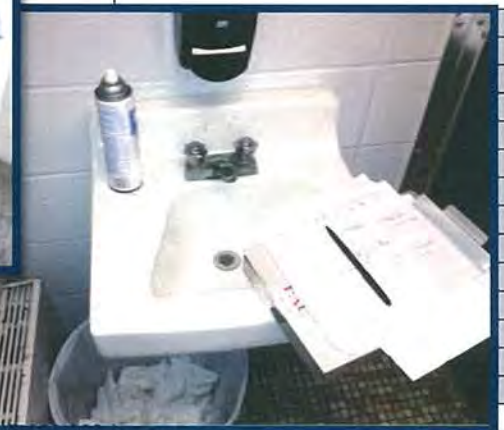
facility utilization study



System Priority 1 to 4 (1-Health & Safety, 2-High Medium, 4-Low)	System Rating 1 to 5 (1 Poor, 5 Excellent)	Last Major Reconstruct (Year)	Projected Replacement (Year)	Quantity	Unit Price	Current Replacement C	REMARKS
							Built in year: 2006
							Addition Built in yr:
							Part of Honeywell project
							00.00
							ove New energy efficient boilers
							ove
							00.00
							0.00
							0.00

- Division 16 - Electrical
- General Electrical (Starters
- Electrical Service / Distribu
- Transformer
- Lighting - General
- Classroom Lighting
- Gymnasium Lighting
- Corridor Lighting
- Emergency Lighting
- Communication Systems
- Technology Systems
- Fire Alarm System
- Clock System

	1	4					
	1	4					
	1	4	2006	2026	230,000	\$3.00	
	4	4	2006	2026	230,000	\$2.00	
							\$
							\$

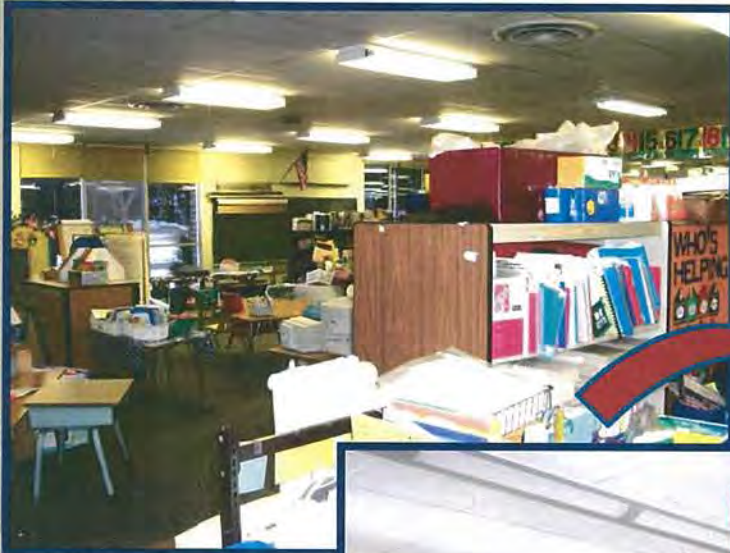


55 per sf



Facilities Assessment

facility utilization study



Existing

RENOVATE AS NEW is a project category defined by the state...



Renovate as New

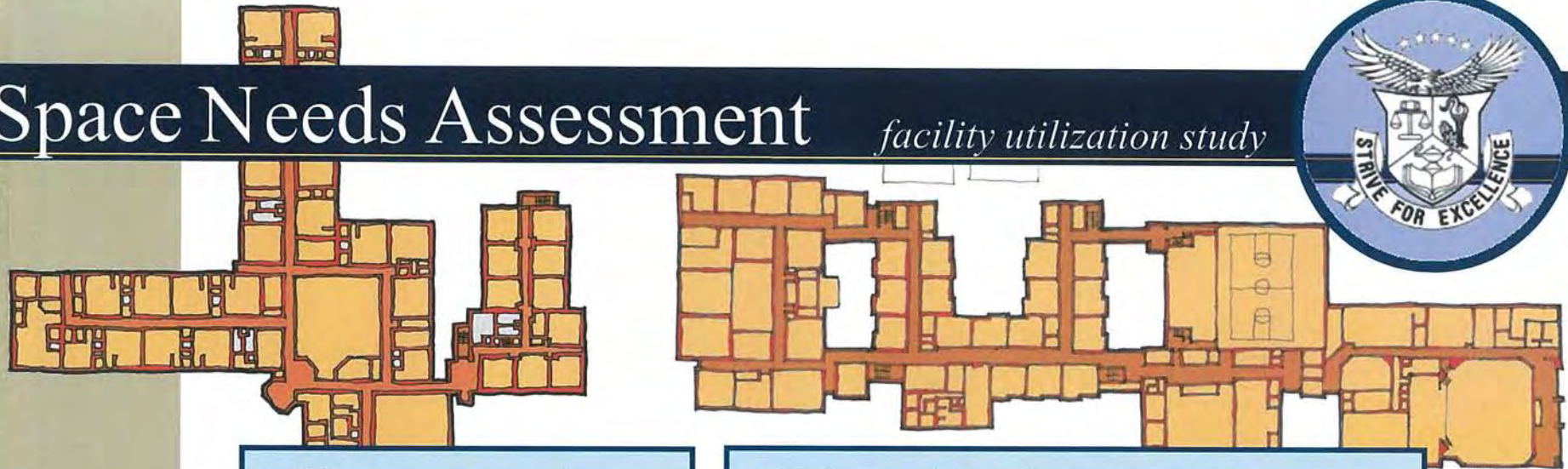
Renovations work to improve (partial list):

- Structure
- Architectural finishes
- Roof
- Windows
- Handicapped accessibility
- Mechanical systems
- Plumbing
- Electrical system
- Fire protection
- Security system
- Communications
- Technology system
- Fixtures
- Furniture
- Site elements



Space Needs Assessment

facility utilization study

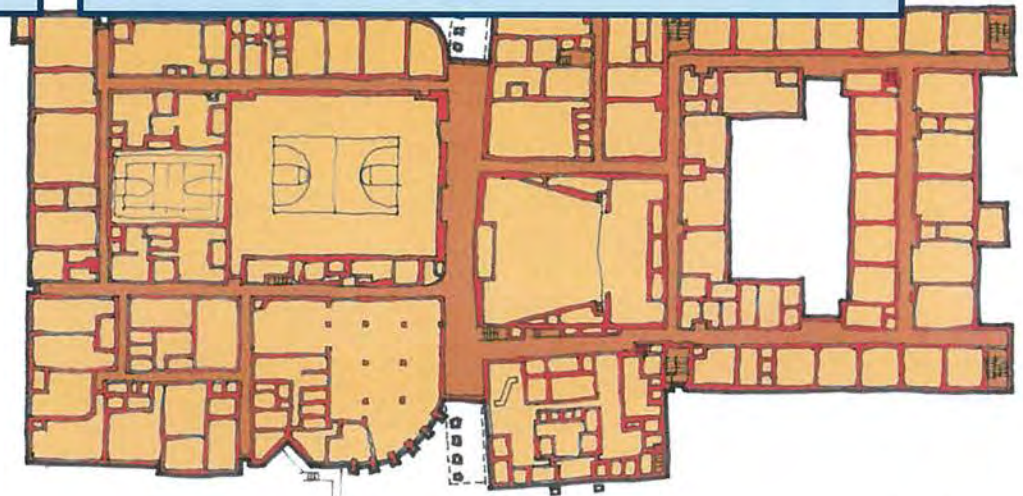
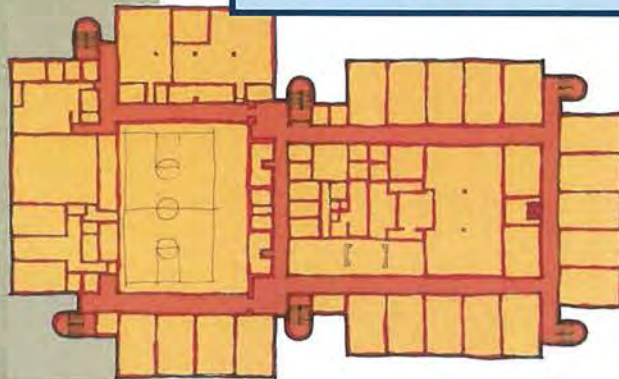


- Classroom size
target: 20 students per CR

- Educational program
shared spaces, Special Ed areas, etc.

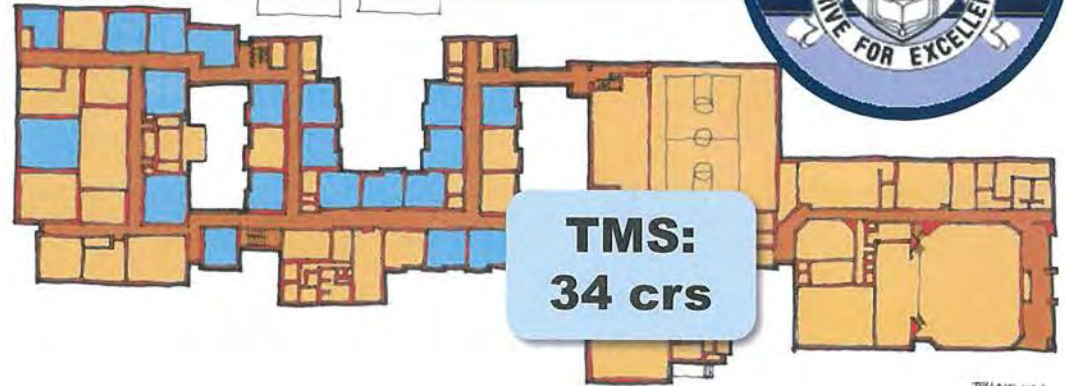
- Classroom count
building capacity, flexibility

- Potential changes
grade reconfiguration, modular CR's, full-day K

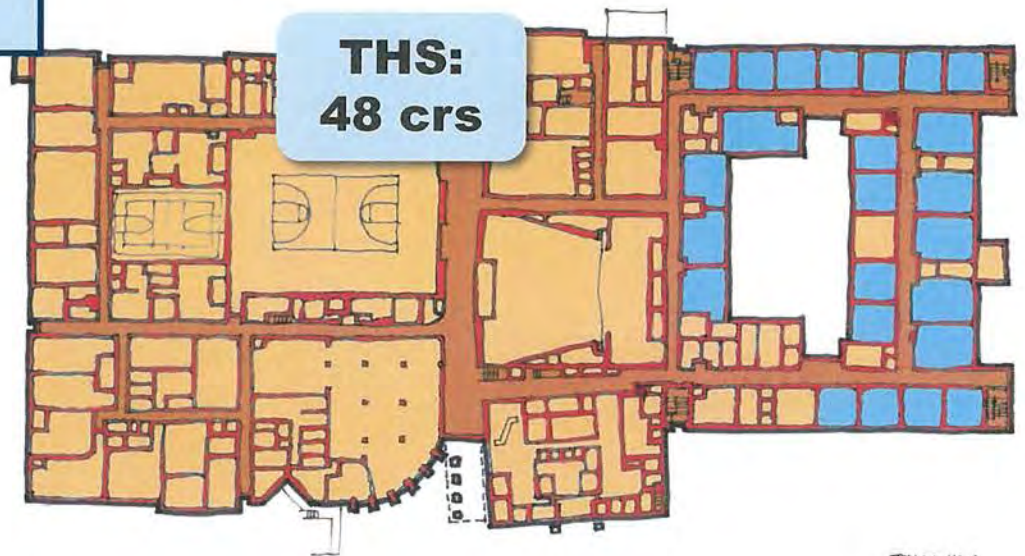


Space Needs Assessment

facility utilization study



▪ Classroom count
building capacity, flexibility





ICON	FAMILY LABEL	DESCRIPTION
	A Do Nothing	DO NOTHING means deciding to continue using the four TPS buildings for the same programs with no improvement projects. Upgrades and repairs are undertaken in reaction to deteriorating conditions as needed. Continues half-day kindergarten program.
	B Add Full-Day K	Uses the four TPS educational facilities with Full-Day Kindergarten added to Birch Grove
	C Renovations	Renovations of Middle, TIS, Birch Grove
	D Renovation Add / Demo	Renovations of Middle, TIS, Birch Grove with additions / demolition as needed.
	E Close a School	Consider closure of Middle School / TIS
	F New Building(s)	Consider Replacement of Middle School, TIS, Birch Grove

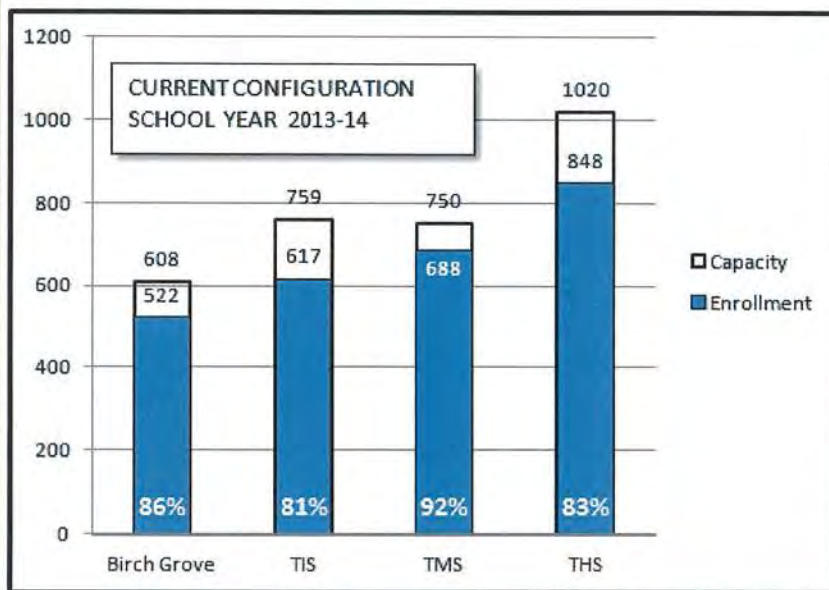


Families of Options



Current School Year

PK	K	1	2	3	4	5	6	7	8	9	10	11	12
School Year 2013-14			CURRENT CONFIGURATION										
<p>Birch Grove Elementary School- Capacity K-2: 608; PK: 3 CR's</p> <p>Enrollment Gr. PK=48, 3 CR's Gr. K-2=522, 24 CR's Half-day K</p>			<p>Tolland Intermediate- Capacity 3-5: 759</p> <p>Enrollment Gr. 3-5=617, 33 CR's</p>			<p>Tolland Middle School- Capacity 6-8: 750</p> <p>Enrollment Gr. 6-8=688 34 CR's</p>			<p>Tolland High School- Capacity 9-12 (85%): 1020</p> <p>Enrollment Gr.9-12=848, 48 CR's</p>				



LEGEND

- Birch Grove Building
- Tolland Intermed. Building
- Tolland Middle Sch. Building
- Tolland High Sch. Building

**16-26 students / cr
Half-day K (until fall
2014)**

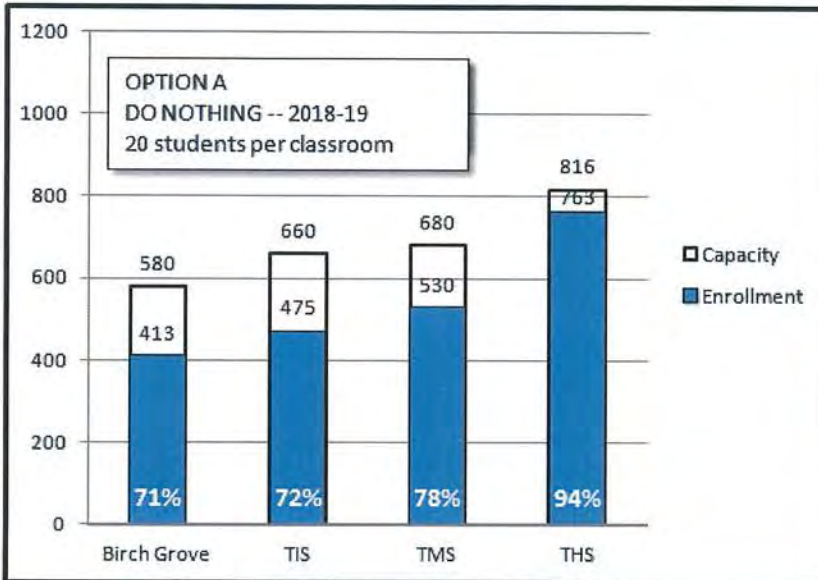


Option A

Do Nothing Option

**20 students / cr
Half-day K continued
Repairs as required**

PK	K	1	2	3	4	5	6	7	8	9	10	11	12	
School Year 2018-19			DO NOTHING*											
Birch Grove Elementary School- Capacity K-2: 580, 24 CR's; PK: 3 CR's Enrollment Gr. PK=48, 3 CR's Gr. K-2=413, 18 CR's Half-day K			Tolland Intermediate- Capacity 3-5: 660, 33 CR's Enrollment Gr. 3-5=475, 24 CR's			Tolland Middle School- Capacity 6-8: 680, 34 CR's Enrollment Gr. 6-8=530, 28 CR's			Tolland High School- Capacity 9-12 (85%): 816, 48 CR's Enrollment Gr.9-12=763, 45 CR's					
*NOTE: Schools capacity based on 20 students per classroom. (All options)														



	BG	TIS	TMS	THS
Close				
Maint	✓	✓	✓	✓
Captl Plan				
Reno				
Addn				

REIMBURSEMENT LOW OR NO REIMB'T





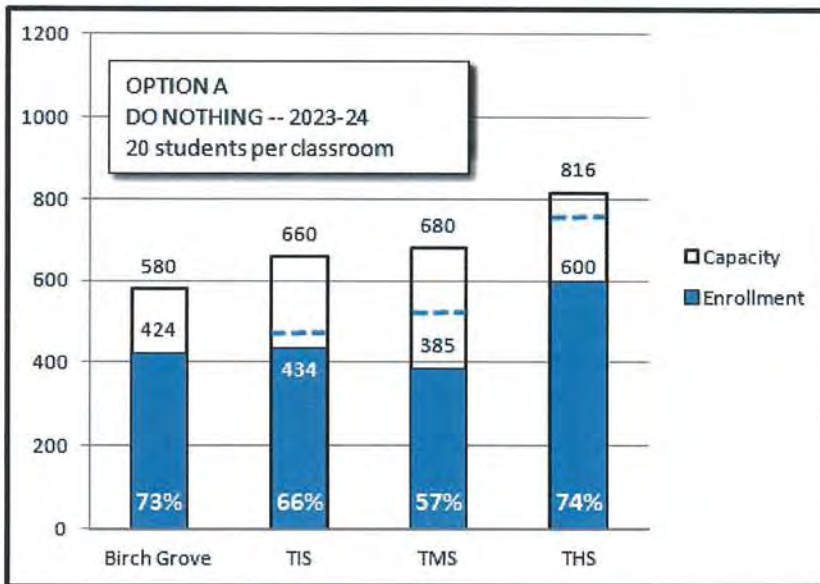
Option A

Do Nothing Option

Looking ahead:
2023-24

20 students / cr
Half-day K continued
Repairs as required

PK	K	1	2	3	4	5	6	7	8	9	10	11	12
School Year 2018-19		DO NOTHING*											
Birch Grove Elementary School- Capacity K-2: 580, 24 CR's; PK: 3 CR's Enrollment Gr. PK=48, 3 CR's Gr. K-2=413, 18 CR's Half-day K				Tolland Intermediate- Capacity 3-5: 660, 33 CR's Enrollment Gr. 3-5=475, 24 CR's			Tolland Middle School- Capacity 6-8: 680, 34 CR's Enrollment Gr. 6-8=530, 28 CR's			Tolland High School- Capacity 9-12 (85%): 816, 48 CR's Enrollment Gr.9-12=763, 45 CR's			
*NOTE: Schools capacity based on 20 students per classroom. (All options)													



	BG	TIS	TMS	THS
Close				
Maint	✓	✓	✓	✓
Captl Plan				
Reno				
Addn				

REIMBURSEMENT LOW OR NO REIMBT



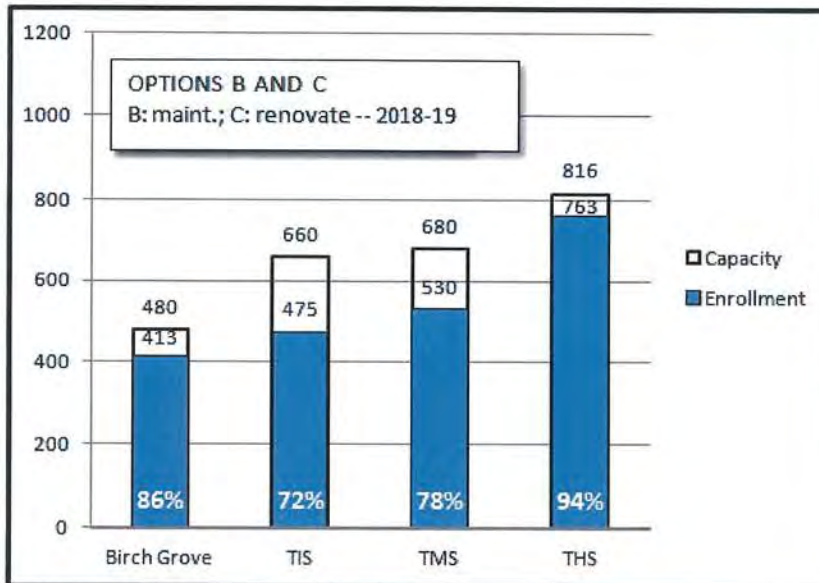


Option B

Planned Maintenance & Full-Day Kindergarten

**20 students / cr
Full-day K**

PK	K	1	2	3	4	5	6	7	8	9	10	11	12
School Year 2018-19		B = PLANNED MAINTENANCE & FULL-DAY K; C = RENOVATED PROACTIVELY & FULL-DAY K											
<p>Birch Grove Elementary School- Capacity K-2: 480, 24 CR's; PK: 3 CR's RENOVATED</p> <p>Enrollment Gr. PK=48, 3 CR's Gr. K-2=413, 22 CR's Full-day K</p>		<p>Tolland Intermediate- Capacity 3-5: 660, 33 CR's RENOVATED</p> <p>Enrollment Gr. 3-5=475, 24 CR's</p>			<p>Tolland Middle School- Capacity 6-8: 680, 34 CR's RENOVATED</p> <p>Enrollment Gr. 6-8=530, 28 CR's</p>			<p>Tolland High School- Capacity 9-12 (85%): 816, 48 CR's</p> <p>Enrollment Gr. 9-12=763, 45 CR's</p>					
*NOTE: Schools capacity based on 20 students per classroom. (All options)													



	BG	TIS	TMS	THS
Close				
Maint				
Captl Plan	✓	✓	✓	✓
Reno				
Addn				

REIMBURSEMENT LOW OR NO REIMBT



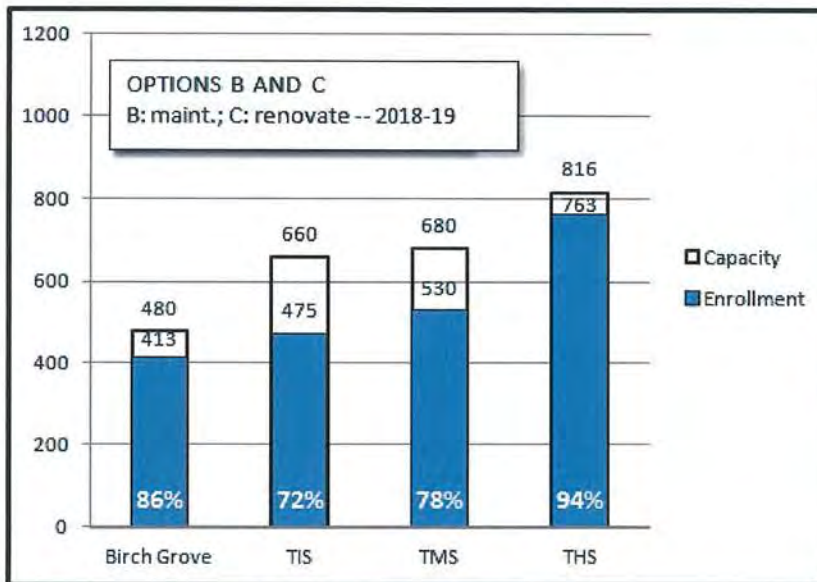


Option C

Renovated Proactively & Full-Day Kindergarten

**20 students / cr
Full-day K**

PK	K	1	2	3	4	5	6	7	8	9	10	11	12
School Year 2018-19		B = PLANNED MAINTENANCE & FULL-DAY K; C = RENOVATED PROACTIVELY & FULL-DAY K											
<p>Birch Grove Elementary School- Capacity K-2: 480, 24 CR's; PK: 3 CR's RENOVATED</p> <p>Enrollment Gr. PK=48, 3 CR's Gr. K-2=413, 22 CR's Full-day K</p>		<p>Tolland Intermediate- Capacity 3-5: 660, 33 CR's RENOVATED</p> <p>Enrollment Gr. 3-5=475, 24 CR's</p>			<p>Tolland Middle School- Capacity 6-8: 680, 34 CR's RENOVATED</p> <p>Enrollment Gr. 6-8=530, 28 CR's</p>			<p>Tolland High School- Capacity 9-12 (85%): 816, 48 CR's</p> <p>Enrollment Gr.9-12=763, 45 CR's</p>					
*NOTE: Schools capacity based on 20 students per classroom. (All options)													

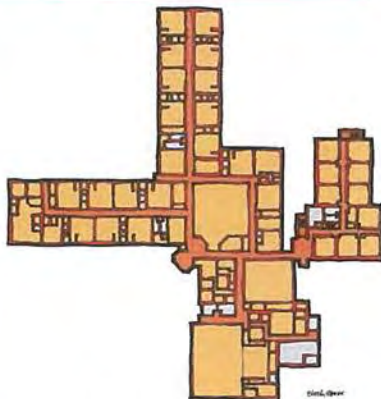


	BG	TIS	TMS	THS	
Close					LOW OR NO REIMBT
Maint					
Captl Plan	✓			✓	REIMBURSEMENT
Reno		✓	✓		
Addn					





Option E1



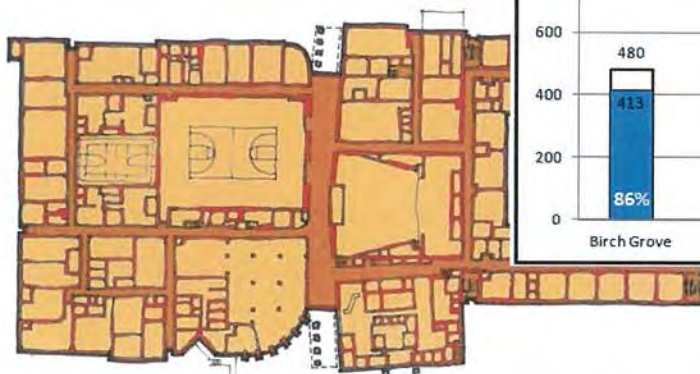
Birch Grove



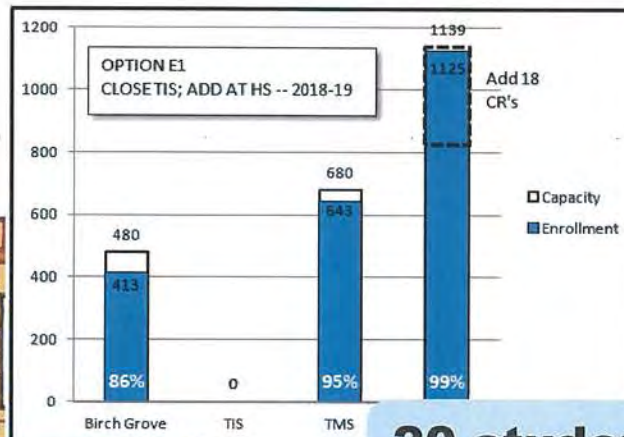
TIS



TMS



THS

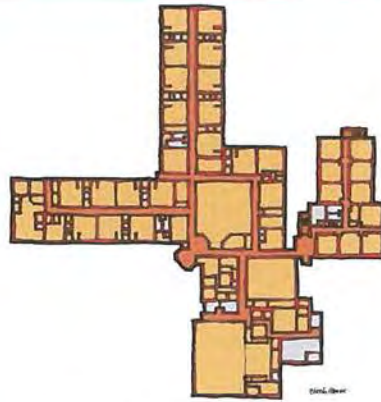


**20 students / cr
Close TIS**

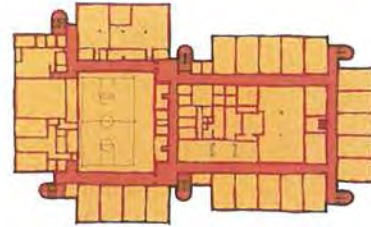
Year 2018-19



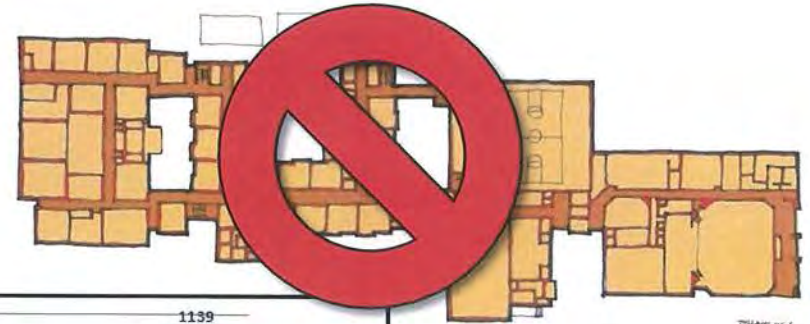
Option E2



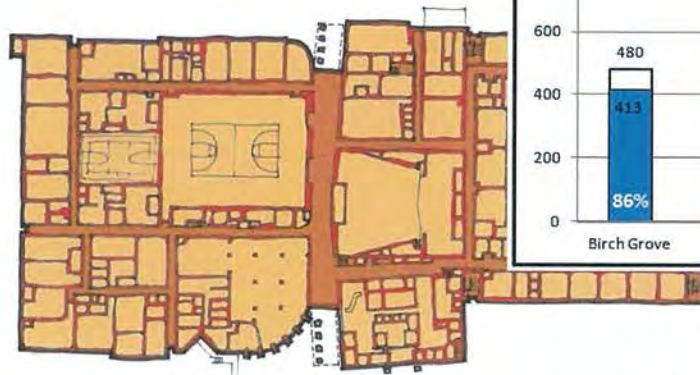
Birch Grove



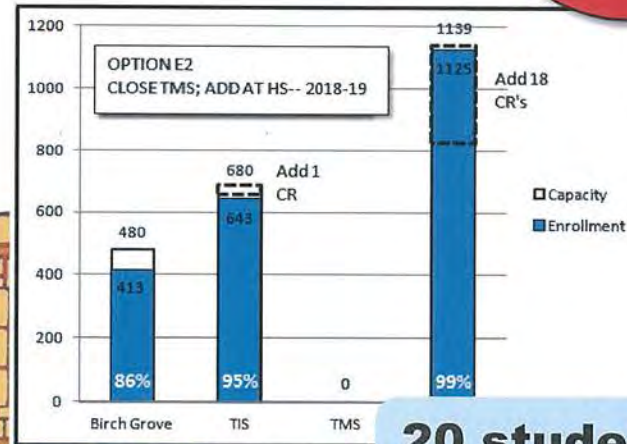
TIS



TMS



THS



20 students / cr
Close TMS

Year 2018-19

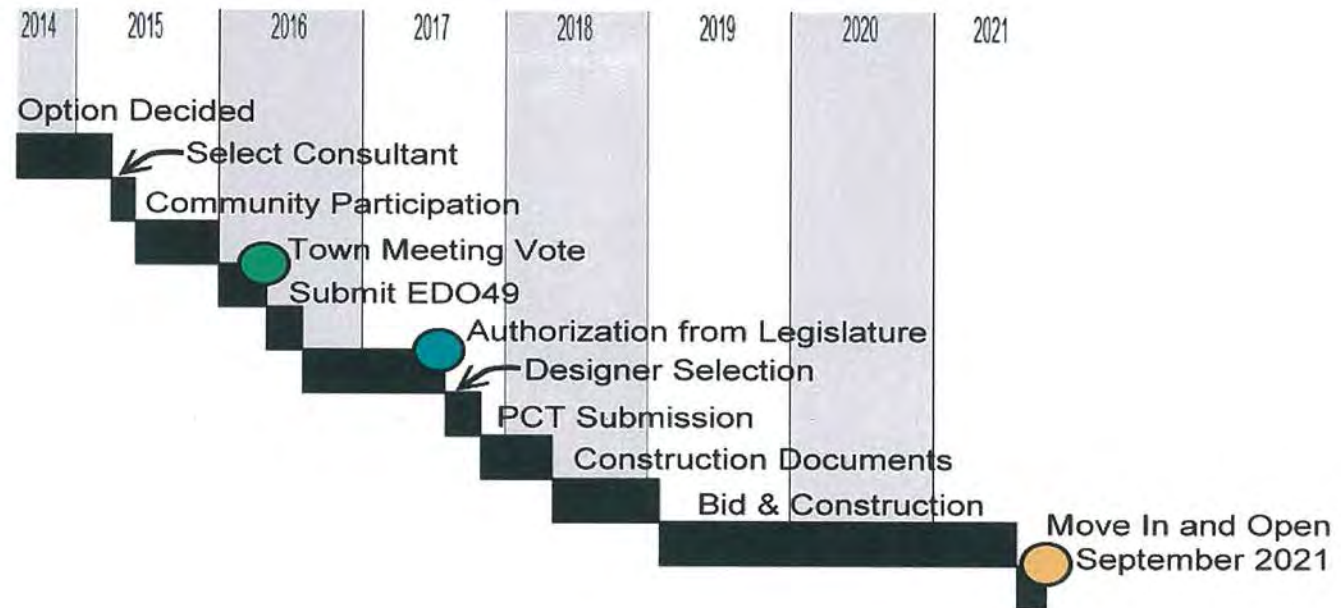


Option E Close a School

The option to close a school didn't make sense, because it would require a school-sized addition at another building.



Option E Close a School



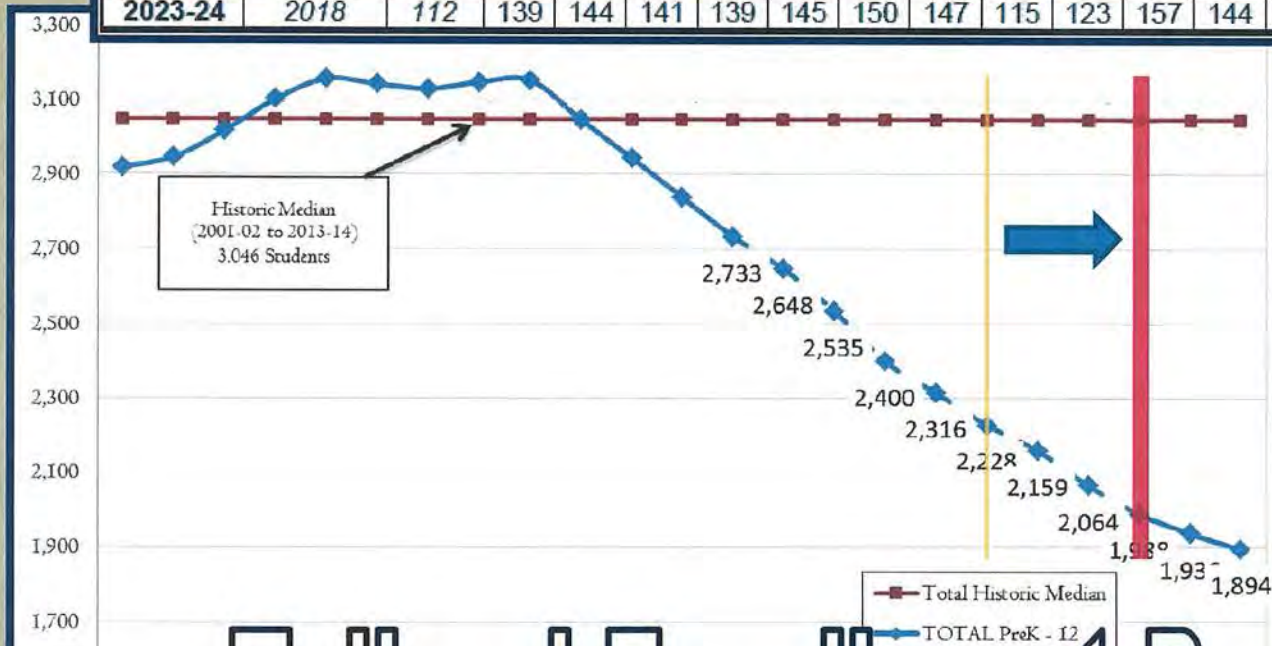
Then we generated a project timeline, finding a more realistic date for completion would be **2021.**



Tolland Enrollment Projections by Grade (2014-15 to 2021-22)

PK-12th

School Year	Birth Year	Births	K	1	2	3	4	5	6	7	8	9	10	11	12	PK	Total	Percent Change
2014-15	2009	138	171	168	172	184	191	203	221	239	210	216	199	222	204	48	2,648	-3.1%
2015-16	2010	99	123	177	171	172	183	189	200	220	234	192	208	202	215	48	2,535	-4.3%
2016-17	2011	91	113	127	179	170	172	181	187	200	216	215	185	211	196	48	2,400	-5.3%
2017-18	2012	116	144	117	129	179	170	170	179	186	197	198	207	188	204	48	2,316	-3.5%
2018-19	2013	117	146	149	118	128	179	168	168	179	183	180	191	210	182	48	2,228	-3.8%
2019-20	2014	112	139	150	151	118	128	177	166	168	176	168	173	193	203	48	2,159	-3.1%
2020-21	2015	107	133	144	153	150	118	127	175	166	165	161	161	176	187	48	2,064	-4.4%
2021-22	2016	109	135	137	146	152	150	117	125	175	163	151	155	164	170	48	1,988	-3.7%
2022-23	2017	112	139	139	139	146	152	149	115	125	171	149	145	157	158	49	1,936	-2.6%
2023-24	2018	112	139	144	141	139	145	150	147	115	123	157	144	147	152	50	1,894	-2.1%



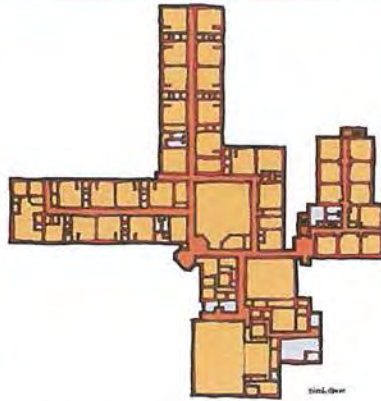
Develop a new Option E4. Test with enrollments at **2021-22**

Tolland Enrollment Projections





Option E4



Birch Grove

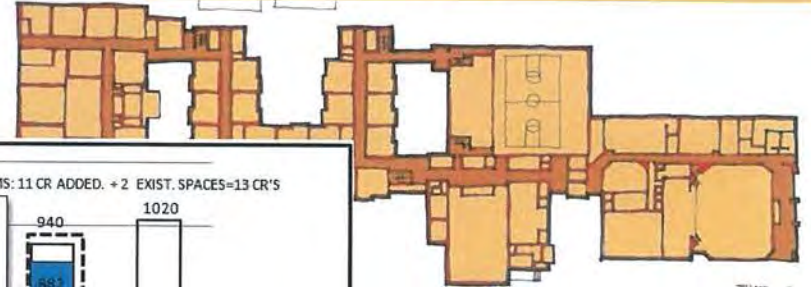


THS

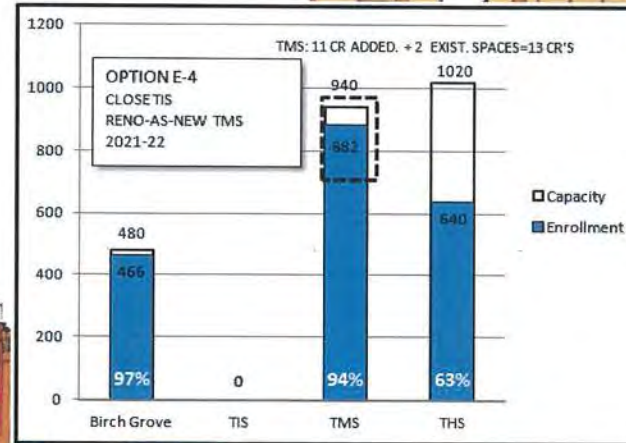


TIS

This can be done adding 11 classrooms to TMS



TMS



20 students / cr
Full-day K
Reno/add to TMS
2021 completion
Close TIS

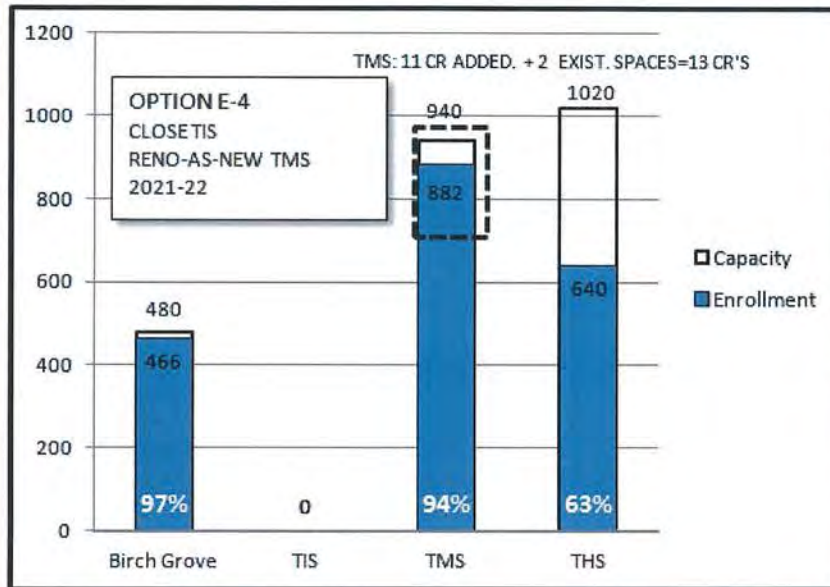


Option E4

Close TIS; Add at TMS

20 students / cr
Full-day K
Reno/add to TMS
2021 completion
Close TIS

PK	K	1	2	3	4	5	6
School Year 2021-22		E-4 CLOSE TIS; RENO-AS-NEW AND ADD AT TMS					
Birch Grove Elementary School- Capacity K-2: 480, 22 CR's; PK: 3 CR's Enrollment Gr. PK=48, 3 CR's Gr. K-2=418, 22 CR's Full-day K		Tolland Middle School- Capacity 3-8: 940 Enrollment Gr. 3-8=882 34 CR's + ADD 11 CR + 2 exist. CR's 47 CR's				Tolland High School- Capacity 9-12 (85%): 1020 Enrollment Gr.9-12=640, 48 CR's	
<p>*NOTE: Schools capacity based on 20 students per classroom. (All options)</p>							



	BG	TIS	TMS	THS
Close		✓		
Maint				
Captl Plan	✓			✓
Reno			✓	
Addn			✓	

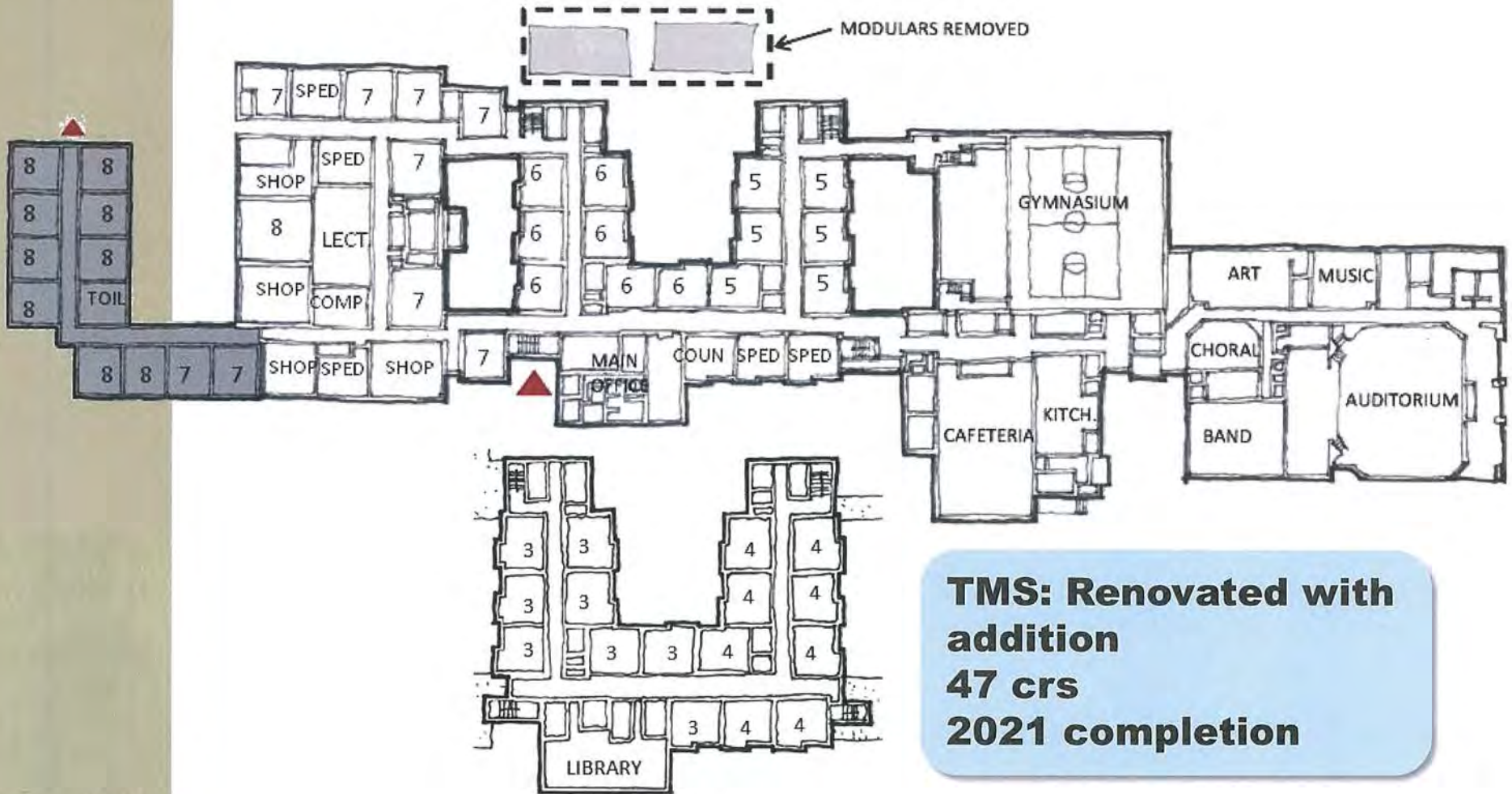
REIMBURSEMENT LOW OR NO REIMB'T



Option E4

Close TIS; Add at TMS

Test Fit Plan -- TMS



**TMS: Renovated with addition
47 crs
2021 completion**

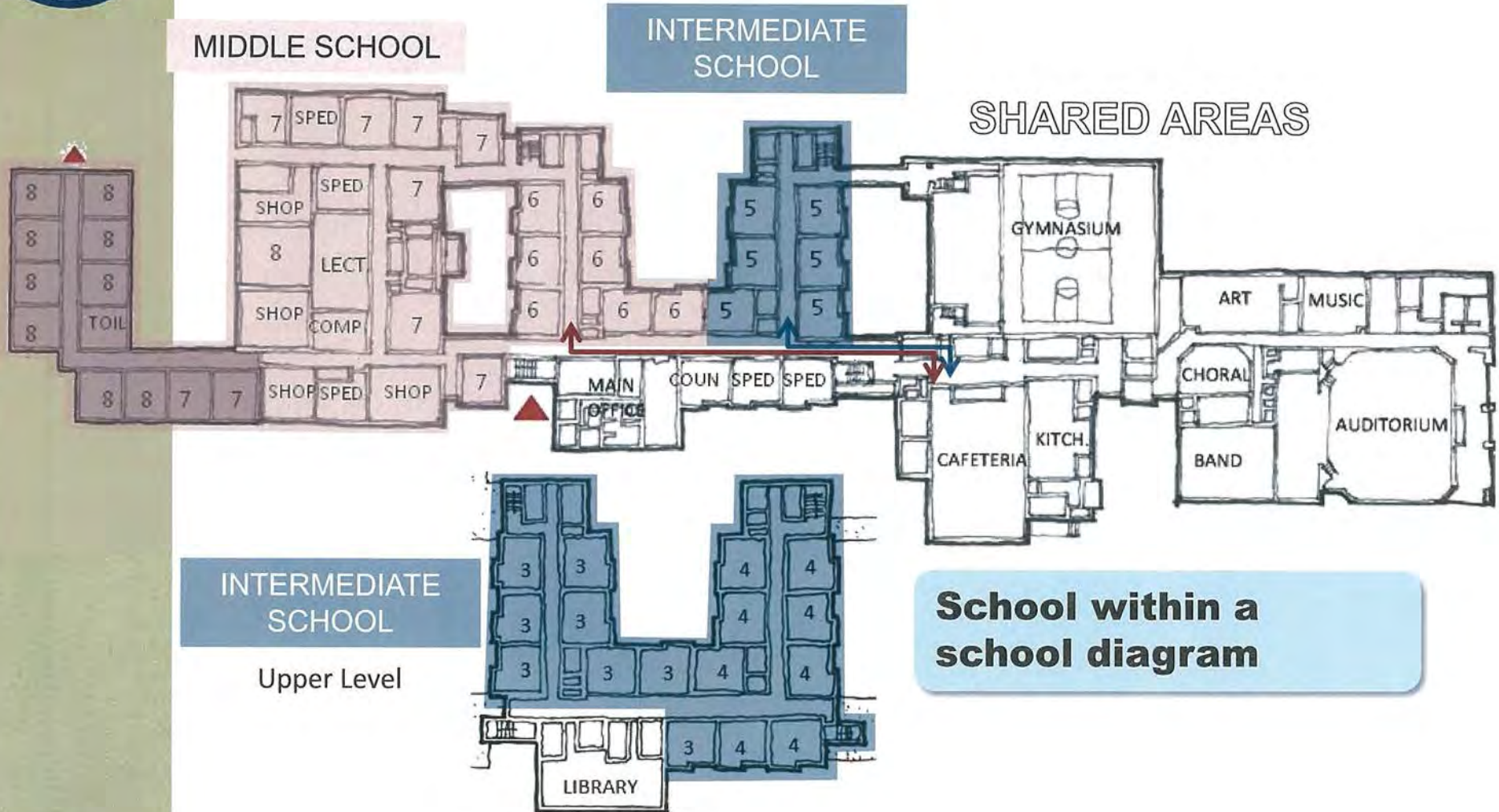




Option E4

Close TIS; Add at TMS

School within a school -- TMS





PROS AND CONS Comparison of Options

Option
B

Option
C

Option
E4

Efficient: Good match between capacity and projected enrollments



Flexible: Able to accommodate enrollment fluctuations



Promotes Change: Finds solutions outside the status quo



Reimbursible: Project could meet standards for state reimbursement

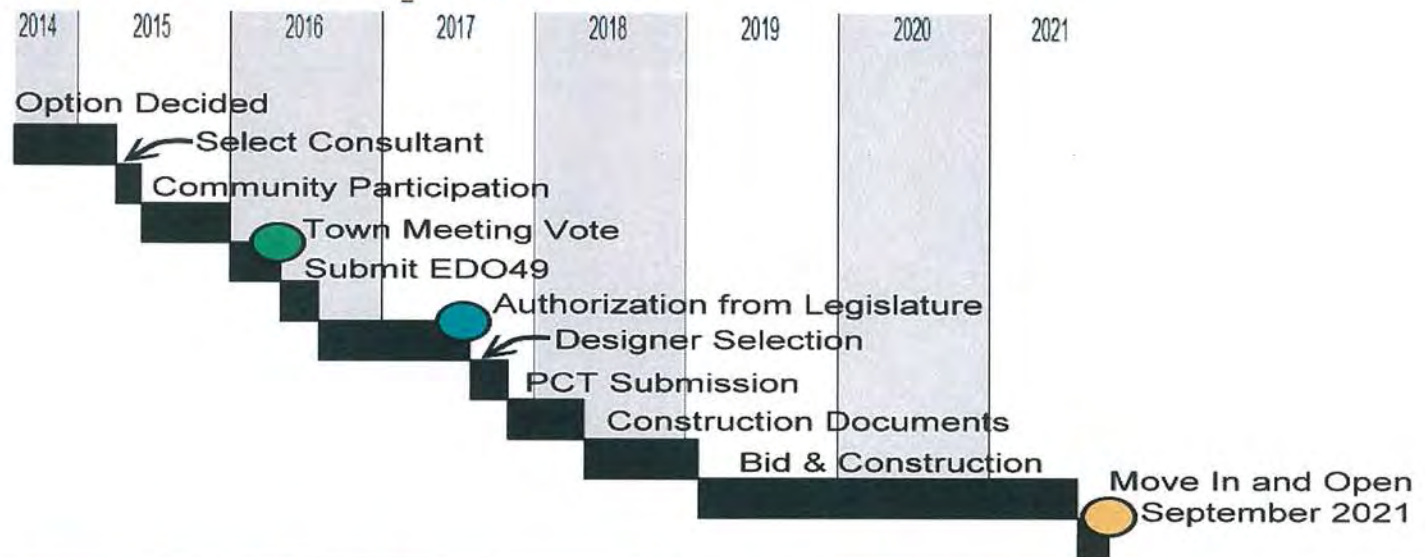


Pros and cons for Options



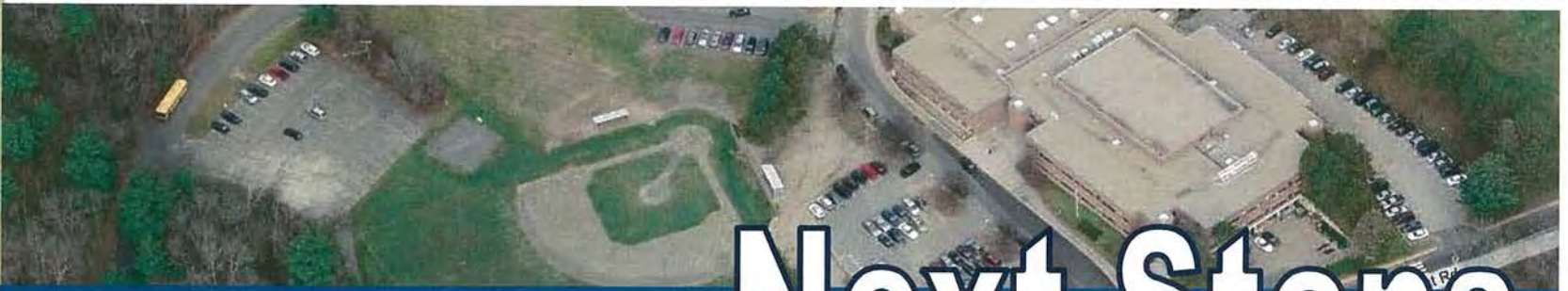
- **State reimbursement for Tolland: 50% on “Renovate as New” and 40% on new construction.**

- **Timeline for reimbursable project: 2021 completion.**



- **Potential uses for extra space: Magnet school or SPED magnet District offices**





Next Steps



Hicks Conference Room A

7:30 p.m.



Board of Education

Bill's last meeting



We shared stories, the Board and public thanked Bill for his years of dedicated service. Bill complimented the teachers and district.

Agenda

- A. CALL TO ORDER
- B. APPROVAL OF MINUTES
 - Regular Meeting - July 9, 2014
- C. PUBLIC PARTICIPATION
- D. POINTS OF INFORMATION
- E. STUDENT REPRESENTATIVE REPORT
- F. SUPERINTENDENT'S REPORT
 - F.1 DRA
 - F.2 Board Policy and Administrative Regulation #1000, Community Engagement
Administrative Regulation #5140, Student Use of District Computer System and Internet Safety
- G. COMMITTEE & LIAISON REPORTS
- H. CHAIRPERSON'S REPORT
- I. BOARD ACTION
- J. PUBLIC PARTICIPATION (2 minute limit, comment on these agenda items. |
- K. POINTS OF INFORMATION
- L. CORRESPONDENCE
 - Town Council Meeting - July 8, 2014
- M. FUTURE AGENDA ITEMS
- N. ADJOURNMENT

Public Participation

2 min :-)



TMS Summer Spruce Up

2014

June 14: First
Annual Community
Volunteer Day

June 26:
Honeywell
Painting

July: Cafe &
Staff Lounge
Painting

August:
Entryway &
Hallway
Painting

Back to school
opportunities...
involve students

Keep positive
momentum going.

***“If you were unable to participate due to scheduling conflicts,
we will have plenty of opportunities with future projects.”***



Tolland Middle School

Walter N. Willett, Ph.D., Principal
J. Anthony Spangle, Asst. Principal

One Falcon Way
Tolland, Connecticut 06084

Telephone 860-870-6860
FAX 860-870-5737

June 18, 2014

I cannot thank you enough for coming on June 14, 2014 to help prepare the TMS bathrooms for painting. Your generosity with your time, on such a beautiful Saturday, clearly demonstrates a commitment to Tolland and our schools that goes above and beyond. Without your contribution, a project like this is very difficult to get done. The efforts were the embodiment of the saying, "It takes a village" - and I am so thankful.

The students and staff of TMS also extend their thanks. As the recipients of Tolland's first Community Volunteer Day efforts, I am sure you have inspired a movement that will last into the future. You have my greatest gratitude for it.

Sincerely,

Walter Willett

"The efforts were the embodiment of the saying, "It takes a village" - and I am so thankful."
~ Dr. Walt Willett, TMS Principal.



Lance and Jane from
Rebuilding Together, Providence





Mad
Castro

THANK YOU
HONEYWELL
VOLUNTEERS



THANK YOU FOR MAKING
OUR BATHROOMS
BEAUTIFUL!



Kate G
(Central)



First Annual Community Volunteer Day!



Many hands make Tolland work... better!

Tolland leaders are seeking residents to participate in our
Community Volunteer Day!

Saturday, June 14th

Location: Tolland Middle School

Project: Preparing restroom walls & ceilings to be painted





Honeywell Corporation will be sending in their own employees to do volunteer work in our community. We have identified a painting need at Tolland Middle School as their project, but before they arrive, we will be utilizing our own resident volunteers to prep the walls.

Tasks will include: cleaning, repairing and priming restroom walls & ceilings.

Tools, painting supplies, goggles, and gloves will be provided.

You may bring your own protective eyewear if needed.

Shifts available:

8:00am – 4:00pm*

8:00am – 12:00pm

1:00 – 4:00pm

Snacks and water will be provided.

***Lunch will be provided for the all day shift ONLY.**

Students age 15 or older are welcome, and hours count toward community service requirements.

NOTE: Everyone will be required to sign a waiver form. Parents/Guardians must be present to sign for students and must accompany students during their volunteer shift.

TO VOLUNTEER - CONTACT: Karen Moran, 4morans@gmail.com, 860-870-1111 **by June 10th**

Thank you for making a difference in your community!

Our First Annual Community Volunteer Day

WAS A SUCCESS!

***Thanks to the many hands that helped
on Saturday, June 14th.
Our goal was accomplished!***

Volunteers came forward and completed the preparation work at Tolland Middle School. The Honeywell Corporation will be sending their own volunteers to complete the final painting of the restrooms.

Special thanks to Jane and Lance Eskelund, from RebuildingTogether Providence, for organizing the event.

And thank you to the following contributors who donated their time and food items for the day:

**Tolland Conservation Corps
Subway of Tolland
Subway, Lafayette Square, Vernon
Banner Water
Tolland Elementary PTO
Liz Chojnicki and friends**

**If you were unable to participate
due to scheduling conflicts we will**

**have plenty of opportunities with
future projects.**

Landscaping / Building Front

Before



During



Once geothermal trenches were complete, front area was re-graded, trees trimmed/removed, and bushes were removed. New plantings and general clean-up are happening now.

Community Support Opportunity



Opportunity for a business or other group to adopt a very visible spot!

[Program info here](#)

With the improvements complete, these very visible areas are ideal for a business or other group to adopt and care for.



The Town of Tolland "Adopt-A-Spot"

Sponsored by the Tolland Parks & Facilities Department

The Adopt-A-Spot program enables civic clubs, individuals, garden clubs, businesses, churches, and other organizations to maintain various Town monuments/historical markers, Park signs, guardrails, walkways and landscaped traffic islands. Volunteers perform routine maintenance such as weeding, litter removal, landscape plantings, painting, and in some cases minor repairs. You may also choose to donate funds to help pay for the maintenance.

What would I be asked to do? This depends on the area you chose to adopt. Many roadsides may only need litter picked regularly. Other areas may need planting and weeding so they do not become overgrown. Guardrails and signs may need a fresh coat of paint. The Parks & Facilities Department will be able to suggest a location ideal for you.

How do I find my property? The best way is to look out your window and see if there is a spot you would like to maintain near home. If you take regular walks, you may see a place that you go by that is just begging for some attention. If you do not see a location that you like, the Parks & Facilities Department staff can match your time and talents to a location from their list of properties available for adoption. Potential spots to adopt include the flagpole on the Tolland Green, "Welcome to Tolland" signs east & westbound, Town signs in front of buildings and park areas, tennis courts.

What if I want to help but don't have time? This is a common question asked by many businesses. You might consider donations of materials or discounts on products or services that could be used in maintaining spots around Tolland. The Parks & Facilities Department will match your donations with the volunteers who will put them to use throughout the town.

Recognition of your efforts. The Town of Tolland will place a sign with your name at the adopted site. A Tolland representative will give an orientation before you start work. Caretakers who do not wish to be recognized may remain anonymous.

Please call our Parks & Facilities Department for more information at 860-871-3693



Bathrooms

Before



During



Annaleace Cruz -
student volunteer

Metal support was covered with Rustoleum and painted. Entire wall surface of each bathroom was cleaned, scraped, primed and painted. Floors to be acid washed.

Bathrooms

Before



After

Photo to come

Bathroom ceiling repaired by BOE member Joe Sce. Joe returned to spend additional hours after Volunteer Day to complete the project. Vent covers removed and thoroughly cleaned.

Cafeteria

Before



After



Interior doorways into cafeteria. Sanded, rust treated, wood panels primed, completely painted.

Cafeteria

Before



After



Exterior doorways in cafeteria. Sanded, rust treated, primed and completely painted. Glass panels to be treated with security film.

Staff Lounge

Before



After



Leaky, old refrigerator and old microwave were removed. New appliances, new upper cabinetry were added. The entire area was cleaned and painted.

Main Entryway

Before



After



Main exterior doors, entryway doors and stairs were sanded and painted.



Public Participation

2 min :-)

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: August 13, 2014
SUBJECT: Operational Guidelines – School Resource Officer

Attached are the operational Guidelines for the School Resource Officer. These guidelines have been reviewed by the Finance and Facility Committee with Nancy Dunn, Tolland Youth Services Coordinator.

Nancy will be at the meeting to answer any questions and to provide an update on the program.

WDG:jp

OPERATIONAL GUIDELINES
BY AND BETWEEN
THE TOWN OF TOLLAND, TOLLAND PUBLIC SCHOOLS
AND
TOLLAND RESIDENT STATE TROOPERS' OFFICE / CONNECTICUT STATE POLICE

MISSION STATEMENT

The Tolland School Resource Officer Program is a partnership between the Town of Tolland, Tolland Public Schools and the Tolland Resident State Troopers Office. As a result of this cooperative relationship, we will be better able to identify and address the needs and concerns of the school community with the goal being to provide a safe and secure learning environment.

OPERATIONAL GUIDELINES

The following Operational Guidelines are set forth between the Town of Tolland, Tolland Public Schools and the Tolland Resident State Troopers Office/ Connecticut State Police. These guidelines strive to ensure a consistent response to non-emergency issues on the school campus and clarify the responsibilities of school and police personnel with regard to such issues, promoting the best interest of the student, school system, law enforcement and community at large.

The parties agree to the following principles upon which these Operational Guidelines are founded.

GOAL

The goal of the Tolland School Resource Officer Program is to promote collaborative problem-solving and to educate, counsel and protect our school community.

OBJECTIVES

- To foster educational programs and activities that will increase students' knowledge of and respect for the law and the function of law enforcement agencies (e.g. integrating law-enforcement education into relevant school curriculum; providing law enforcement perspective in discussions with individual students, parents and staff),
- To assist in developing prevention strategies to resolve problems affecting our youth, including but not limited to alcohol and drug use, bullying, sexting, adolescent relationships and domestic

issues, facilitated by establishing a positive connection between law enforcement and youth in what youth view as a safe environment,

- To establish and maintain a close partnership with school administrators in order to provide a safe school environment (e.g. instructing school personnel in handling potential crisis situations; being present during situations where potentially emotional or volatile behavior may present a risk to school staff; assisting administrators in emergency crisis planning and building security matters),
- To assist in and coordinate appropriate school-law enforcement responses in handling non-emergency disruptive behavior at school and school-related events by State Troopers and school personnel, using a Right Response Model (Attachment A) as follows:
 - Level 1- Classroom Intervention- The classroom teacher plays a prominent role in guiding, developing and reinforcing appropriate student conduct and is acknowledged as the first line of implementing the school discipline code. As such, this model begins with a range of classroom management techniques that must be implemented prior to any other sanctions or interventions. Classroom intervention is managed by the teacher for behaviors that are passive and non--threatening such as dress code violations, and violations of classroom rules. The SRO is not involved at this level.
 - Level 2- School Administration Intervention- Classroom interventions must be supported by someone with the authority to suspend, expel or recommend disciplinary action and who can address more serious or repetitive behaviors and behaviors in school but outside of the classroom. Examples of behavior at this level include repetitive patterns of misconduct, defacing school property, truancy, threatening, and disruptive behaviors in hallways, bathrooms, courtyards and school buses. Prior to suspension or expulsion, and BEFORE student actions rise to a criminal level, school administration may request the SRO's involvement in ameliorating the behavior if administration is not successful in curbing the behavior through traditional methods.
 - Level 3- Assessment and Service Provision- Certain behaviors and needs of the student will call for an assessment process and intervention with the use of the school and community services, and school administration may request the SRO's involvement to perform behavior threat/risk assessments, and to help coordinate municipal resources as necessary. This intervention is managed by the school administrator. Repetitive truancy or defiance of school rules, and behaviors that interfere with others such as vandalism or harassment, belong at this level as well as misbehaving students who would benefit from service provisions. Assessment and service intervention options should include any Classroom or School Administration interventions.
 - Level 4- Law Enforcement Intervention- When classroom, school and community options have been found ineffective (or in an emergency) the school should involve law enforcement as a last line of defense, including the School Resource Officer. Involvement of the police does not necessarily mean arrest and referral to court; however under no circumstances does any part of this entire Agreement restrict, supersede or limit the SRO's requirements under Connecticut State Statutes or by Department Policy and Procedures. Behaviors at this level should only be violations of criminal law, and should follow Classroom, School Administration and Assessment and Service interventions, except in the case of an emergency or criminal violation. Law enforcement options are discretionary, remain with the attending officer at all times, and may include verbal warning, conference with student, parents, teachers and/or others, referral to other specified diversionary programs and referral to court.

- To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses on the school campus (e.g. disorderly conduct by trespassers; the possession /use of weapons; sale and/or distribution of illegal/controlled substances; riots), and to help coordinate municipal resources as necessary,
- To report serious crimes which occur on the school campus and conduct investigation and to cooperate with other law enforcement officials in their investigations of criminal offenses which occur on and off school grounds while adhering to State Police policies and procedures.

LAW ENFORCEMENT ACTIVITY ON SCHOOL CAMPUS

The parties agree that police should follow certain protocols when on school grounds in non-emergency circumstances as follows:

- Police will act through school administrators whenever they plan any activity on school grounds.
- Officers entering school grounds will be aware of the potential disruption of the educational process that a police presence may cause.
- Prior to entering a school to conduct an investigation, arrest or search, officers will consider the necessity of such action based on:
 - The potential danger to persons;
 - The likelihood of destruction of evidence or other property;
 - The ability to conduct the investigation, arrest or search elsewhere.
- When taking a student into custody:
 - Officers should make reasonable efforts to avoid making arrests or taking students into custody on the school premises.
 - Whenever possible, students should be taken into custody out of sight and sound of other students.
- The School Resource Officers will not be responsible for student discipline or enforcement of school rules, although the SRO may provide assistance to school personnel. The SRO will work collaboratively with the school administrator to determine the goals and priorities for the SRO program and the parameters for SRO involvement in school disciplinary matters.

EMPLOYMENT AND ASSIGNMENT OF SCHOOL RESOURCE OFFICER

During the term of this agreement, the School Resource Officer shall be subject to the administration, supervision and control of the Tolland Resident State Troopers' Office, except as such administration, supervision and control is subject to the terms and conditions of the Operational Guidelines. These guidelines in no way restricts, supersedes or limits Resident State Trooper requirements under Connecticut State Statutes or Connecticut State Police Policy and Procedures.

1. The Tolland Resident State Troopers' Office agrees to employ 1 (one) School Resource Officer during the term of this agreement.
2. The Town of Tolland agrees to provide and to pay the SRO's full-time salary and employment benefits for the first year of this agreement, in accordance with the applicable salary schedules

and employment practices of the Connecticut State Police. In subsequent years, should the SRO program be continued, Tolland Public Schools will pay 80% and the Town 20% of the cost of the SRO's salary and employment benefits.

The expense of overtime compensation for any duties performed in excess of the full-time schedule of the SRO will be borne by the individual school requesting such services. All overtime hours associated with school activities must be approved in advance by the requesting school principal.

The SRO shall be subject to all other personnel policies and practices of the Tolland Resident State Troopers' Office except as such policies or practices may have to be modified to comply with the terms and conditions of these guidelines.

3. The SRO will be assigned to and his/her office will be located at Tolland High School; however, the SRO is responsible for providing relevant services to all Tolland Public Schools.
4. Tolland Public Schools shall provide to the full-time SRO the following materials and facilities which are deemed necessary to the performance of the SRO's duties:
 - A. An air-conditioned and properly lighted private office, which shall contain a telephone, which may be used for general business purposes; a desk with drawers; a chair, worktable, filing cabinet which can be properly locked and secured and office supplies,
 - B. A computer with printer
 - C. Access to the School District's student database and Internet service, and access to security cameras in all school facilities
5. During the school year the SRO will be assigned to work hours that are compatible with the school hours of the assigned school. It is understood that mutually agreed upon adjustments to the SRO's work schedule may be made in accordance with his/her involvement at other schools and for various other school activities.
6. When school is not in session, the SRO will be assigned by the Resident State Troopers' Office to Town responsibilities
7. In the event the SRO is absent from work, the SRO shall notify both his supervisor in the Tolland Resident State Troopers' Office and the principal/designee at Tolland High School.

CHAIN OF COMMAND

1. As an employee of the Tolland Resident State Troopers' Office, the SRO shall follow the chain of command as set forth by Tolland Resident State Troopers' Office/ Connecticut State Police.
2. In the performance of his/her duties, the SRO shall coordinate and communicate with the principal/designee of Tolland High School, who will coordinate with the other school principals in scheduling non-emergency assignments at other Tolland Public Schools.

DATA COLLECTION AND MONITORING

To the extent provided by law, the parties agree that they will provide baseline data for comparison purposes and regularly collect, share, monitor and report data resulting from the implementation of these guidelines.

Data Collection- on a quarterly basis, the following information will be collected:

- School
 - number and types of disciplinary actions, numbers and demographics of students involved, referrals to SRO and
 - number and types of educational and prevention classes/programs conducted by and/or participated in by SRO, numbers and demographics (where applicable) of students involved
- Police
 - to the extent provided by Connecticut General Statutes Section 10-233h and other applicable provisions of law, number and types of school incidents for which police incident reports are written, police actions on incidents.

The parties agree to review the above data quarterly after the signing of these guidelines.

Monitoring and Oversight- on a regular basis and at least quarterly, parties acknowledge and agree that the Town/School/Police Collaboration Team composed of at least two members from each party will meet to provide oversight of the guidelines and review relevant data and analysis. At least annually, the Team will prepare a report of activities and make recommendations for improvements to these Operational Guidelines and/or its implementation. A presentation to the Town Council and Board of Education will be made in May of each year to review this report and make recommendations.

APPOINTMENT AND RETENTION OF SCHOOL RESOURCE OFFICER

1. Selection of the School Resource Officer for the first year of this Program will be made by the Resident Sergeant from among the Resident Troopers currently assigned to the Town. Representatives from the administration at the Board of Education will be afforded the opportunity to interview the recommended SRO candidate and provide feedback to the Resident Sergeant. The Board of Education shall be advised of the selection and comments from the administration and shall have the opportunity to provide feedback before the selection process is completed. The selected candidate will attend State Police SRO and DARE training
2. In the event that the principal feels that the SRO assigned to his/her school is not effectively performing the SRO duties and responsibilities, then that principal shall recommend to the Superintendent of Schools that the SRO be removed from the program, and shall state the reasons in writing. In such as event, the following procedures shall be implemented

- A. Within a reasonable time after receiving the written recommendation from the principal, the Superintendent or designee shall advise the Resident Sergeant or designee of the principal's request.
 - B. If the Resident Sergeant so desires, the Superintendent and the Resident Sergeant or their designees shall meet with the SRO to mediate or resolve any problems which may exist. At such meeting, specified members of the school's staff may be required to be present.
 - C. If, following an agreed-upon amount of time after commencement of such mediation the problem cannot be mediated or resolved, then the SRO shall be removed from the program.
 - D. In the event that mediation is not sought by the Resident Sergeant or designee, then the SRO shall be removed from the program.
3. In the event of the resignation, dismissal or reassignment of an SRO, the selection of a replacement SRO will take place within a reasonable amount of time following the guidelines established for the recruiting and selection process outlined in item 1 of this section.

STANDARD STATE CONTRACTING PROVISIONS

The Operational Guidelines are subject to the terms and conditions set forth in the Town's Contract Between the State of Connecticut Department of Emergency Services and Public Protection, Division of State Police and the Town of Tolland for the Services of Resident State Police Troopers, Agreement #200/305, for contract period July 1, 2013 through June 30, 2015, duly authorized on July 15, 2013, and subsequent Contracts, modified only to incorporate the terms and conditions presented in these Operational Guidelines for the purpose of initiating the School Resource Officer Program.

TERM OF AGREEMENT

The Operational Guidelines shall remain in effect for a term of one year beginning July 1, 2014 and ending on June 30, 2015. This Operational Guidelines shall be renewed and extended annually for additional and successive one year terms unless notice of nonrenewal, with or without cause, is given in writing by any of the partners to these guidelines, prior to June 1 of the initial or any succeeding term.

The Board of Education, the Town of Tolland and the Tolland Resident State Troopers Office/ Connecticut State Police, their agents and their employees agree to cooperate in good faith in fulfilling the terms of these Operational Guidelines. Unforeseen difficulties or questions will be resolved by negotiation between the Superintendent of Schools, the Town Manager and the Resident Sergeant, or their designees.

SIGNATURES

IN WITNESS WHEREOF the parties hereto have set their signatures to this document executed on _____, 20__.

Steven R. Werbner, Town manager

Date

Thomas McDermott, Acting Superintendent

Date

Reuben Bradford, State of Connecticut Department
of Emergency Services and Public Protection

Date

ATTACHMENT A

	level1 Staff Interventions	level2 Admin/Response Interventions	level3 Department for Service Interventions	level4 Law Enforcement Interventions
	<ul style="list-style-type: none"> • Inappropriate classroom behavior • Failure to do work • Peer conflict • Absenteeism • Insubordination • Inappropriate attire • Inappropriate language • Inappropriate physical contact (horseplay, affection) • Electronics violation • Tardiness • Cutting teacher detention • Forgery/lying • Leaving class without permission • Pass violation 	<ul style="list-style-type: none"> • Chronic documented Level1 offenses • Offensive language directed at staff • Smoking • Cutting office detention • Leaving school grounds • Harassment • Disruptive behavior which affects the safety of students and the learning process • Inappropriate behavior outside of class 	<ul style="list-style-type: none"> • Chronic documented level 2 offenses • Bullying • Fighting/assault • Threats/intimidation • Vandalism • Larceny/theft • Repetitive ISS/OSS • patterns-defiance of school rules 	<ul style="list-style-type: none"> • Chronic documented level 3 illegal offenses that present a safety risk • Drug/alcohol possession • Weapon possession • Criminal misconduct • Assault resulting in injury • Action resulting in lockdown or evacuation of building or classroom
..	<ul style="list-style-type: none"> • Classroom teachers • Parent(s)/Guardian(s) • Support Staff 	<p>All previous persons involved plus:</p> <ul style="list-style-type: none"> • Administrator • SRO as requested • Community Agencies • Truancy Intervention • Counselor 	<p>All previous persons involved plus:</p> <ul style="list-style-type: none"> • SRO/police • SAT/SST • SARB • (Tolland schools have their own related acronyms) 	<p>All previous persons involved</p>
	<ul style="list-style-type: none"> • Instruction on proper use of electronic devices • Positive Behavior Support lessons • Detention by teacher • Mediation • Classroom management techniques • Verbal warning • Redirection • Parent contact • Student conference <ul style="list-style-type: none"> ○ Parent conference ○ Consult support staff ○ Behavioral contract ○ Loss of class privileges ○ Attendance letters 	<p>All previous level interventions/ discipline plus:</p> <ul style="list-style-type: none"> • Referral for counseling/ mediation • Referral to truancy • counselor • Administrative detention • In school suspension (ISS) with restoration instruction • Out of school suspension (OSS) • Referral to community agencies • Loss of school privileges • Reparation 	<p>All previous level interventions/discipline plus:</p> <ul style="list-style-type: none"> • Referral to JRB • Referral to SRO/police • Referral to SAT/SST • Referral to SARB 	<p>All previous level interventions/discipline plus:</p> <ul style="list-style-type: none"> • Arrest/Infraction • Referral for FWSN • Referral for consideration of expulsion

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: August 13, 2014
SUBJECT: Right Response CT Network Grant Application

The Town Council will consider applying for the Right Response CT Network grant in the amount of \$30,000 at its August 12, 2014 meeting.

The Office of Policy and Management (OPM), Juvenile Justice Advisory Committee (JJAC), 2014-2015 Right Response CT Network Grant offers funding to improve school disciplinary systems through collaboration within and among communities. The Right Response CT Network grant is competitive; OPM anticipates that 5-7 grants will be awarded. Successful applicant agencies will join the 16 continuing communities and comprise the Network.

Creating a collaborative strategy to guide efforts in the state concerning disciplinary actions and arrests in schools and at school-sponsored events has the potential to positively impact the academic success of students and the potential to limit the involvement of Connecticut's students in the juvenile justice, welfare and correction systems.

The following four core assumptions of the Right Response CT Network are based on best practices, research-based strategies and the reflections of the JJAC:

Graduated Response to School-Based Incidents

Collaboration and Partnership at the Local Level

Utilizing Prevention, Early Identification and Service Referrals as Interventions

Defining the Extent of the Problem with Reliable Data

WDG:jp

TO: Dr. Thomas Y. McDowell, Interim Superintendent of Schools
FROM: Jane A. Neel, Business Manager *Jan*
DATE: August 13, 2014
SUBJECT: Year-end Utility Internal Service Fund (UISF) Analysis and Recap

Per the UISF agreement approved on November 13, 2013 attached is the year-end UISF Fund analysis that the town will be presenting to the Town Council.

Based on this analysis and after review with the Town Finance Director, an additional Board of Education contribution in the amount of \$128,438 is required. This payment will be made to the town from the balance of the FY 2013-2014 Board of Education budget.

As a result of this final adjustment, the FY 2013-2014 Board of Education unexpended balance is \$75,216. As outlined in the Education Reserve Fund adopted on 11/1/2013, upon final audit, this balance can be transferred to this fund.



TOWN of TOLLAND

Lisa A. Hancock
Director, Finance and Records

July 29, 2014

TO: Tolland Town Council & Board of Education
Steven Werbner, Town Manager
William Guzman Esq., Supt. of Schools
Jane Neel, Business Manager – Tolland Public Schools

RE: Year End Preliminary Utility Internal Service Fund Analysis

We are in the process of closing out the 2013-14 fiscal year. These results are preliminary until we receive and pay for the final bills and any other contributions attributed to FY 2013-14.

	TOWN	BOARD OF EDUCATION
Balance, 1/1/14	-0-	-0-
Revenue to 6/30/14:		
Contributions	\$175,908.68	\$955,882.25
Other Revenues	<u>59,148.00</u>	
Total Revenue	\$235,056.68	\$955,882.25
Expenditures to 6/30/14:		
Expenditures	\$149,258.12	\$950,228.25
Encumbrances	<u>425.00</u>	<u>4,450.00</u>
Total Expenditures & Encumbrances	\$149,683.12	\$954,678.25
Balance, 6/30/14 (Preliminary)	\$ 85,373.56	\$ 1,204.00

The balances above should represent savings and or additional reserves for each side. Honeywell has performed an analysis of the estimated savings for the installation period to date as follows:

Town	\$ 8,984
Board of Education	<u>128,438</u>
Total savings should be	\$137,422

The Town has exceeded the amount that should be in reserves and the Board of Education will require an additional contribution of \$128,438 to make up the difference for what should be in reserve at year end once we have the final expenditures recorded. Going forward, we are going to work with Honeywell to get quarterly estimates of the savings to incorporate into an analysis to make sure that savings are on target in the fund to cover debt payments. The Town made an additional deposit of \$18,797 and the Board of Education added \$5,000 during the year to cover utility payment account shortfalls. The Board of Education Business Office is in the process of reviewing the final financial information. Attached are summary budget to actual reports for your reference.

FOR 2014 13

			ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

89005272 TMS '66-'82 - EXPENSE									

89005272	722301	WATER	0	2,541	2,541	2,540.65	.00	.55	100.0%
89005272	722302	SEWER	0	0	0	.00	.00	.00	.0%
89005272	722303	ELECTRIC - CL&P	0	82,537	82,537	82,536.31	.00	.59	100.0%
89005272	722304	PROPANE	0	0	0	.00	.00	.00	.0%
89005272	722305	HEATING OIL	0	11,158	11,158	11,157.49	.00	.51	100.0%
89005272	722306	ELECTRIC - TRANSCA	0	93,161	93,161	93,160.22	.00	.78	100.0%
TOTAL TMS '66-'82 - EXPENSE			0	189,397	189,397	189,394.67	.00	2.33	100.0%

89005372 TMS '66 ADDITION - EXPENSE									

89005372	722301	WATER	0	0	0	.00	.00	.00	.0%
89005372	722302	SEWER	0	2,128	2,128	2,127.10	.00	.90	100.0%
89005372	722303	ELECTRIC - CL&P	0	25,976	25,976	25,975.52	.00	.48	100.0%
89005372	722304	PROPANE	0	0	0	.00	.00	.00	.0%
89005372	722305	HEATING OIL	0	4,601	4,601	4,600.63	.00	.37	100.0%
89005372	722306	ELECTRIC - TRANSCA	0	33,567	33,567	33,567.00	.00	.00	100.0%
TOTAL TMS '66 ADDITION - EXPENSE			0	66,272	66,272	66,270.25	.00	1.75	100.0%

89005472 TIS MAIN - EXPENSE									

89005472	722301	WATER	0	3,068	3,068	3,067.42	.00	.58	100.0%
89005472	722302	SEWER	0	3,066	3,066	2,115.15	950.00	.85	100.0%
89005472	722303	ELECTRIC - CL&P	0	92,576	92,576	92,575.26	.00	.74	100.0%
89005472	722304	PROPANE	0	0	0	.00	.00	.00	.0%
89005472	722305	HEATING OIL	0	0	0	.00	.00	.00	.0%
89005472	722306	ELECTRIC - TRANSCA	0	113,085	113,085	113,084.28	.00	.72	100.0%
TOTAL TIS MAIN - EXPENSE			0	211,795	211,795	210,842.11	950.00	2.89	100.0%

89005572 TIS RESERVE - EXPENSE									

89005572	722301	WATER	0	0	0	.00	.00	.00	.0%

FOR 2014 13

			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
89005572	722302	SEWER	0	0	0	.00	.00	.00	.0%
89005572	722303	ELECTRIC - CL&P	0	196	196	195.38	.00	.62	99.7%
89005572	722304	PROPANE	0	0	0	.00	.00	.00	.0%
89005572	722305	HEATING OIL	0	0	0	.00	.00	.00	.0%
89005572	722306	ELECTRIC - TRANSCA	0	31	31	30.34	.00	.65	97.9%
TOTAL TIS RESERVE - EXPENSE			0	227	227	225.72	.00	1.28	99.4%
89005672 TMS MODULARS - EXPENSE									
89005672	722301	WATER	0	0	0	.00	.00	.00	.0%
89005672	722302	SEWER	0	0	0	.00	.00	.00	.0%
89005672	722303	ELECTRIC - CL&P	0	225	225	224.58	.00	.42	99.8%
89005672	722304	PROPANE	0	0	0	.00	.00	.00	.0%
89005672	722305	HEATING OIL	0	0	0	.00	.00	.00	.0%
89005672	722306	ELECTRIC - TRANSCA	0	34	34	33.93	.00	.07	99.8%
TOTAL TMS MODULARS - EXPENSE			0	259	259	258.51	.00	.49	99.8%
89005772 BGP MAIN - EXPENSE									
89005772	722301	WATER	0	2,646	2,646	2,645.66	.00	.34	100.0%
89005772	722302	SEWER	0	0	0	.00	.00	.00	.0%
89005772	722303	ELECTRIC - CL&P	0	22,410	22,410	22,409.93	.00	.07	100.0%
89005772	722304	PROPANE	0	0	0	.00	.00	.00	.0%
89005772	722305	HEATING OIL	0	36,604	36,604	36,603.44	.00	.56	100.0%
89005772	722306	ELECTRIC - TRANSCA	0	29,427	29,427	29,426.87	.00	.13	100.0%
TOTAL BGP MAIN - EXPENSE			0	91,087	91,087	91,085.90	.00	1.10	100.0%
89005872 BGP FIRE - EXPENSE									
89005872	722301	WATER	0	0	0	.00	.00	.00	.0%
89005872	722302	SEWER	0	0	0	.00	.00	.00	.0%
89005872	722303	ELECTRIC - CL&P	0	8,430	8,430	8,429.14	.00	.86	100.0%
89005872	722304	PROPANE	0	0	0	.00	.00	.00	.0%
89005872	722305	HEATING OIL	0	54,646	54,646	54,645.36	.00	.64	100.0%
89005872	722306	ELECTRIC - TRANSCA	0	9,618	9,618	9,617.81	.00	.19	100.0%

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lschwabe

Town of Tolland
YEAR TO DATE BUDGET REPORT

PG 4
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FOR 2014 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL BGP FIRE - EXPENSE	0	72,694	72,694	72,692.31	.00	1.69	100.0%

89005972 BOE MAIN - EXPENSE							
89005972 722301 WATER	0	869	869	218.53	.00	650.49	25.1%
89005972 722302 SEWER	0	537	537	.00	.00	537.00	.0%
89005972 722303 ELECTRIC - CL&P	0	1,794	1,794	1,793.55	.00	.58	100.0%
89005972 722304 PROPANE	0	0	0	.00	.00	.01	.0%
89005972 722305 HEATING OIL	0	3,776	3,776	3,775.94	.00	.15	100.0%
89005972 722306 ELECTRIC - TRANSCA	0	1,924	1,924	1,923.84	.00	.16	100.0%
89005972 755100 PRINCIPAL	0	0	0	.00	.00	.00	.0%
89005972 755200 INTEREST	0	0	0	.00	.00	.00	.0%
TOTAL BOE MAIN - EXPENSE	0	8,900	8,900	7,711.86	.00	1,188.39	86.6%
TOTAL UNDEFINED	0	0	0	-5,654.00	4,450.00	1,204.00	100.0%
TOTAL BOARD OF EDUCATION	0	0	0	-5,654.00	4,450.00	1,204.00	100.0%
TOTAL UTILITY SERVICE FUND	0	0	0	-5,654.00	4,450.00	1,204.00	100.0%
TOTAL REVENUES	0	-955,882	-955,882	-955,882.25	.00	.00	
TOTAL EXPENSES	0	955,882	955,882	950,228.25	4,450.00	1,204.00	
GRAND TOTAL	0	0	0	-5,654.00	4,450.00	1,204.00	100.0%

** END OF REPORT - Generated by Laura Schwabe **

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lschwabe

Town of Tolland
YEAR TO DATE BUDGET REPORT

PG 1
glytdbud

FOR 2014 13

			ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

8000 UTILITY SERVICE FUND									

610 PARKS & FACILITIES									

00 UNDEFINED									

86100060 TOWN - REVENUE									

86100060	651030	OTHER REVENUES	0	0	0	-59,148.00	.00	59,148.00	100.0%
86100060	681036	LEASE PROCEEDS	0	0	0	.00	.00	.00	.0%
86100060	681060	GENERAL FUND CONTR	0	-175,909	-175,909	-175,908.68	.00	.00	100.0%
86100060	681061	BOE CONTRIBUTION	0	0	0	.00	.00	.00	.0%
TOTAL TOWN - REVENUE			0	-175,909	-175,909	-235,056.68	.00	59,148.00	133.6%
86106072 PARKS AND FACILITIES - EXPENSE									

86106072	722301	WATER	0	0	0	.00	.00	.00	.0%
86106072	722302	SEWER	0	0	0	.00	.00	.00	.0%
86106072	722303	ELECTRIC - CL&P	0	871	871	742.72	.00	127.92	85.3%
86106072	722304	PROPANE	0	0	0	.00	.00	.00	.0%
86106072	722305	HEATING OIL	0	0	0	.00	.00	.00	.0%
86106072	722306	ELECTRIC - TRANSCA	0	700	700	.00	.00	700.00	.0%
TOTAL PARKS AND FACILITIES - EXPENSE			0	1,571	1,571	742.72	.00	827.92	47.3%
86106272 HICKS TOWN HALL - EXPENSE									

86106272	722301	WATER	0	1,512	1,512	1,344.39	.00	167.50	88.9%
86106272	722302	SEWER	0	3,600	3,600	1,649.10	210.00	1,740.90	51.6%
86106272	722303	ELECTRIC - CL&P	0	17,403	17,403	14,307.80	.00	3,094.92	82.2%
86106272	722304	PROPANE	0	0	0	.00	.00	.00	.0%
86106272	722305	HEATING OIL	0	0	0	.00	.00	.00	.0%
86106272	722306	ELECTRIC - TRANSCA	0	22,558	22,558	18,514.55	.00	4,043.45	82.1%
86106272	755100	PRINCIPAL	0	0	0	.00	.00	.00	.0%

FOR 2014 13

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
86106272 755200 INTEREST	0	0	0	.00	.00	.00	.0%
TOTAL HICKS TOWN HALL - EXPENSE	0	45,073	45,073	35,815.84	210.00	9,046.77	75.9%
86106372 HICKS JAIL - EXPENSE							
86106372 722301 WATER	0	214	214	180.75	.00	33.61	84.3%
86106372 722302 SEWER	0	0	0	.00	.00	.00	.0%
86106372 722303 ELECTRIC - CL&P	0	1,629	1,629	970.97	.00	658.29	59.6%
86106372 722304 PROPANE	0	11,265	11,265	10,153.61	.00	1,111.61	90.1%
86106372 722305 HEATING OIL	0	2,220	2,220	2,220.22	.00	.01	100.0%
86106372 722306 ELECTRIC - TRANSCA	0	0	0	.00	.00	.00	.0%
TOTAL HICKS JAIL - EXPENSE	0	15,329	15,329	13,525.55	.00	1,803.52	88.2%
86106472 SENIOR CENTER - EXPENSE							
86106472 722301 WATER	0	342	342	287.96	.00	53.81	84.3%
86106472 722302 SEWER	0	0	0	.00	.00	.00	.0%
86106472 722303 ELECTRIC - CL&P	0	4,309	4,309	3,098.13	.00	1,210.55	71.9%
86106472 722304 PROPANE	0	1,045	1,045	.00	.00	1,045.00	.0%
86106472 722305 HEATING OIL	0	5,800	5,800	4,063.21	.00	1,736.51	70.1%
86106472 722306 ELECTRIC - TRANSCA	0	2,400	2,400	2,359.57	.00	40.43	98.3%
TOTAL SENIOR CENTER - EXPENSE	0	13,895	13,895	9,808.87	.00	4,086.30	70.6%
86106572 TROOPERS - EXPENSES							
86106572 722301 WATER	0	0	0	.00	.00	.00	.0%
86106572 722302 SEWER	0	0	0	.00	.00	.00	.0%
86106572 722303 ELECTRIC - CL&P	0	1,260	1,260	1,260.22	.00	.20	100.0%
86106572 722304 PROPANE	0	0	0	.00	.00	.00	.0%
86106572 722305 HEATING OIL	0	2,069	2,069	1,698.47	.00	370.48	82.1%
86106572 722306 ELECTRIC - TRANSCA	0	0	0	.00	.00	.00	.0%
TOTAL TROOPERS - EXPENSES	0	3,329	3,329	2,958.69	.00	370.68	88.9%
86106672 FIRE STATIONS - EXPENSE							
86106672 722301 WATER	0	835	835	136.51	.00	698.56	16.3%

FOR 2014 13

			ORIGINAL APPROP	TRANFRS/ ADJ'S/MTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
86106672	722302	SEWER	0	0	0	.00	.00	.00	.0%
86106672	722303	ELECTRIC - CL&P	0	4,407	4,407	4,384.75	.00	22.46	99.5%
86106672	722304	PROPANE	0	6,888	6,888	6,887.43	.00	.19	100.0%
86106672	722305	HEATING OIL	0	17,794	17,794	15,825.54	.00	1,968.44	88.9%
86106672	722306	ELECTRIC - TRANSCA	0	5,034	5,034	4,908.72	.00	125.28	97.5%
TOTAL FIRE STATIONS - EXPENSE			0	34,958	34,958	32,142.95	.00	2,814.93	91.9%
86106872 OLD TOWN HALL - EXPENSE									
86106872	722301	WATER	0	164	164	156.02	.00	7.51	95.4%
86106872	722302	SEWER	0	0	0	.00	.00	.00	.0%
86106872	722303	ELECTRIC - CL&P	0	879	879	636.46	.00	242.10	72.4%
86106872	722304	PROPANE	0	0	0	.00	.00	.00	.0%
86106872	722305	HEATING OIL	0	2,157	2,157	1,896.80	.00	260.46	87.9%
86106872	722306	ELECTRIC - TRANSCA	0	450	450	338.72	.00	111.28	75.3%
TOTAL OLD TOWN HALL - EXPENSE			0	3,649	3,649	3,028.00	.00	621.35	83.0%
86107972 STREETS & ROADS - EXPENSE									
86107972	722301	WATER	0	0	0	.00	.00	.00	.0%
86107972	722302	SEWER	0	0	0	.00	.00	.00	.0%
86107972	722303	ELECTRIC - CL&P	0	5,466	5,466	5,466.03	.00	.14	100.0%
86107972	722304	PROPANE	0	0	0	.00	.00	.00	.0%
86107972	722305	HEATING OIL	0	0	0	.00	.00	.00	.0%
86107972	722306	ELECTRIC - TRANSCA	0	2,966	2,966	2,965.12	.00	.88	100.0%
TOTAL STREETS & ROADS - EXPENSE			0	8,432	8,432	8,431.15	.00	1.02	100.0%
86108072 RECYCLING - EXPENSES									
86108072	722303	ELECTRIC - CL&P	0	0	0	.00	.00	.00	.0%
86108072	722306	ELECTRIC - TRANSCA	0	0	0	.00	.00	.00	.0%
TOTAL RECYCLING - EXPENSES			0	0	0	.00	.00	.00	.0%
86108172 HIGHWAY GARAGE - EXPENSE									
86108172	722301	WATER	0	0	0	.00	.00	.00	.0%

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lschwabe

Town of Tolland
YEAR TO DATE BUDGET REPORT

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FOR 2014 13

			ORIGINAL APPROP	TRNFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
86108172	722302	SEWER	0	0	0	.00	.00	.00	.0%
86108172	722303	ELECTRIC - CL&P	0	3,430	3,430	3,236.96	.00	192.57	94.4%
86108172	722304	PROPANE	0	1,919	1,919	1,918.60	.00	.82	100.0%
86108172	722305	HEATING OIL	0	15,785	15,785	15,112.41	.00	672.21	95.7%
86108172	722306	ELECTRIC - TRANSCA	0	6,000	6,000	4,198.18	.00	1,801.82	70.0%
TOTAL HIGHWAY GARAGE - EXPENSE			0	27,134	27,134	24,466.15	.00	2,667.42	90.2%

86108272 FACILITIES GARAGE - EXPENSE									
86108272	722301	WATER	0	0	0	.00	.00	.00	.0%
86108272	722302	SEWER	0	0	0	.00	.00	.00	.0%
86108272	722303	ELECTRIC - CL&P	0	2,111	2,111	1,675.93	.00	434.78	79.4%
86108272	722304	PROPANE	0	3,274	3,274	3,273.65	.00	.19	100.0%
86108272	722305	HEATING OIL	0	3,070	3,070	2,529.01	.00	540.60	82.4%
86108272	722306	ELECTRIC - TRANSCA	0	2,700	2,700	1,971.29	.00	728.71	73.0%
TOTAL FACILITIES GARAGE - EXPENSE			0	11,154	11,154	9,449.88	.00	1,704.28	84.7%

86108372 TRAINING CENTER - EXPENSES									
86108372	722301	WATER	0	76	76	69.60	.00	6.58	91.4%
86108372	722302	SEWER	0	2,160	2,160	1,382.61	140.00	637.39	70.5%
86108372	722303	ELECTRIC - CL&P	0	1,834	1,834	1,780.54	.00	52.97	97.1%
86108372	722304	PROPANE	0	3,050	3,050	2,867.30	.00	182.70	94.0%
86108372	722305	HEATING OIL	0	0	0	.00	.00	.00	.0%
86108372	722306	ELECTRIC - TRANSCA	0	2,565	2,565	2,477.57	.00	87.43	96.6%
TOTAL TRAINING CENTER - EXPENSES			0	9,685	9,685	8,577.62	140.00	967.07	90.0%

86108472 RECREATIONAL FACILITIES - EXP									
86108472	722301	WATER	0	0	0	.00	.00	.00	.0%
86108472	722302	SEWER	0	500	500	310.70	75.00	114.30	77.1%
86108472	722303	ELECTRIC - CL&P	0	1,200	1,200	.00	.00	1,200.00	.0%
86108472	722304	PROPANE	0	0	0	.00	.00	.00	.0%
86108472	722305	HEATING OIL	0	0	0	.00	.00	.00	.0%
86108472	722306	ELECTRIC - TRANSCA	0	0	0	.00	.00	.00	.0%
TOTAL RECREATIONAL FACILITIES - EXP			0	1,700	1,700	310.70	75.00	1,314.30	22.7%
TOTAL UNDEFINED			0	0	0	85,798.56	425.00	85,373.56	100.0%

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lschwabe

Town of Tolland
YEAR TO DATE BUDGET REPORT

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FOR 2014 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL PARKS & FACILITIES	0	0	0	-85,798.56	425.00	85,373.56	100.0%
TOTAL UTILITY SERVICE FUND	0	0	0	-85,798.56	425.00	85,373.56	100.0%
TOTAL REVENUES	0	-175,909	-175,909	-235,056.68	.00	59,148.00	
TOTAL EXPENSES	0	175,909	175,909	149,258.12	425.00	26,225.56	
GRAND TOTAL	0	0	0	-85,798.56	425.00	85,373.56	100.0%

** END OF REPORT - Generated by Laura Schwabe **

TO: Dr. Thomas Y. McDowell, Interim Superintendent of Schools
FROM: Jane A. Neel, Business Manager *jan*
DATE: August 13, 2014
SUBJECT: Year-end Utility Internal Service Fund (UISF) Analysis and Recap

Per our conversation attached is a revised UISF Analysis and Recap memo dated August 6, 2014 prepared by the town.

A journal entry adjustment was initiated by the Board of Education charging the amount of \$128,438 and increasing expenditures of the FY 2013-14 budget.

As a result of this final adjustment, the FY 2013-2014 Board of Education unexpended balance is \$75,216. As outlined in the Education Reserve Fund, adopted on 11/1/2013, upon final audit, this balance can be transferred to this fund.

JAN;jp
Attachments



TOWN of TOLLAND

Lisa A. Hancock
Director, Finance and Records

August 6, 2014

TO: Tolland Town Council & Board of Education
Steven Werbner, Town Manager
Tym McDowell, Interim Supt. of Schools
Jane Neel, Business Manager – Tolland Public Schools

RE: Year End Preliminary Utility Internal Service Fund Analysis

We are in the process of closing out the 2013-14 fiscal year. These results are preliminary until we complete the audit for FY 2013-14.

	TOWN	BOARD OF EDUCATION
Balance, 1/1/14	-0-	-0-
Revenue to 6/30/14:		
Contributions	\$175,908.68	\$1,084,320.25
Other Revenues	<u>59,148.00</u>	
Total Revenue	\$235,056.68	\$1,084,320.25
Expenditures to 6/30/14:		
Expenditures	\$149,258.12	\$ 951,233.05
Encumbrances	<u>425.00</u>	<u>4,450.00</u>
Total Expenditures & Encumbrances	\$149,683.12	\$ 955,683.05
Balance, 6/30/14 (Preliminary)	\$ 85,373.56	\$ 128,637.20

The balances above should represent savings/reserves for each side. Honeywell has performed an analysis of the estimated savings for the installation period to date as follows:

Town	\$ 8,984
Board of Education	<u>128,438</u>
Total savings should be	\$137,422

The Town has exceeded the amount that should be in reserves by \$76,389.56. A majority of these reserves is from other revenues received for a GEO grant deposit and for the sale of some equipment. During the year the Town made an additional deposit of \$18,797 and the Board of Education added \$5,000. The Board of Education has made an additional contribution of \$128,438 to the fund to assure that the savings that should remain in the fund are now in place. The total reserve for the Board of Education side is \$128,637.20. Going forward, we are going to work with Honeywell to get quarterly estimates of the savings to incorporate into an analysis to make sure that savings are on target in the fund to cover debt payments throughout the year. Attached are summary budget to actual reports for your reference.

UTILITY FUND TOWN

AS OF JUNE 30, 2014

FOR 2014 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
8000 UTILITY SERVICE FUND							
610 PARKS & FACILITIES							
86100060 TOWN - REVENUE							
86100060 651030 OTHER REVENUES	0	.00	.00	-59,148.00	.00	59,148.00	100.0%
86100060 681060 GENERAL FUND CONTR	0	-175,908.68	-175,908.68	-175,908.68	.00	.00	100.0%
TOTAL TOWN - REVENUE	0	-175,908.68	-175,908.68	-235,056.68	.00	59,148.00	133.6%
86106072 PARKS AND FACILITIES - EXPENSE							
86106072 722303 ELECTRIC - CL&P	0	870.64	870.64	742.72	.00	127.92	85.3%
86106072 722306 ELECTRIC - TRANSCA	0	700.00	700.00	.00	.00	700.00	.0%
TOTAL PARKS AND FACILITIES - E	0	1,570.64	1,570.64	742.72	.00	827.92	47.3%
86106272 HICKS TOWN HALL - EXPENSE							
86106272 722301 WATER	0	1,511.89	1,511.89	1,344.39	.00	167.50	88.9%
86106272 722302 SEWER	0	3,600.00	3,600.00	1,649.10	210.00	1,740.90	51.6%
86106272 722303 ELECTRIC - CL&P	0	17,402.72	17,402.72	14,307.80	.00	3,094.92	82.2%
86106272 722306 ELECTRIC - TRANSCA	0	22,558.00	22,558.00	18,514.55	.00	4,043.45	82.1%
TOTAL HICKS TOWN HALL - EXPENS	0	45,072.61	45,072.61	35,815.84	210.00	9,046.77	79.9%
86106372 HICKS JAIL - EXPENSE							
86106372 722301 WATER	0	214.36	214.36	180.75	.00	33.61	84.3%
86106372 722303 ELECTRIC - CL&P	0	1,629.26	1,629.26	970.97	.00	658.29	59.6%
86106372 722304 PROPANE	0	11,265.22	11,265.22	10,153.61	.00	1,111.61	90.1%
86106372 722305 HEATING OIL	0	2,220.23	2,220.23	2,220.22	.00	.01	100.0%
TOTAL HICKS JAIL - EXPENSE	0	15,329.07	15,329.07	13,525.55	.00	1,803.52	88.2%

UTILITY FUND TOWN

AS OF JUNE 30, 2014

FOR 2014 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
86106472 SENIOR CENTER - EXPENSE							
86106472 722301 WATER	0	341.77	341.77	287.96	.00	53.81	84.3%
86106472 722303 ELECTRIC - CL&P	0	4,308.68	4,308.68	3,098.13	.00	1,210.55	71.9%
86106472 722304 PROPANE	0	1,045.00	1,045.00	.00	.00	1,045.00	.0%
86106472 722305 HEATING OIL	0	5,799.72	5,799.72	4,063.21	.00	1,736.51	70.1%
86106472 722306 ELECTRIC - TRANSCA	0	2,400.00	2,400.00	2,359.57	.00	40.43	98.3%
TOTAL SENIOR CENTER - EXPENSE	0	13,895.17	13,895.17	9,808.87	.00	4,086.30	70.6%
86106572 TROOPERS - EXPENSES							
86106572 722303 ELECTRIC - CL&P	0	1,260.42	1,260.42	1,260.22	.00	.20	100.0%
86106572 722305 HEATING OIL	0	2,068.95	2,068.95	1,698.47	.00	370.48	82.1%
TOTAL TROOPERS - EXPENSES	0	3,329.37	3,329.37	2,958.69	.00	370.68	88.9%
86106672 FIRE STATIONS - EXPENSE							
86106672 722301 WATER	0	835.07	835.07	136.51	.00	698.56	16.3%
86106672 722303 ELECTRIC - CL&P	0	4,407.21	4,407.21	4,384.75	.00	22.46	99.5%
86106672 722304 PROPANE	0	6,887.62	6,887.62	6,887.43	.00	.19	100.0%
86106672 722305 HEATING OIL	0	17,793.98	17,793.98	15,825.54	.00	1,968.44	88.9%
86106672 722306 ELECTRIC - TRANSCA	0	5,034.00	5,034.00	4,908.72	.00	125.28	97.5%
TOTAL FIRE STATIONS - EXPENSE	0	34,957.88	34,957.88	32,142.95	.00	2,814.93	91.9%
86106872 OLD TOWN HALL - EXPENSE							
86106872 722301 WATER	0	163.53	163.53	156.02	.00	7.51	95.4%
86106872 722303 ELECTRIC - CL&P	0	878.56	878.56	636.46	.00	242.10	72.4%
86106872 722305 HEATING OIL	0	2,157.26	2,157.26	1,896.80	.00	260.46	87.9%
86106872 722306 ELECTRIC - TRANSCA	0	450.00	450.00	338.72	.00	111.28	75.3%
TOTAL OLD TOWN HALL - EXPENSE	0	3,649.35	3,649.35	3,028.00	.00	621.35	83.0%
86107972 STREETS & ROADS - EXPENSE							
86107972 722303 ELECTRIC - CL&P	0	5,466.17	5,466.17	5,466.03	.00	.14	100.0%

Town of Tolland



UTILITY FUND TOWN

AS OF JUNE 30, 2014

			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
FOR 2014 13									
86107972	722306	ELECTRIC - TRANSCA	0	2,966.00	2,966.00	2,965.12	.00	.88	100.0%
TOTAL STREETS & ROADS - EXPENS			0	8,432.17	8,432.17	8,431.15	.00	1.02	100.0%
86108172 HIGHWAY GARAGE - EXPENSE									
86108172	722303	ELECTRIC - CL&P	0	3,429.53	3,429.53	3,236.96	.00	192.57	94.4%
86108172	722304	PROPANE	0	1,919.42	1,919.42	1,918.60	.00	.82	100.0%
86108172	722305	HEATING OIL	0	15,784.62	15,784.62	15,112.41	.00	672.21	95.7%
86108172	722306	ELECTRIC - TRANSCA	0	6,000.00	6,000.00	4,198.18	.00	1,801.82	70.0%
TOTAL HIGHWAY GARAGE - EXPENSE			0	27,133.57	27,133.57	24,466.15	.00	2,667.42	90.2%
86108272 FACILITIES GARAGE - EXPENSE									
86108272	722303	ELECTRIC - CL&P	0	2,110.71	2,110.71	1,675.93	.00	434.78	79.4%
86108272	722304	PROPANE	0	3,273.84	3,273.84	3,273.65	.00	.19	100.0%
86108272	722305	HEATING OIL	0	3,069.61	3,069.61	2,529.01	.00	540.60	82.4%
86108272	722306	ELECTRIC - TRANSCA	0	2,700.00	2,700.00	1,971.29	.00	728.71	73.0%
TOTAL FACILITIES GARAGE - EXPE			0	11,154.16	11,154.16	9,449.88	.00	1,704.28	84.7%
86108372 TRAINING CENTER - EXPENSES									
86108372	722301	WATER	0	76.18	76.18	69.60	.00	6.58	91.4%
86108372	722302	SEWER	0	2,160.00	2,160.00	1,382.61	140.00	637.39	70.5%
86108372	722303	ELECTRIC - CL&P	0	1,833.51	1,833.51	1,780.54	.00	52.97	97.1%
86108372	722304	PROPANE	0	3,050.00	3,050.00	2,867.30	.00	182.70	94.0%
86108372	722306	ELECTRIC - TRANSCA	0	2,565.00	2,565.00	2,477.57	.00	87.43	96.6%
TOTAL TRAINING CENTER - EXPENS			0	9,684.69	9,684.69	8,577.62	140.00	967.07	90.0%
86108472 RECREATIONAL FACILITIES - EXP									
86108472	722302	SEWER	0	500.00	500.00	310.70	75.00	114.30	77.1%
86108472	722303	ELECTRIC - CL&P	0	1,200.00	1,200.00	.00	.00	1,200.00	.0%
TOTAL RECREATIONAL FACILITIES			0	1,700.00	1,700.00	310.70	75.00	1,314.30	22.7%
TOTAL PARKS & FACILITIES			0	.00	.00	-85,798.56	425.00	85,373.56	100.0%

UTILITY FUND TOWN

AS OF JUNE 30, 2014

FOR 2014 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL UTILITY SERVICE FUND	0	.00	.00	-85,798.56	425.00	85,373.56	100.0%
TOTAL REVENUES	0	-175,908.68	-175,908.68	-235,056.68	.00	59,148.00	
TOTAL EXPENSES	0	175,908.68	175,908.68	149,258.12	425.00	26,225.56	
GRAND TOTAL	0	.00	.00	-85,798.56	425.00	85,373.56	100.0%

** END OF REPORT - Generated by Lisa Hancock **

Town of Tolland



UTILITY FUND BOE AS OF JUNE 30, 2014

FOR 2014 13

	ORIGINAL APPROP	TRNFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
8000 UTILITY SERVICE FUND							
900 BOARD OF EDUCATION							
89000060 BOE - REVENUE							
89000060 681061 BOE CONTRIBUTION	0	-1,084,320.25	-1,084,320.25	-1,084,320.25	.00	.00	100.0%
TOTAL BOE - REVENUE	0	-1,084,320.25	-1,084,320.25	-1,084,320.25	.00	.00	100.0%
89005072 THS MAIN - EXPENSE							
89005072 722301 WATER	0	2,753.00	2,753.00	2,752.67	.00	.33	100.0%
89005072 722302 SEWER	0	10,850.00	10,850.00	7,349.25	3,500.00	.75	100.0%
89005072 722303 ELECTRIC - CL&P	0	74,258.00	74,258.00	74,257.70	.00	.30	100.0%
89005072 722304 PROPANE	0	6,941.00	6,941.00	6,940.28	.00	.72	100.0%
89005072 722305 HEATING OIL	0	128,692.00	128,692.00	128,691.19	.00	.81	100.0%
89005072 722306 ELECTRIC - TRANSCA	0	92,327.00	92,327.00	92,326.77	.00	.23	100.0%
TOTAL THS MAIN - EXPENSE	0	315,821.00	315,821.00	312,317.86	3,500.00	3.14	100.0%
89005172 THS PUMP - EXPENSE							
89005172 722303 ELECTRIC - CL&P	0	422.00	422.00	421.22	.00	.78	99.8%
89005172 722306 ELECTRIC - TRANSCA	0	13.00	13.00	12.64	.00	.36	97.2%
TOTAL THS PUMP - EXPENSE	0	435.00	435.00	433.86	.00	1.14	99.7%
89005272 TMS '66-'82 - EXPENSE							
89005272 722301 WATER	0	2,541.00	2,541.00	2,540.65	.00	.35	100.0%
89005272 722303 ELECTRIC - CL&P	0	82,537.00	82,537.00	82,536.31	.00	.69	100.0%
89005272 722305 HEATING OIL	0	11,158.00	11,158.00	11,157.49	.00	.51	100.0%
89005272 722306 ELECTRIC - TRANSCA	0	93,161.00	93,161.00	93,160.22	.00	.78	100.0%

Town of Tolland



UTILITY FUND BOE

AS OF JUNE 30, 2014

FOR 2014 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL TMS '66-'82 - EXPENSE	0	189,397.00	189,397.00	189,394.67	.00	2.33	100.0%
89005372 TMS '66 ADDITTON - EXPENSE							
89005372 722302 SEWER	0	2,128.00	2,128.00	2,127.10	.00	.90	100.0%
89005372 722303 ELECTRIC - CL&P	0	25,976.00	25,976.00	25,975.52	.00	.48	100.0%
89005372 722305 HEATING OIL	0	4,601.00	4,601.00	4,600.63	.00	.37	100.0%
89005372 722306 ELECTRIC - TRANSCA	0	33,567.00	33,567.00	33,567.00	.00	.00	100.0%
TOTAL TMS '66 ADDITION - EXPEN	0	66,272.00	66,272.00	66,270.25	.00	1.75	100.0%
89005472 TIS MAIN - EXPENSE							
89005472 722301 WATER	0	3,068.00	3,068.00	3,067.42	.00	.58	100.0%
89005472 722302 SEWER	0	3,066.00	3,066.00	2,115.15	950.00	.85	100.0%
89005472 722303 ELECTRIC - CL&P	0	92,576.00	92,576.00	92,575.26	.00	.74	100.0%
89005472 722306 ELECTRIC - TRANSCA	0	113,085.00	113,085.00	113,084.28	.00	.72	100.0%
TOTAL TIS MAIN - EXPENSE	0	211,795.00	211,795.00	210,842.11	950.00	2.89	100.0%
89005572 TIS RESERVE - EXPENSE							
89005572 722303 ELECTRIC - CL&P	0	196.00	196.00	195.38	.00	.62	99.7%
89005572 722306 ELECTRIC - TRANSCA	0	31.00	31.00	30.34	.00	.66	97.9%
TOTAL TIS RESERVE - EXPENSE	0	227.00	227.00	225.72	.00	1.28	99.4%
89005672 TMS MODULARS - EXPENSE							
89005672 722303 ELECTRIC - CL&P	0	225.00	225.00	224.58	.00	.42	99.8%
89005672 722306 ELECTRIC - TRANSCA	0	34.00	34.00	33.93	.00	.07	99.8%
TOTAL TMS MODULARS - EXPENSE	0	259.00	259.00	258.51	.00	.49	99.8%
89005772 BGP MAIN - EXPENSE							
89005772 722301 WATER	0	2,646.00	2,646.00	2,645.66	.00	.34	100.0%

UTILITY FUND BOE

AS OF JUNE 30, 2014

FOR 2014 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
89005772 722303 ELECTRIC - CL&P	0	22,410.00	22,410.00	22,409.93	.00	.07	100.0%
89005772 722305 HEATING OIL	0	36,604.00	36,604.00	36,603.44	.00	.56	100.0%
89005772 722306 ELECTRIC - TRANSCA	0	29,427.00	29,427.00	29,426.87	.00	.13	100.0%
TOTAL BGP MAIN - EXPENSE	0	91,087.00	91,087.00	91,085.90	.00	1.10	100.0%
89005872 BGP FIRE - EXPENSE							
89005872 722303 ELECTRIC - CL&P	0	8,430.00	8,430.00	8,429.14	.00	.86	100.0%
89005872 722305 HEATING OIL	0	54,646.00	54,646.00	54,645.36	.00	.64	100.0%
89005872 722306 ELECTRIC - TRANSCA	0	9,618.00	9,618.00	9,617.81	.00	.19	100.0%
TOTAL BGP FIRE - EXPENSE	0	72,694.00	72,694.00	72,692.31	.00	1.69	100.0%
89005972 BOE MAIN - EXPENSE							
89005972 722301 WATER	0	219.02	219.02	218.53	.00	.49	99.8%
89005972 722302 SEWER	0	182.00	182.00	.00	.00	182.00	.0%
89005972 722303 ELECTRIC - CL&P	0	130,232.13	130,232.13	1,793.55	.00	128,438.58	1.4%
89005972 722304 PROPANE	0	.01	.01	.00	.00	.01	.0%
89005972 722305 HEATING OIL	0	3,776.09	3,776.09	3,775.94	.00	.15	100.0%
89005972 722306 ELECTRIC - TRANSCA	0	1,924.00	1,924.00	1,923.84	.00	.16	100.0%
TOTAL BOE MAIN - EXPENSE	0	136,333.25	136,333.25	7,711.86	.00	128,621.39	5.7%
TOTAL BOARD OF EDUCATION	0	.00	.00	-133,087.20	4,450.00	128,637.20	100.0%
TOTAL UTILITY SERVICE FUND	0	.00	.00	-133,087.20	4,450.00	128,637.20	100.0%
TOTAL REVENUES	0	-1,084,320.25	-1,084,320.25	-1,084,320.25	.00	.00	
TOTAL EXPENSES	0	1,084,320.25	1,084,320.25	951,233.05	4,450.00	128,637.20	
GRAND TOTAL	0	.00	.00	-133,087.20	4,450.00	128,637.20	100.0%

** END OF REPORT - Generated by Lisa Hancock **

TO: Tolland Members of the Board of Education

FROM: Dr. T. Y. McDowell

DATE: August 7, 2014

SUBJECT: Board Policy 5050 (Students) Confidentiality and Access to Student Records
Board Policy 5120 (Students) Administration of Student Medications
Board Policy 3080 (Business) Advertising Signage and Administrative Regulation

Attached please find the above referenced Board Policies. These policies were reviewed by the Policy Committee on August 6, 2014. The language to be deleted is in brackets and new language is in uppercase and bolded.

Board Policy 5050 (Students) Confidentiality and Access to Student Records

The Policy and notice to parents have been amended to reflect changes to directory information, as per recent FERPA regulatory changes. Specifically, the new Policy language makes clear that parents may not opt out of a district requirement that students display a student identification badge while on school property.

Board Policy 5120 (Students) Administration of Student Medications

Public Act 12-198 makes certain changes to the law with respect to the administration of medication to students with glycogen storage disease (diabetes). The policy has been revised to reflect the standards of the new law. Please note also that the law requires that the Board obtain the advice and approval of the school medical advisor, the school nurse supervisor or other qualified licensed physician in making changes to the administration of medications policy. For that reason, we will share the proposed revisions to the policy with the school medical advisor, school nurse supervisor or other qualified licensed physician prior to formal adoption of the revised policy. I will be meeting with Chris Grulke, Nurse Coordinator, prior to the August 27, 2014 Board meeting.

Board Policy 3080 (Business) Advertising Signage and Administrative Regulation

The language for the Policy and Regulation need to be changed to allow for permanent signage to be installed. Specifically, we are recommending that the Policy language stating: "Advertising signage shall be placed no earlier than March 1 and will be removed no later than November 30 of each school year" be removed from the Policy.

Additionally, the Regulation under Restrictions on Advertising 1. "Not be permanent and shall be placed no earlier than March 1 and be removed no later than November 30 of each year" be removed from the Regulation.

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Confidentiality and
Access to Student Records

Number: 5050
Students

Approved: 6/25/03
Revised: 5/10/06
Revised: 6/28/07
Revised: 6/25/08
Revised: 4/7/09
Revised: 5/12/10
Revised: 6/27/12

REVISED:

I. POLICY

The Board of Education ("Board") complies with the state and federal regulations regarding confidentiality and access to and amendment of education records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

II. DEFINITIONS

A. Access

"Access" is defined as the right to inspect, review, or obtain copies of a student's education records or any part thereof. Access may include the right to receive copies of records under limited circumstances.

B. AUTHORIZED REPRESENTATIVE

AUTHORIZED REPRESENTATIVE MEANS ANY ENTITY OR INDIVIDUAL DESIGNATED BY THE BOARD, A STATE EDUCATIONAL AUTHORITY, OR AN AGENCY HEADED BY AN OFFICIAL LISTED IN 34 C.F.R. § 99.31(A)(3), TO CONDUCT -- WITH RESPECT TO FEDERAL- OR STATE-SUPPORTED EDUCATION PROGRAMS-- ANY AUDIT OR EVALUATION, OR ANY COMPLIANCE OR ENFORCEMENT ACTIVITY IN CONNECTION WITH FEDERAL LEGAL REQUIREMENTS THAT RELATE TO THESE PROGRAMS.

[B.] C. Biometric Record

"Biometric record", as used in the definition of personally identifiable information, means a record of one or more measureable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence; facial characteristics and handwriting.

[C.] D. De-Identified Education Record

"De-identified education records" means education records or information from education records from which all personally identifiable information has been removed, and for which the district has made a reasonable determination that a student's identity is not personally identifiable whether through single or multiple releases, taking into account other reasonably available information.

[D.] E. Directory Information

"Directory information" includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes but is not limited to, the parents' names, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, [and] the most recent previous schools attended **AND STUDENT IDENTIFICATION NUMBERS FOR THE LIMITED PURPOSES OF DISPLAYING A STUDENT IDENTIFICATION CARD. THE STUDENT IDENTIFICATION NUMBER, HOWEVER, WILL NOT BE THE ONLY IDENTIFIER USED WHEN OBTAINING ACCESS TO EDUCATIONAL RECORDS OR DATA.** Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purpose of access to or communication in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

[E.] F. Disciplinary Action

Disciplinary action or proceeding means the investigation, adjudication or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of internal rules of conduct applicable to students.

[F.] G. Disclosure

Disclosure means to permit access to or to release, transfer, or otherwise communicate personally identifiable information as contained in education records by any means, including oral, written or electronic means, to any party except the party identified as the party that provided or created the record.

[G] H. Education Records

1. Education records means any information directly related to a student that is recorded in any manner (e.g., handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche) and that is maintained by the school system or persons acting for the school system.
2. Education Records Does Not Include:
 - A. Private, personal, or working notes in the sole possession of the maker thereof, and which are not accessible or revealed to any other except a "substitute";
 - B. Records maintained by a law enforcement unit of the school district that were created by that unit for the purpose of law enforcement;
 - C. Employment records used only in relation to the student's employment by the school district that are 1) made and maintained in the normal course of business, 2) relate exclusively the student's capacity as an employee, and 3) are not made available for any other purpose;
 - D. Records on an eligible student (i.e. over 18 or attending a postsecondary education institution) that are considered "treatment records" meeting the following criteria: 1) the records are maintained by a physician, psychologist, or other recognized professional or paraprofessional capacity, 2) the records are made in connection with the treatment of the student and 3) the records are disclosed only to individuals providing such treatment (treatment does not include remedial educational activities or activities that are part of the program or instruction of the school district). However, the school district must, upon request, permit an eligible student to have a

physician or other appropriate professional of the student's choice review his/her treatment records;

- E. Records created or received by the school district after an individual is not longer a student in attendance and that are not directly related to the individual's attendance as a student; and
- F. Grades on peer-graded papers before they are collected and recorded by a teacher.

[H.]I. Eligible Student

An "eligible student" is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.

[I] J. Law Enforcement Unit

An individual, office, department, division or other component of an educational agency or institution, that is officially authorized or designated by that agency or institution to 1) enforce laws or refer matters of law enforcement to appropriate authorities or 2) maintain the physical security and safety of the agency or institution.

[J] K. Legitimate Educational Interest

Means the need for a school official to review an education record in order to fulfill his or her professional responsibilities.

[K]L. Parent

The word "parent" is defined as a parent or parents of a student, including a natural parent, a guardian, or surrogate parent or an individual acting as a parent in the absence of a parent or guardian. The rights of a parent shall transfer to an eligible student, however, a parent of a student who student as a dependent under Section 152 of the Internal Revenue Code of 1986 is entitled to the student's education records without the eligible student's consent.

[L] M. Personally Identifiable Information

"Personally identifiable information" includes, but is not limited to the student's name; the name of the student's parent or other family members; the address of the student, or his/her family; a personal identifier, such as the student's social security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;

other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

[M] N. School Official

Is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on a the board of education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, consultant, therapist, or school resource officer); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

[N] O. Signed and Dated Written Consent

Signed and dated written consent to disclose personally identifiable student information from a student's records must specify the education records to be disclosed, the purpose of disclosure and the party to whom such records should be provided. Consent may include a record and signature in electronic form provided that the consent identifies and authenticates a particular person as the source of electronic consent.

III. Annual Notification of Rights/Release Of Directory Information

- A. On an annual basis, the school district will notify parents of and/or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the District and will also be published in the school district's guide to Pupil Personnel [or special education] Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The school district will take steps to ensure that parents or eligible students whose primary or home language is not English or who are disabled will also be notified of their rights regarding a student's education records.
- B. On an annual basis, the school district will also notify parents and/or eligible students currently in attendance of any categories of

information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year. **PARENTS AND/OR ELIGIBLE STUDENTS MAY NOT USE THE RIGHT TO OPT OUT OF DIRECTORY INFORMATION DISCLOSURES TO PROHIBIT THE SCHOOL DISTRICT FROM REQUIRING STUDENTS TO WEAR OR DISPLAY A STUDENT IDENTIFICATION CARD.**

- C. In the annual notification, the school district will also provide notice to parents and/or eligible students that the district is legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection shall be effective for one school year.

IV. Confidentiality of Education Records

- A. All school officials are directed to maintain the confidentiality of personally identifiable information contained in a student's education records. Each person who has access to student records is responsible for ensuring personally identifiable information is protected from disclosure at collection, storage, disclosure, and destruction stages. Disclosure of information is permitted only in accordance with Board Policy, Administrative Regulations and in a manner consistent with State and Federal law.
- B. Education records are not public records and any disclosure other than to persons authorized to receive the records without prior consent of a parent or an eligible student violates the law and Board policy, except as provided in Federal and State statutes.
- C. The school district shall use reasonable methods, including administrative policies and procedures, as well as physical and technological access controls, to ensure that school officials obtain access to only those education records in which they have a legitimate educational interest.
- D. The district shall use reasonable methods to identify and authenticate the identity of parents, students, school officials and other parties to whom the district discloses personally identifiable information from education records.
- E. The district shall require contractors and other outside agencies with access to education records to certify their compliance with the confidentiality requirements of this policy, as well as applicable State and Federal law.

V. Access To Education Records

- A. Parents and/or an eligible student have the right to inspect and review all education records of the student unless such rights have been waived under Section XI, below. Parents' rights of inspection and review are restricted to information dealing with their own child. In the case of an eligible student, the right to inspect and review is restricted to information concerning the student. All requests for access to education records must be in writing.
- B. When submitting a written request to inspect or review education records, the request must identify the record or records being sought. The school district will notify the parent or eligible student of the date, time and location where the records may be inspected and reviewed.
- C. The parents or eligible students may designate in writing a representative to inspect and review the records. Consent for disclosure of education records to a designated representative must be signed and dated by the parent or eligible student.
- D. A school professional shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records.
- E. For the records of regular education students, the Board will make education records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request.
- F. For students requiring special education, the Board will comply with a request to inspect and review a student's education records with ten (10) days of the request; or with three (3) days of the request if the request is in order to prepare for a meeting regarding an IEP meeting (Planning and Placement Team meeting) or any due process proceeding.
- G. Parents of students eligible to receive special education and related services (or the eligible student) have the right to receive one free copy of their child's (his/her) education records. The request for the free copy must be in writing and the board shall comply with the written request within five (5) school days of the request. Notwithstanding the fact that a test instrument may meet the criteria for an "education record" under the Family Educational Rights and Privacy Act, 20 USC 1232G, any test instrument or portion of a test instrument for which the test manufacturer asserts a proprietary of

copyright interest in the instrument shall not be copied. The parent or eligible student retains the right to review and inspect such information and the board of education shall respond to reasonable requests from the parent or eligible student for explanations and interpretations of the student's education record, which may include reviewing copyrighted testing instruments.

- H. Aside from a parent or eligible student, staff members, school employees and other school officials may access a student's educational records only if they have been determined by the school system to have a legitimate educational interest in accessing the information contained in such records. Disclosures to any other parties, may only be made in accordance with the exemptions and provisions set forth in Section VII, below.
- I. Pursuant to the procedures set forth in Section VI, the district maintains a record of all parties that have access to education records, including access to education records found in computer memory banks.
- J. Non-Custodial Parents: A parent does not lose his or her right to access to education records upon divorce. Non-Custodial parents retain their rights to review their child's education records unless the school district has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes the non-custodial parent's right. School notices shall be mailed to the non-custodial parent/guardian requesting the notices at the same time that they are provided to the custodial parent/guardian. Any requests by the non-custodial parent/guardian to receive school notices shall be effective for as long as the child remains in the school the student is attending at the time of the request.
- K. Copies of Education Records/Fees:
 - 1. The school district cannot charge a fee to search for or to retrieve the education records of a student. As noted above, if a student has been identified as requiring special education and related services, the parents' (or eligible student's) right to inspect and review the child's records shall include the right to receive one free copy of those records. The request for the free copy shall be made in writing. The Board of Education shall comply with such request as stated above. A charge will be levied for additional copies; in no case will the charge exceed 50¢ per page.

2. In addition to the provision above regarding special education students, if circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's education records, the district shall:
 - a. provide the parent or eligible student with a copy of the records requested, or
 - b. make other arrangements for the parent or eligible student to inspect and review the requested records. [the board reserves the right to charge for copies of a student's education records. Such charge will not exceed 50¢ per page.]
3. **THE BOARD RESERVES THE RIGHT TO CHARGE FOR COPIES OF A STUDENT'S EDUCATION RECORDS. SUCH CHARGE SHALL NOT EXCEED 50 CENTS PER PAGE.**

VI. Record Keeping Requirements/Documentation of Access To Education Records

- A. The school district will appoint an individual to be responsible for the care and upkeep of all education records. Education records are kept by categories, each of which encompasses a specific type of data collected during a student's educational career. These categories also determine how long the school district must maintain the records. The school district will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the school district.
- B. Except as provided below, a record (log) will be kept documenting each request for, and disclosure of, personally identifiable information from the education records of each student, including information found in computer memory banks.
 1. The record (log) shall contain the name of any individual, agency, or organization that requested or obtained access to the student's records;
 2. the date of the request for access;
 3. whether access was given;
 4. the purpose for which the party was granted access to the records;
 5. the names of additional parties to whom the receiving party may disclose the information on behalf of the school district;
 6. and the legitimate educational interest in obtaining the information.
- C. The record (log) requirement does not apply to requests from, or disclosure to:

1. a parent or eligible student;
 2. a party seeking directory information;
 3. a party who has signed and dated written consent from the parent and/or eligible student;
 4. school officials from the school district in which the student is currently enrolled who have a legitimate educational interest in the information contained in the student's record; or
 5. persons seeking or receiving the information as directed by a federal grand jury or other law enforcement subpoena or ex parte order of the Attorney General of the United States (provided that the information requested is not to be re-disclosed).
- D. The record (log) is a permanent part of the student's education records and must be available to the parent or eligible student upon request.
- E. If the district makes a release of education records without consent in a health and safety emergency, the district must record:
- 1) The articulable and significant threat to the health and safety of a student or other individuals that formed the basis for disclosure; and
 - 2) The parties to whom the district disclosed the information.

VII. The Release of Records or Personally Identifiable Information

- A. The school system or its designated agents may not permit release of education records or any information from such records which contains personally identifiable information to any outside individual, agency, or organization without the written consent of the parents or eligible student, except as indicated in Section VII. C below. Personally identifiable information contained in the education record, other than directory information, will not be furnished in any form (i.e., written, taped, person-to-person, statement over the telephone, on computer disk, etc.) to any person other than those listed below, unless prior written consent has been obtained.
- B. To be effective, the written consent must be signed and dated and must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.
- C. Personally identifiable information may be released without consent of the parents, or the eligible student, only if the disclosure meets one of the criteria set forth below:

1. The disclosure is to other school officials within the district, including teachers, who have been determined by the school district to have legitimate educational interests in the education records.
2. The disclosure is to a contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions, provided that the outside party (a) performs an institutional service or function for which the district would otherwise use employees, (b) is under the direct control of the district with respect to the use and maintenance of education records, and is subject to the requirements of FERPA with respect to the use and redisclosure of personally identifiable information from education records.
3. TRANSFER STUDENTS:
 - a) The disclosure is to officials of another school, including other public schools, charter schools, and post-secondary institutions in which the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record pursuant to Section X.
 - b) When a student enrolls in a new public school district (including public charter school), the receiving school district must send written notice of such enrollment to the school the student previously attended not later than two (2) business days after the student enrolls. Not later than ten (10) days after receipt of such notice, the sending school shall transfer the student's records to the new school district.
 - c) Upon notification by the Department of Children and Families of a decision to change the school placement for a student attending district schools who is placed in out-of-home care by DCF pursuant to an order of temporary custody or an order of commitment, in accordance with Section 46b-129 of the Connecticut General Statutes, the Board shall transmit to the receiving school, not later than one (1) business day after receipt of such notification from DCF, all essential educational records for the student,

including, but not limited to, the student's Individualized Education Plan and behavioral intervention plan, if any, and all documents necessary for the receiving school to determine appropriate class placement and to provide educational services. The Board shall transfer nonessential records to the receiving school in accordance with subsection b) above.

4. The disclosure is to authorized representatives of the **U.S. Comptroller [General of], the [United States; the] U.S. Attorney General [of], the [United States; the] U.S. Secretary of Education; or State [and] OR** local educational authorities{, under the following conditions: the school shall provide such authorized representatives access to student or other records that may be necessary in connection with the audit, evaluation, or enforcement of state and federally} **DISCLOSURES OF THIS NATURE MAY BE MADE ONLY IN CONNECTION WITH AN AUDIT OR EVALUATION OF FEDERAL OR STATE** supported education programs,[but shall not permit such representatives to collect personally identifiable information unless specifically authorized to do so by state and federal law or if the parent or eligible student has given written consent for the disclosure.] **OR FOR THE ENFORCEMENT OF OR COMPLIANCE WITH THE FEDERAL LEGAL REQUIREMENTS THAT RELATED TO THESE PROGRAMS, SO LONG AS THE DISTRICT ENTERS INTO A WRITTEN AGREEMENT WITH THE AUTHORIZED REPRESENTATIVES CONDUCTING THE AUDIT OR EVALUATION, WHICH AGREEMENT MUST COMPLY WITH 34 C.F.R. 99.35 (A)(3) AND REQUIRE THAT THE AUTHORIZED REPRESENTATIVE PROTECTS THE CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE STUDENT INFORMATION CONSISTENT WITH FERPA REQUIREMENTS. SUCH ENTITIES MAY TAKE FURTHER DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION TO OUTSIDE ENTITIES THAT ARE DESIGNATED BY THEM AS THEIR AUTHORIZED REPRESENTATIVES TO CONDUCT ANY AUDIT, EVALUATION, OR ENFORCEMENT OR COMPLIANCE ACTIVITY ON THEIR BEHALF.**
5. The disclosure is made in connection with a student's application for, or receipt of, financial aid, if such information is necessary to determine eligibility for, the amount of, or the conditions for financial aid, or to enforce the terms and conditions of financial aid.

6. The disclosure is to state and local officials or authorities within the juvenile justice system as long as the officials and authorities to whom the records are disclosed certify in writing to the school district that (a) the information is required by court, (b) will not be disclosed to any other party without the prior, written consent of the parent of the student, except as provided under State law. Disclosure shall be permitted for information relating to the student's school attendance, adjustment and behavior, as well as the student's individualized education program (IEP) and related documents if the student receives special education services. If a student is placed on probation by the juvenile court, school officials may issue their own recommendation concerning the conditions of the student's probation.
7. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administer student aid programs, or improving instruction, so long as (a) the study does not permit personal identification of parents or students by individuals other than representatives of the organization, (b) the information is destroyed after it is no longer needed for the purposes for which the study was conducted, and (c) the district enters into a written agreement with the organization conducting the study that ensures that the study protects the confidentiality of personally identifiable student information consistent with FERPA requirements .
8. The disclosure is to accrediting organizations in order to carry out their accrediting functions.
9. The disclosure is to parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
10. The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with (a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (c) an ex

parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of terrorism crimes specified in Section 2332B(g)(5)(b) and 2331 of Title 18, U.S. Code.

11. If the school district initiates legal action against a parent or student, the school district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff.
12. If a parent or eligible student initiates legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.
13. The disclosure is to appropriate parties, including parents of an eligible student, in connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making a determination regarding the disclosure of education records without consent in a health and safety emergency, the district may take into account the totality of the circumstances pertaining to the threat to the health or safety of a student or other individuals. If the district reasonably determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, provided, however, that the district record such disclosure in accordance with Section VI. D, above.
14. The disclosure is to the parent of a student who is under 18 years of age or to the student.
15. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the district under 42 U.S.C. 14071 and applicable Federal guidelines

D. Directory Information

1. The school district will notify parents (of students currently enrolled within the district) or eligible students (currently enrolled

in the district) annually of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.

2. School districts are legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.
3. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.
4. The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.
5. An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled.
6. The school district will not use the student's social security number or other non-directory information alone or combined with other elements to identify or help identify the student or the student's records.

E. De-Identified Records and Information

1. The school district may release education records or information from education records without the consent of a parent or eligible student after the removal of all personally identifiable information, provided that the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.

2. The school district may release de-identified education records including student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:
 - a) the district does not disclose any information about how it generates and assigns a record code, or that would allow a recipient of the information to identify a student based on the record code;
 - b) the record code is used for no purpose other than identifying a de-identified record for the purposes of education research and cannot be used to ascertain personally identifiable information about a student; and
 - c) the record code is not based on a student's social security number or other personal information.

F. Disciplinary Records

Nothing in this policy shall prevent the school district from:

1. Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
2. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, to teachers and school officials who have been determined to have legitimate educational interests in the behavior of the student.

G. In accordance with state and federal law, the district will facilitate the transfer of records of suspension and expulsion of a student to officials of any private elementary or secondary school in which the student is subsequently enrolled or seeks, intends or instructed to enroll.

H. Records of the Department of Children and Families ("DCF")

1. Documents related to any Department Of Children And Families ("DCF") child abuse and/or neglect investigations that are maintained by the Board are considered education records under The Family Educational Rights and Privacy Act ("FERPA"). as such, they are subject to the confidentiality and disclosure requirements set forth in this policy and in

corresponding provisions of State and Federal law. Such records, including records of allegations, investigations and reports made to DCF, should be kept in a confidential and central location, with restricted access and shall be disclosed only as authorized by law. In addition to meeting the requirements under FERPA, should the Board receive a request to disclose confidential DCF records to an outside third party, the Board shall redact the name or other personally identifiable information concerning the individual suspected of being responsible for the alleged abuse and/or neglect unless the requested records are being released to the individual named in the DCF records.

2. In addition, the District shall redact the name or any personally identifiable information related to the identity of any individual responsible for making a report of alleged child abuse and/or neglect before releasing or transferring any DCF records containing such reports

VIII. RedisDisclosure of Education Records

- A. The school district may disclose personally identifiable information from an education record only on the conditions that:
 1. The party to whom the information is disclosed will not subsequently redisclose the information to any other party without the proper consent of the parent or eligible student, and
 2. The officers, employees, and agents of a party that receives such information may only use the information for the purposes for which disclosure was made.
- B. Notwithstanding the provisions of section a above, the school district may disclose personally identifiable information from an education record with the understanding that the information may be redisclosed by the recipient of the information as long as prior written consent for disclosure is not required, for one of the reasons listed in article vii, section c. Above, and at least one of the following conditions is met.
 1. The record of the original disclosure includes the names of the parties to whom redisclosure is being made and the legitimate interests each such party has in requesting or obtaining the information.
 2. In the case of disclosures made pursuant to a court order or lawfully issued subpoena, the district has made a reasonable effort to notify the parent or eligible student in advance of compliance with the subpoena (except if such subpoena meets the criteria set forth above in article vii, section c. (10)).

3. Disclosure is made to a parent, an eligible student, or the parent of an eligible student.
 4. The information is considered directory information.
- C. In the event that the family policy compliance office determines that a third party outside of the school district has improperly redisclosed personally identifiable information from education records in violation of ferpa, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

IX. Amendment of Education Records

- A. If a parent or an eligible student believes that information in the student's education records is inaccurate, misleading or violates of the student's right to privacy, he/she is entitled to:
1. Request in writing that the school district make appropriate amendments;
 2. Receive within a reasonable period of time a decision from the school district.
- B. If the school district decides to amend the records, the school district shall promptly take such steps as may be necessary to put the decision into effect with respect to the requested amendments, and shall inform the parent or eligible student of the amendment.
- C. If the school district decides that an amendment of data in accordance with the request is not warranted, it shall so inform the parent or eligible student and advise him/her of the right to a hearing pursuant to this policy.

X. Hearing Rights and Procedures

A. Rights

1. Upon written request of a parent or eligible student to the Superintendent, an opportunity for a hearing shall be provided to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
2. If, as a result of the hearing, the school district decides that

information contained in the education records of a student is inaccurate, misleading, or otherwise in violation of the student's right to privacy, the data shall be amended, and the parent or eligible student shall be informed in writing.

3. If, as a result of the hearing, it is decided that data are not inaccurate, misleading, or otherwise in violation of the student's right to privacy, the parent or eligible student shall be informed of the right to place in the student's education records a statement commenting on the contested information or stating why he or she disagrees with the District's decision, or both.

- a. Any statement placed in the records of the student shall be maintained by the school system as part of the records of the student as long as the record or contested portion is maintained by the school system.

- b. If the contested portion of the education record disclosed by the school system, the statement of disagreement by the parents and/or eligible student shall also be disclosed.

B. Procedures

1. The hearing shall be held within a reasonable time after the school system has received the request, unless the parent requests a delay.
2. The parent shall be given notice of the date, place, and time of the hearing.
3. The hearing will be conducted by a person(s) appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.
4. The parent and the school system shall have the right to be represented by person(s) of their choosing at their own expense, to cross-examine witnesses, to present evidence, and to receive a written decision of the hearing.
5. The decision reached through the hearing shall be made in writing within a reasonable period of time after the hearing. The decision will be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

XI. Waiver of Rights

- A. A student who is an applicant for admission to an institution of post-secondary education or is in attendance at an institution of post-secondary education, may waive his or her right to inspect and review confidential letters and confidential statements of recommendations with the following limitations:
1. The student is notified, upon request, of the names of all individuals providing the letters or statements.
 2. The letters or statements are used only for the purpose for which they were originally intended.
 3. The waiver is not required by the agency as a condition of admission to or receipt of any other service or benefit from the agency.
 4. The waiver must be in writing and executed by the student, regardless of age, rather than by the parent.
- B. A waiver may be revoked with respect to any actions occurring after the revocation.
- C. Revocation of a waiver must be in writing.

XII. Special Confidentiality Procedures for HIV-Related Information

- A. The following definitions shall apply to Section XII of this policy:
1. Confidential HIV-Related Information
"Confidential HIV-related information" means any information pertaining to the protected individual or obtained pursuant to a release of confidential HIV-related information, concerning whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such conditions, including information pertaining to such individual's partners.
 2. Health Care Provider
"Health Care Provider" means any physician, dentist, nurse, provider of services for the mentally ill or persons with mental retardation, or other person involved in providing

medical, nursing, counseling, or other health care, substance abuse or mental health service, including such services associated with, or under contract to, a health maintenance organization or medical services plan.

3. Protected Individual

"Protected individual" means a person who has been counseled regarding HIV infection, is the subject of an HIV-related test or who been diagnosed as having HIV infection, AIDS or HIV-related illness.

4. Release of confidential HIV-related information

"Release of confidential HIV-related information" means a written authorization for disclosure of confidential HIV-related information which is signed by the protected individual, if an eligible student, or a person authorized to consent to health care for the individual and which is dated and specifies to whom disclosure is authorized, the purpose for such disclosure and the time period during which the release is to be effective. A general authorization for the release of medical or other information is not a release of confidential HIV-related information, unless such authorization specifically indicates its dual purpose as a general authorization and an authorization for the release of confidential HIV-related information.

5. School Medical Personnel

"School medical personnel" means an employee of the Board who is a school nurse or the school district medical adviser.

B. Confidentiality of HIV-related Information

1. All school staff must understand that no person who obtains confidential HIV-related information regarding a protected individual may disclose or be compelled to disclose such information. Each person who has access to confidential HIV-related information is responsible for ensuring that confidential HIV-related information is protected from disclosure and/or redisclosure.
2. Confidential HIV-related information is not public information and any disclosure, other than to persons pursuant to a legally sufficient release or to persons authorized by law to receive such information without a legally sufficient release,

violates the law and Board policy.

C. Accessibility of Confidential HIV-related Information

1. No school staff member who obtains confidential HIV-related information may disclose or be compelled to disclose such information, except to the following:
 - a. the protected individual, his/her legal guardian or a person authorized to consent to health care for such individual;
 - b. any person who secures a release of confidential HIV-related information;
 - c. a federal, state or local health law officer when such disclosure is mandated or authorized by federal or state law;
 - d. a health care provider or health facility when knowledge of the HIV-related information is necessary to provide appropriate care or treatment to the protected individual or when confidential HIV-related information is already recorded in a medical chart or record and a health care provider has access to such record for the purpose of providing medical care to the protected individual;
 - e. a medical examiner to assist in determining cause of death; or
 - f. any person allowed access to such information by a court order.

D. Procedures

1. If a school staff member, other than school medical personnel, is given confidential HIV-related information regarding a protected individual who is also a student from the student's legal guardian or the student, the school staff member shall attempt to secure a release of confidential HIV-related information for the sole purpose of disclosing such information to school medical personnel.
2. If a school medical personnel member is given confidential HIV-related information regarding a protected individual, who is also a student, by a student's legal guardian or by the

student and the legal guardian or the student requests accommodations to the student's program for reasons related thereto, the school medical personnel member shall inform the legal guardian or the student, if an eligible student, that a release of confidential HIV-related information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for and implementing appropriate accommodations to the student's program.

3. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or his/her legal guardian, shall keep such information confidential and shall not disclose such information.
4. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.
5. Any record containing confidential HIV-related information shall be maintained in a separate file, and shall not be subject to the provisions of this policy regarding accessibility of general student records.
6. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV-related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases, such confidential HIV-related information may BE disclosed as set forth in and subject to any limitation of such court order.

E. Disclosures Pursuant to a Release

1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose."
2. Oral disclosures must be accompanied or followed by the above notice within 10 days.

3. Except for disclosures made to a federal, state or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any HIV-related test result of a protected individual, who shall be informed of such disclosures on request.

XIII. Child Abuse Reporting

Nothing in this policy shall limit a mandated reporter's responsibility to report suspected child abuse or neglect under the Board's Child Abuse and Neglect Reporting Policy #4090.

XIV. Right to File a Complaint

FERPA affords parents and eligible students the right to file a complaint with the u.s. department of education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department Of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Legal References:

State law:

Conn. Gen. Stat. § 1-201 et seq.
Conn. Gen. Stat. § 1-220h
Conn. Gen. Stat. § 10-15b
Conn. Gen. Stat. § 17-16a
Conn. Gen. Stat. § 17a-101k
Conn. Gen. Stat. § 19a-581 et seq.
Conn. Gen. Stat. § 46b-134
Regs. Conn State Agencies § 10-76d-18
Public Act 11-93
Public Act 11-115

Office of The Public Records Administrator, Retention Schedule M8-Education Records, revised 2/2005 available at [Http://www.cslib.org/retschedules.htm](http://www.cslib.org/retschedules.htm)

Federal Law:

Family Educational Rights and Privacy Act (Ferpa), 20 U.S.C. §§ 1232g Et. Seq.
USA Patriot Act Of 2001, Pub. L. 107-56
No Child Left Behind Act of 2001, Pub. L. No. 107-110

34 CFR 99.1-99.67(as amended)
34 CFR 300.560-300.576

Balancing Student Privacy And School Safety: A Guide To The Family Educational Rights And Privacy Act For Elementary And Secondary Schools, US Department Of Education (October 2007), Available At <http://www.ed.gov/policy/genguid/fpco/ferpa/safeschools/>.

ADMINISTRATIVE REGULATIONS REGARDING CLASSIFICATION OF STUDENT RECORDS

The School District will appoint a Custodian of Records who will ensure that student education records are kept as follows:

A. CATEGORY "A" RECORDS:

1. Category A includes official administrative records that constitute the minimum personal data necessary for the operation of the educational system.
2. Category A records should be reviewed at least every three (3) years, while the student is in school.
3. Category A records may be maintained on microfilm after six (6) years beyond graduating class date.
4. Category A records shall be maintained for at least fifty (50) years after the student leaves school or graduates.
5. Category A records shall include the following identifying data:

<u>RECORD</u>	<u>LOCATION</u>
a. Name, address, date of birth	Cumulative/Health File
b. Name of parent(s) or guardian, address, telephone #	Cumulative/Health File
c. Academic achievement (grades/transcript)	Cumulative File
d. Level of academic achievement (class standing/academic level)	Cumulative File
e. Date of high school graduation or equivalent	Cumulative File
f. Student activities and significant awards	Cumulative File
g. Records of immunizations	Cumulative/Health/Pupil Personnel File

B. CATEGORY "B" RECORDS

1. This includes verified information for the formulation of education programs for all students, but not absolutely necessary over an indefinite period of time.
2. Data in Category B must be accurate, clearly understood, and verified before becoming part of any continuing record. There should be no anonymous entries in a student's school record. Category B information should be reviewed at least every three (3) years while the student is in school.
3. Category B records may be destroyed after six (6) years following the student's graduation, or the graduation of the class to which he/she belonged.
4. Notice of a student's suspension or expulsion shall be expunged from the student's cumulative educational record if the student graduates from high school, except for notice of an expulsion based upon possession of a firearm or deadly weapon.
5. In cases where a student is suspended or expelled for the first time, and the administration or the board, respectively, has shortened or waived the period of suspension or expulsion in accordance with the board's disciplinary policy relating to the first time offences, the administration or the board respectively, may choose to expunge such notice of suspension or expulsion from the student's cumulative record at the time the student completes the specified program, and may other conditions imposed by the administration/board, rather than after graduation. Should the notice be expunged in accordance with this provision, a record of the fact that the student had been suspended or expelled shall be maintained apart from the student's cumulative record, for the limited purpose of determining whether any subsequent offenses by the student would constitute the student's first suspension or expulsions.
6. Records containing information pertaining to child abuse/neglect referrals or reports, or containing confidential HIV-related information should be kept separate from the student's cumulative folder, in confidential files.
7. Confidential HIV-related information contained in the confidential file should only be disclosed pursuant to district policy.
8. Information contained in documents related to any Department of Children and Families ("DCF") child abuse and/or neglect investigation, or any such investigation conducted by local law enforcement officials, shall be kept confidential. Such records shall only be disclosed in accordance with the Board's policy regarding Confidentiality and Access to Student Records.

9. Category B Records Shall Include the following (if applicable):

<u>Record</u>	<u>Location</u>
a. Standardized academic achievement scores (CTBS, CAPT, CMT)	Cumulative file
b. Standardized group aptitude and/or personality testing program results	Cumulative file
c. Diagnostic reading/math test results (not special education)	Cumulative file
d. Educational and/or vocational interest	Cumulative file
e. Speech/language and hearing evaluations (not special education)	Cumulative/health file
f. Family background information	Cumulative file
g. Systematically gathered teacher or counselor ratings and observations	Cumulative file
h. Comprehensive health records	Cumulative/health/pupil personnel file
i. Correspondence relating to the student	Cumulative/health/pupil personnel file
j. Disciplinary records	Cumulative file
k. Extracurricular activities	Cumulative file
l. Letters of recommendation	Cumulative file
m. Parent/eligible student's signed release forms for disclosure	Cumulative/health/pupil personnel file
n. Family with service needs records	Cumulative file
o. Reports of child abuse/neglect	Confidential file

p. Reports containing confidential HIV-related information	Confidential file
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C. CATEGORY "C" RECORDS – SPECIAL EDUCATION

1. Category C includes verified information necessary for the formulation of prescriptive educational plans designed to meet the unique needs of selected students.
2. Category C information should be kept separate from the student's cumulative folder, in the Pupil Personnel File, and reviewed annually.
3. Category C records may be destroyed after six (6) years following the student's graduation, or the graduation of the class to which he/she belonged. Prior to the destruction of Category C information, notification to parents and/or eligible students via media will be made and opportunity provided to copy said records.

Category C shall include (where applicable):

<u>RECORD</u>	<u>LOCATIONS</u>
a. PPT referral forms	Pupil Personnel File
b. Reports of serious recurrent behavior patterns	Pupil Personnel File
c. Psychological evaluations and psychologists' reports or recommendations	Pupil Personnel File
d. Planning and Placement Team minutes, findings, and recommendations	Pupil Personnel File
e. Individualized education plans ("IEPs")	Pupil Personnel File
f. School social work summaries	Pupil Personnel File
g. Learning disabilities evaluations	Pupil Personnel File
h. Occupational therapy evaluations	Pupil Personnel File
i. Physical therapy evaluations	Pupil Personnel File

j. Reports of evaluations completed outside the school system (neurological, psychiatric, medical, etc.)	Pupil Personnel File
k. Section 504 Records	Pupil Personnel File
l. Consent forms	Pupil Personnel File
m. Individualized Family Service Plans ("IFSPs")	Pupil Personnel File
n. Due process records	Pupil Personnel File

D. DURATION OF STUDENT RECORDS

1. Records shall be destroyed in accordance with district policy and the Records Retention Schedule of the Public Records Administrator.
2. Records may be maintained for longer periods of time whenever valid cause for the retention of records is shown to the custodian of records.

E. RESPONSIBILITY FOR MAINTENANCE OF STUDENT RECORDS

1. The Director of Pupil Personnel [or Special Education] is the Custodian of Records.
2. In addition, the following personnel are designated as the guardians of records for each of the schools:
 - a. Categories A and B: Principal at each school.
 - b. Category C: Case Manager at each school.
 - c. With respect to confidential HIV-related information, if the Principal is a recipient of an HIV-related disclosure, the Principal shall be the guardian of records. If not, whoever was the recipient of the HIV-related disclosure shall be the guardian of the records. With respect to child abuse and neglect investigation material, the Case Manager at each school shall be the guardian of the records.
3. The chief custodian of records will annually list for public inspection the names and positions of the custodians of records in each of the schools.

Administrative Regulations Regarding
Classification Of Education Records

The School District will appoint a custodian of records who will ensure that student education records are kept as follows:

A. Category "A" Records:

Category A includes official administrative records that constitute the minimum personal data necessary for the operation of the educational system.

Category A records shall be maintained for at least fifty (50) years after the student leaves the School District or graduates.

Notice of a student's suspension or expulsion shall be expunged from the student's cumulative education record if the student graduates from high school, except for notice of an expulsion based upon possession of a firearm or deadly weapon.

*In cases where a student is suspended or expelled for the first time, and the Administration or the Board, respectively, has shortened or waived the period of suspension or expulsion in accordance with the Board's disciplinary policy relating to first time offenses, the Administration or the Board, respectively, may choose to expunge such notice of suspension or expulsion from the student's cumulative record at the time the student completes the specified program and any other conditions imposed by the Administration/Board, rather than upon graduation. Should the notice be expunged in accordance with this provision, a record of the fact that the student had been suspended or expelled shall be maintained apart from the student's cumulative record, for the limited purpose of determining whether any subsequent offenses by the student would constitute the student's first suspension or expulsion.

Category A Records shall include, at a minimum, the following:

<u>Record</u>	<u>Location</u>
a. Basic Biographical Information	Cumulative/Health File
b. Academic Achievement (Grades/Transcripts)	Cumulative File
c. Date of High School Graduation or Equivalent	Cumulative File

d. Records of Immunizations	Cumulative/Health/ Pupil Personnel File
e. Attendance Records (Days Absent/Present/Tardy)	Cumulative File
f. *Notice of Expulsion for Firearm or Deadly Weapon (C.G.S. 10-233c(e) ,	Cumulative File

B. CATEGORY "B" RECORDS

This includes verified information for the formulation of education programs for all students, but not absolutely necessary over an indefinite period of time.

Data in category B must be accurate, clearly understood, and verified before becoming part of any continuing record. There should be no anonymous entries in a student's education record.

Category B records must be maintained for at least six (6) years after the student leaves the school district or graduates from high school.

Notice of a student's suspension or expulsion shall be expunged from the student's cumulative education record if the student graduates from high school, except for notice of an expulsion based upon possession of a firearm or deadly weapon.

*in cases where a student is suspended or expelled for the first time, and the Administration or the Board, respectively, has shortened or waived the period of suspension or expulsion in accordance with the Board's disciplinary policy relating to first time offenses, the Administration or the Board, respectively, may choose to expunge such notice of suspension or expulsion from the student's cumulative record at the time the student completes the specified program and any other conditions imposed by the administration/board, rather than upon graduation. should the notice be expunged in accordance with this provision, a record of the fact that the student had been suspended or expelled shall be maintained apart from the student's cumulative record, for the limited purpose of determining whether any subsequent offenses by the student would constitute the student's first suspension or expulsion.

records containing information pertaining to child abuse/neglect referrals or reports; or containing confidential HIV-related information should be kept separate from the student's cumulative folder, in confidential files.

Confidential HIV-related information contained in the confidential file should only be disclosed pursuant to district policy.

Information contained in documents related to any Department of children and Families (“DCF”) child abuse and/or neglect investigation, or any such investigation conducted by local law enforcement officials, shall be kept confidential in a central location. Such records shall only be disclosed in accordance with the Board’s policy regarding confidentiality and access to education records.

Category B records shall include the following (if applicable):

<u>Record</u>	<u>Location</u>
a. Child-Study Team Records / Student Assistance Team Records	Cumulative/Pupil Personnel File
b. Standardized Group Test Scores (CAPT, CMT etc.)	Cumulative/Pupil Personnel File
c. Diagnostic Reading/Math Test Results (Not Special Education)	Cumulative File
d. Educational and/or Vocational Interest	Cumulative File
e. Speech/Language and Hearing Evaluations (Not Special Education)	Cumulative/Health File
f. Comprehensive Health Records	Cumulative/Health/Pupil Personnel File
g. Correspondence Relating To The Student	Cumulative/Health/Pupil Personnel File
h. Suspensions/Expulsions	Cumulative File*
i. Parent/Eligible Student’s Signed Release Forms	Cumulative/Health/Pupil Personnel File
j. Truancy Records (Including Record Of Parent Conferences And Referrals)	Cumulative File
k. Child Abuse/Neglect Forms	Confidential File In Central Location
l. Reports Containing Confidential HIV-Related Information	Confidential File

<u>Record</u>	<u>Location</u>
m. Awards	Cumulative File
n. Diagnostic Test Results (Non Special Education)	Cumulative File/Pupil Personnel
o. Extracurricular Activities	Cumulative File
p. Letters of Recommendation	Cumulative File
q. Parent's/Eligible Student's Signed Release Forms (Permitting Disclosure of Records)	Cumulative File/Health/Pupil Personnel File
r. Diploma (If Not Picked Up By Student)	Cumulative File
s. Accident Reports	Cumulative File
t. Basic School Entrance Health Histories	Cumulative/Health File
u. Cumulative Health Record (CHR-1, Original or Copy)	Health File (*Copy Remains With District/Original Follows)
v. Individualized Health Care Plans / Emergency Care Plans	Cumulative/Health/Pupil Personnel File
w. Health Assessment Records (HAR-3)	Health File
x. Incident Reports	Cumulative File
y. Medication Administration Records(*6 Yrs or Until Superseded by Yearly Summary on CHR-1)	Health File
z. Parent Authorization For Medications/Treatments	Health File
aa. Physician's Orders for Medications Treatments	Health File

<u>Record</u>	<u>Location</u>
bb. Referral Forms for Services Based on Results of Mandated Screenings	Health/Pupil Personnel File
cc. Sports Histories and Physical-Examination Reports	Health File
dd. Nursing Records (Health Assessment Data; Nursing Process Notes; 3 rd Party Health Records)	Health File

C. Category "C" records – Special Education

1. Category C includes verified information necessary for the formulation of prescriptive educational plans designed to meet the unique needs of selected students.
2. Category C information should be kept separate from the student's cumulative folder, in the pupil personnel file.
3. Category C records must be maintained for at least six (6) years after the student leaves the school district or graduates from high school.
4. Prior to the destruction of category C information, notification to parents and/or eligible students via media will be made and opportunity provided to copy said records.

Category C Shall Include (Where Applicable):

<u>Record</u>	<u>Locations</u>
a. PPT Referral Forms	Pupil Personnel File
b. School Counselor Case Records	Cumulative/ Pupil Personnel File
c. School Psychologists Case Records	Cumulative/Pupil Personnel File
d. School Social-Work Case Records	Cumulative/Pupil Personnel File
e. School Speech/Language Pathology Case Records	Cumulative/Pupil Personnel File
f. Section 504 Records	Cumulative/Pupil Personnel File
g. Special Education Assessment/Evaluation Reports	Pupil Personnel File
h. Due Process Records (Including Complaints, Mediations, And Hearings)	Pupil Personnel File
i. Individual Transition Plan	Pupil Personnel File
j. Individualized Education Program ("Iep") Records	Pupil Personnel File
k. Planning And Placement Team ("Ppt") Records (Including Notices, Meetings, Consent Forms)	Pupil Personnel File
l. Individualized Family Service Plans ("Ifsps")	Pupil Personnel File

D. Category "D" Records

1. Category D Records Must Be Maintained For Minimum Retention Period Specified Below.

Category "D" Shall Include (If Applicable):

<u>RECORD</u>	<u>MINIMUM RETENTION REQUIRED</u>	<u>LOCATION</u>
a. Sports Contract/Student Contract (Including Signature Sheet For Student Handbook)	End Of School Year In Which Signed	Cumulative File
b. Permission Slips / Waivers	3 Years	Cumulative File
c. Free/Reduced Meal Application And Documentation	3 Years	Cumulative File
d. Annual Notification To Parents (Student Behavior And Discipline, Bus Conduct, Electronic Communications Systems, And The National School Lunch Program)	1 Year	Cumulative File
e. Adult Education Registration Records	3 Years Or Until Audited, Whichever Comes First	Cumulative File
f. After School Program Registration Records	1 Year	Cumulative File
g. Pesticide Application Notification Registration Form	5 Years	Cumulative File
h. School Registration Records Including Residency Documentation	3 Years Or Until Audited, Whichever Comes Later	Cumulative File
i. Student Portfolio Work (Student Produced Work For Grading Assessment)	End Of Year In Which Student Received Grade	May Be Maintained By Individual Teachers
j. Tardy Slips From Parents/Guardians	End Of School Year	Cumulative File
k. Physician's Standing Orders	Permanent; Revise As Required. Keep Old Copy Separately.	Health File
l. Student's Emergency Information Card	Until Superseded Or Student Leaves School District	Cumulative/Health File
m. Test Protocols	Discretion Of District	Cumulative/Pupil Personnel File
n. Surveillance Videotapes Made On School Bus (*If Maintained By District)	2 Weeks	N/A

o. Log Of Access To Education Records	Maintained For Same Retention Period As Required For The Record	Cumulative/Health/Pupil Personnel
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E. Duration Of Education Records

1. Records shall be destroyed in accordance with district policy and the records retention schedule of the public records administrator.
2. Records may be maintained for longer periods of time whenever valid cause for the retention of records is shown to the custodian of records.
3. Notwithstanding the applicable retention schedule, the school district shall not destroy any education record if a parent or eligible student has an outstanding request to inspect and review the education record.

F. Responsibility for Maintenance Of Education Records

1. The Director of Pupil Personnel is the custodian of records.
2. In addition, the following personnel are designated as the guardians of records for each of the schools:
 - A. Categories A, B & D: principal at each school.
 - B. Category C: case manager at each school.
 - C. With respect to confidential HIV-related information, if the principal is a recipient of an HIV-related disclosure, the principal shall be the guardian of records. If not, whoever was the recipient of the HIV-related disclosure shall be the guardian of the records.
 - D. With respect to child abuse and neglect investigation material, the superintendent of schools or designee shall be the guardian of the records.
3. The chief custodian of records will annually list for public inspection the names and positions of the custodians of records in each of the schools.
4. Each of the custodians of records shall supply parents, on request, a list of the types and locations of education records collected, maintained, or used within the tolland public schools.

5. The custodians of records is responsible for ensuring compliance with the confidentiality and access provisions of this board policy and these administrative regulations.

Model Notification of Rights Under FERPA for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students (*i.e.*, students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The principal or appropriate school official will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violates the student's privacy rights.

Parents or eligible students who wish to ask the District to amend a record should write the school principal or appropriate school official, clearly identify the part of the record the parents or eligible student want changed, and specify why it should be changed.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

- (3) The right to privacy of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); or a

parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses a student's education record without consent to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student. Directory Information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The written objection to the disclosure of directory information shall be good for only one year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary school student or the parent of the student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

RELEASE OF CONFIDENTIAL HIV-RELATED INFORMATION

I hereby authorize _____ [name of individual who holds the information] _____, to release confidential HIV-related information, as defined in Conn. Gen. Stat. § 19a-581, concerning _____ [name of protected individual] _____, to the following personnel:

- _____ 1) School Nurse
- _____ 2) School Administrator(s)
 - a) _____
 - b) _____
- _____ 3) Student's Teacher(s)
 - a) _____
 - b) _____
- _____ 4) Paraprofessional(s)
- _____ 5) Director of Pupil Personnel Services
- _____ 6) Other(s)
 - a) _____
 - b) _____

This authorization shall be valid for

- _____ 1) The student's stay at _____ School.
- _____ 2) The current school year.
- _____ 3) Other _____
specify period

I provide this information based on my responsibility to consent for the health care of _____. I understand that such information shall be held confidential by the persons authorized here to receive such information, except as otherwise provided by law.

[Name]

[Relationship to Student]

[Date]

Transfer of confidential student information

Date: _____

Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), I hereby authorize the Tolland Public Schools to release and/or obtain (please circle) the following confidential records regarding my child.

Name of child: _____

Address: _____

DOB: _____

Parent(s)/Guardian(s): _____

School: _____

(Please check all that apply)

_____	Obtain	Release
All records	<input type="checkbox"/>	<input type="checkbox"/>
Cumulative file	<input type="checkbox"/>	<input type="checkbox"/>
Pupil personnel/special education	<input type="checkbox"/>	<input type="checkbox"/>
Disciplinary	<input type="checkbox"/>	<input type="checkbox"/>
Health/medical*	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

To/From: _____

Name _____

Address: _____

_____ street town state/zip code _____

Telephone: () fax: () _____

If this authorization is being used to obtain protected health information from a child's physician or other covered entity under HIPPA, the following section must be completed:

I, the undersigned, specifically authorize _____ to
Name of physician

Disclose my child's medical information, as specified above, to my child's

School, _____ at the above
address Name of School

For the purposes described below (i.e. Health assessment for school entry, special education etc.):

By signing below, I agree that a photocopy of this authorization will be valid as the original. This authorization will be valid for a period of one year from the date below. I understand that I may revoke this authorization at any time by notifying the physician's office in writing, but if I do, it will not have any effect on actions taken by the physician prior to receiving such revocation.

I understand that under applicable law, the information disclosed under this authorization may be subject to further disclosure by the recipient and thus, may no longer be protected by federal privacy regulations.

I understand that my child's treatment or continued treatment with any health care provider or enrolment or eligibility for benefits with any health plan may not be conditioned upon whether or not I sign this authorization and that I may refuse to sign it.

Any information received by the school pursuant to this authorization is subject to all applicable state and federal confidentiality laws governing further use and disclosure of such information.

Signature of parent/guardian Date

Print name of parent/guardian

local or regional Board of Education for a sport season.

Controlled drugs means those drugs as defined in Conn. Gen. Stat. Section 21a-240.

Cumulative health record means the cumulative health record of a pupil mandated by Conn. Gen. Stat. Section 10-206.

Director means the person responsible for the day-to-day operations of any school readiness program or before and after school program.

Eligible student means a student who has reached the age of eighteen or is an emancipated minor.

Error means:

- (1) the failure to do any of the following as ordered:
 - (a) administer a medication to a student;
 - (b) administer medication within the time designated by the prescribing physician;
 - (c) administer the specific medication prescribed for a student;
 - (d) administer the correct dosage of medication;
 - (e) administer medication by the proper route; and/or
 - (f) administer the medication according to generally accepted standards of practice; or
- (2) the administration of medication to a student which is not ordered, or which is not authorized in writing by the parent or guardian of such student.

[Extracurricular activities means activities sponsored by local or regional Boards of Education that occur outside of the school day, are not part of the educational program, and do not meet the definition of before-and-after school programs and school readiness programs.]

Guardian means one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

Intramural athletic events means tryouts, competition, practice, drills and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to

participate in physical activity and athletic contests that extend beyond the scope of the physical education program.

Interscholastic athletic events means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests which are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills and transportation to and from such events.

Investigational drug means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

Licensed athletic trainer means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes.

Medication means any medicinal preparation, both prescription and non-prescription, including controlled drugs, as defined in Conn. Gen. Stat. Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

Medication Emergency means a life-threatening reaction of a student to a medication.

Medication plan means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.

Medication order means the authorization by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.

Nurse means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378, Conn. Gen. Stat.

Occupational therapist means an occupational therapist employed full time by the local or regional Board of Education and licensed in Connecticut pursuant to Chapter 376a of the Connecticut General Statutes.

Optometrist means an optometrist licensed to provide optometry pursuant to Chapter 380 of the Connecticut General Statutes.

Paraprofessional means a health care aide or assistant or an instructional aide or assistant employed by the local or regional Board of Education who meets the requirements of such Board of employment as a health care aide or assistant or instructional aide or assistant.

Physical therapist means a physical therapist employed full time by the local or regional Board of Education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

Physician means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapters 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state.

Podiatrist means an individual licensed to practice podiatry in Connecticut pursuant to Chapter 375 of the Connecticut General Statutes.

Principal means the administrator in the school.

Research or study medications means FDA-approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

School means any educational facility or program which is under the jurisdiction of the Board excluding extracurricular activities.

School nurse means a nurse appointed in accordance with Conn. Gen. Stat. Section 10-212.

School nurse supervisor means the nurse designated by the local or regional Board of Education as the supervisor or, if no designation has been made by the board, the lead or coordinating nurse assigned by the Board.

School readiness program means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of section 10-16p of the Connecticut General Statutes

and exempt from licensure by the Department of public health pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.

Self administration of medication means the control of the medication by the student at all times and is self managed by the student according to the individual medication plan.

Teacher means a person employed full time by Board who has met the minimum standards as established by Board for performance as a teacher and has been approved by the school medical advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-1 through 10-212a-7.

B. General Policies On Administration of Medications

- (1) No medication, including non-prescription drugs, may be administered by any school personnel without:
 - (a) the written medication order of an authorized prescriber (for prescription drugs);
 - (b) the written authorization of the student's parent or guardian (for prescription and non-prescription drugs) or eligible student; and
 - (c) the written permission of a parent for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of such medicine.
- (2) Prescribed medications shall be administered to and taken by only the person for whom the prescription has been written.
- (3) Medications may be administered only by a licensed nurse; or, in the absence of a licensed nurse, by:
 - (a) a full-time principal, a full-time teacher, or a full-time licensed physical or occupational therapist employed by the school district A full-time principal, teacher, licensed physical or occupational therapist employed by the school district may administer oral, topical, or inhalant medications. Such individuals may administer injectable medications only to a student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death.
 - (b) students with chronic medical conditions who are able to self administer medication, provided all of the following conditions are met:

- (i) an authorized prescriber provides a written medication order, including the recommendation for such self administration;
 - (ii) there is a written authorization for self administration from the student's parent or guardian or eligible student;
 - (iii) the school nurse has developed a plan for self administration and general supervision, and has documented the plan in the student's cumulative health record;
 - (iv) the school nurse has assessed the student's competency for self-administration and deemed it safe and appropriate, including that the student: is capable of identifying and selecting the appropriate medication by size, color, amount or other label identification; knows the frequency and time of day for which the medication is ordered; can identify the presenting symptoms that require medication; administers the medication appropriately; maintains safe control of the medication at all times; seeks adult supervision whenever warranted; and cooperates with the established medication plan.
 - (v) the principal, appropriate teachers, and coaches of intramural and/or interscholastic athletics are informed the student is self administering prescribed medication;
 - (vi) such medication is transported to school and maintained under the student's control in accordance with this policy;
 - (vii) controlled drugs, as defined in this policy, may not be self-administered by students, except in extraordinary situations, such as international field trips, with approval of the school nurse supervisor and the school medical advisor in advance and development of an appropriate plan.
- (c) a student diagnosed with asthma who is able to self administer medication shall be permitted to retain possession of an asthmatic inhaler at all times while

attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:

- (i) an authorized prescriber provides a written order requiring the possession of an inhaler by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;
 - (ii) there is a written authorization from the student's parent or guardian regarding the possession of an inhaler by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;
 - (iii) The conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer an inhaler for asthma in the school setting shall not be used to prevent a student from retaining and self-administering an inhaler for asthma. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student;
 - (iv) The conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
- (d) a student diagnosed with an allergic condition who is able to self administer medication shall be permitted to retain possession of an automatic prefilled injection cartridge or similar automatic injectable equipment at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:
- (i) an authorized prescriber provides a written order requiring the possession of an automatic prefilled

injection cartridge or similar automatic injectable equipment by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and administration of medication, and such written order is provided to the school nurse;

- (ii) there is a written authorization from the student's parent or guardian regarding the possession of an automatic prefilled injection cartridge or similar automatic injectable equipment by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;
- (iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer cartridge injectors for medically-diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering a cartridge injector for medically-diagnosed allergies. students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student;
- (iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
- (e) a coach of intramural or interscholastic athletic events or licensed athletic trainer, during intramural or interscholastic athletic events, may administer inhalant medications prescribed to treat respiratory conditions and/or medication administered with a cartridge injector for students with medically diagnosed allergic conditions which may require prompt treatment to protect the student against serious harm or death, provided all of the following conditions are met:
 - (i) the school nurse has determined that a self-administration plan is not viable;

- (ii) the school nurse has provided to the coach a copy of the authorized prescriber's order and parental permission form;
 - (iii) the parent/guardian has provided the coach or licensed athletic trainer with the medication in accordance with section h of this policy, and such medication is separate from the medication stored in the school health office for use during the school day; and
 - (iv) the coach or licensed athletic trainer agrees to the administration of emergency medication and implements the emergency care plan, identified in section e of this policy, when appropriate.
- (f) an identified school paraprofessional provided medication is administered to a specific student, and that all of the following conditions are met:
- (i) there is written authorization from the student's parents; and
 - (ii) medication is administered pursuant to the written order of the student's (A) physician licensed to practice medicine, (B) an advanced practice registered nurse licensed to prescribe in accordance with section 20-94a of the Connecticut General Statutes, or (C) a physician assistant licensed to prescribe in accordance with section 20-12d of the Connecticut General Statutes.
 - (iii) a school nurse and a school medical advisor jointly approve and provide supervision to the identified school paraprofessional to administer medication, including, but not limited to, medication administered with a cartridge injector, to a specific student with a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death.
- (g) a director of a school readiness program or a before or after school program, or the director's designee, provided that the medication is administered:
- (i) only to a child enrolled in such program; and

- (ii) in accordance with section I of this policy.
- (h) a licensed practical nurse, after the school nurse has established the medication plan, provided that the licensed practical nurse may not train or delegate the administration of medication to another individual, and provided that the licensed practical nurse can demonstrate one of the following:
 - (i) training in administration of medications as part of their basic nursing program;
 - (ii) successful completion of a pharmacology course and subsequent supervised experience; or
 - (iii) supervised experience in the administration of medication while employed in a health care facility.
- (4) Medications may also be administered by a parent or guardian to his/her own child on school grounds.
- (5) Investigational drugs or research or study medications may be administered only by a licensed nurse.

C. DIABETIC STUDENTS

- (1) **THE TOLLAND BOARD OF EDUCATION PERMITS BLOOD GLUCOSE TESTING BY STUDENTS WHO HAVE A WRITTEN ORDER FROM A PHYSICIAN STATING THE NEED AND CAPABILITY OF SUCH STUDENT TO CONDUCT SELF-TESTING.**
- (2) **THE BOARD WILL NOT RESTRICT THE TIME OR LOCATION OF BLOOD GLUCOSE TESTING BY A STUDENT WITH DIABETES ON SCHOOL GROUNDS WHO HAS WRITTEN AUTHORIZATION FROM A PARENT OR GUARDIAN AND A WRITTEN ORDER FROM A PHYSICIAN STATING THAT SUCH CHILD IS CAPABLE OF CONDUCTING SELF-TESTING ON SCHOOL GROUNDS.**
- (3) **IN THE ABSENCE OR UNAVAILABILITY OF THE SCHOOL NURSE, SELECT SCHOOL EMPLOYEES MAY ADMINISTER MEDICATION WITH INJECTABLE EQUIPMENT USED TO ADMINISTER GLUCAGON TO A STUDENT WITH DIABETES THAT MAY REQUIRE PROMPT TREATMENT IN ORDER TO**

PROTECT THE STUDENT AGAINST SERIOUS HARM OR DEATH, UNDER THE FOLLOWING CONDITIONS:

- (A) THE STUDENT'S PARENT OR GUARDIAN HAS PROVIDED WRITTEN AUTHORIZATION.**
- (B) A WRITTEN ORDER FOR SUCH ADMINISTRATION HAS BEEN RECEIVED FROM THE STUDENT'S PHYSICIAN LICENSED UNDER CHAPTER 370 OF THE CONNECTICUT GENERAL STATUTES.**
- (C) THE SCHOOL EMPLOYEE IS SELECTED BY EITHER THE SCHOOL NURSE OR PRINCIPAL AND IS A PRINCIPAL, TEACHER, LICENSED ATHLETIC TRAINER, LICENSED PHYSICAL OR OCCUPATIONAL THERAPIST EMPLOYED BY A SCHOOL DISTRICT, COACH OR SCHOOL PARAPROFESSIONAL.**
- (D) THE SCHOOL NURSE SHALL PROVIDE GENERAL SUPERVISION TO THE SELECTED SCHOOL EMPLOYEE.**
- (E) THE SELECTED SCHOOL EMPLOYEE ANNUALLY COMPLETES ANY TRAINING REQUIRED BY THE SCHOOL NURSE AND SCHOOL MEDICAL ADVISOR IN THE ADMINISTRATION OF MEDICATION WITH INJECTABLE EQUIPMENT USED TO ADMINISTER GLUCAGON.**
- (F) THE SCHOOL NURSE AND SCHOOL MEDICAL ADVISOR HAVE ATTESTED IN WRITING THAT SELECTED SCHOOL EMPLOYEE COMPLETED THE REQUIRED TRAINING.**
- (G) THE SELECTED SCHOOL EMPLOYEE VOLUNTARILY AGREES TO SERVE AS ONE WHO MAY ADMINISTER MEDICATION WITH INJECTABLE EQUIPMENT USED TO ADMINISTER GLUCAGON TO A STUDENT WITH DIABETES THAT MAY REQUIRE PROMPT TREATMENT IN ORDER TO PROTECT THE STUDENT AGAINST SERIOUS HARM OR DEATH.**

[C.] D. Documentation and Record Keeping

- (1) Each school or before-and-after school program and school readiness program where medications are administered shall**

maintain an individual medication administration record for each student who receives medication during school or program hours. This record shall include the following information:

- (a) the name of the student;
 - (b) the name of the medication;
 - (c) the dosage of the medication;
 - (d) the route of the administration, (i.e., oral, topical, inhalant, etc.);
 - (e) the frequency of administration;
 - (f) the name of the authorized prescriber;
 - (g) the dates for initiating and terminative the administration of medication, including extended year programs;
 - (h) the quantity received at school and verification by the adult delivering the medication of the quantity received;
 - (i) the date the medication is to be reordered (if any);
 - (j) any student allergies to food and/or medication(s);
 - (k) the date and time of each administration or omission, including the reason for any omission;
 - (l) the dose or amount of each medication administered; and,
 - (m) the full written or electronic legal signature of the nurse, principal, teacher or coach of intramural and interscholastic athletics administering the medication.
 - (n) for controlled medication, a medication count which should be conducted and documented at least once a week and co-signed by the assigned nurse and a witness.
- (2) All records are either to be made in ink and shall not be altered, or recorded electronically in a record that cannot be altered.
- (3) Written orders of authorized prescribers, written authorizations of parent or guardian, the written parental permission for the exchange of information by the prescriber and school nurse to ensure safe administration of such medication, and the completed medication administration record for each student shall be filed in the student's cumulative health record or, for before-and-after school programs and school readiness programs, in the child's program record.
- (4) Authorized prescribers may make verbal orders, including telephone orders, for a *change* in medication order. Such verbal orders may be received only by a school nurse and must be followed by a written order, which may be faxed, and must be received within three (3) school days.
- (5) Medication administration records will be made available to the

Department of Education for review until destroyed pursuant to Section 11-8a and Section 10-212a(b) of the Connecticut General Statutes.

- (a) the completed medication administration record for controlled medications may, at the discretion of the school district, be destroyed in accordance with section M8 of the Connecticut municipality record retention schedule, so long as it is superseded by a summary on the student health record.
 - (b) the completed medication administration record for controlled medications shall be maintained in the same manner as the non-controlled medications. in addition, a separate medication administration record needs to be maintained in the school for three (3) years pursuant to Section 10-212a(b) of the Connecticut General Statutes.
- (6) Documentation of any administration of medication by a coach or licensed athletic trainer shall be completed on forms provided by the school and the following procedures shall be followed:
- (a) a medication administration record for each student shall be maintained in the athletic offices;
 - (b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;
 - (c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and
 - (d) the administration of medication record must be submitted to the school nurse at the end of each sport season and filed in the student's cumulative health record.

[D.]E. Errors In Medication Administration

- (1) Whenever any error in medication administration occurs, the following procedures shall apply:
 - (a) the person making the error in medication administration shall immediately implement the medication emergency procedures in this Policy if necessary;

- (b) the person making the error in medication administration shall in all cases immediately notify the school nurse, principal, school nurse supervisor, and authorized prescriber. the person making the error, in conjunction with the principal, shall also immediately notify the parent or guardian, advising of the nature of the error and all steps taken or being taken to rectify the error, including contact with the authorized prescriber and/or any other medical action(s).
 - (c) the principal shall notify the superintendent or the superintendent's designee.
- (2) The school nurse, along with the person making the error, shall complete a report using the authorized medication report form. the report shall include any corrective action taken.
 - (3) Any error in the administration of medication shall be documented in the student's cumulative health record or, for before-and-after school readiness programs, in the child's program record.
 - (4) These same procedures shall apply to coaches and licensed athletic trainers during intramural and interscholastic events, except that if the school nurse is not available, a report must be submitted by the coach or licensed athletic trainer to the school nurse the next school day.

[E.]F. Medication Emergency Procedures

- (1) Whenever a student has a life-threatening reaction to administration of a medication, resolution of the reaction to protect the student's health and safety shall be the foremost priority. The school nurse and the authorized prescriber shall be notified immediately, or as soon as possible in light of any emergency medical care that must be given to the student.
- (2) Emergency medical care to resolve a medication emergency includes but is not limited to the following, as appropriate under the circumstances:
 - (a) if deemed necessary, the school nurse will administer epipen or Benadryl per standing order procedure.
 - (b) use of the 911 emergency response system;
 - (c) application by properly trained and/or certified personnel of appropriate emergency medical care techniques, such as cardio-pulmonary resuscitation;
 - (d) contact with a poison control center; and

- (e) transporting the student to the nearest available emergency medical care facility that is capable of responding to a medication emergency.
- (3) As soon as possible, in light of the circumstances, the principal shall be notified of the medication emergency. The principal shall immediately thereafter contact the Superintendent or the Superintendent's designee, who shall thereafter notify the parent or guardian, advising of the existence and nature of the medication emergency and all steps taken or being taken to resolve the emergency and protect the health and safety of the student, including contact with the authorized prescriber and/or any other medical action(s) that are being or have been taken.

[F.]G. Supervision

- (1) The school nurse is responsible for general supervision of administration of medications in the school(s) to which that nurse is assigned.
- (2) The school nurse's duty of general supervision includes, but is not limited to the following:
 - (a) availability on a regularly scheduled basis to:
 - (i) review orders or changes in orders, and communicate these to personnel designated to give medication for appropriate follow-up;
 - (ii) set up a plan and schedule to ensure medications are given properly;
 - (iii) provide training to licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics, licensed athletic trainers and identified paraprofessionals designated in accordance with Section B(3)(e), above, which training shall pertain to the administration of medications to students, and assess the competency of these individuals to administer medication;
 - (iv) support and assist other licensed nursing personnel, full-time principals, full-time teachers, licensed physical or occupational full-time therapists employed

by the school district, coaches of intramural and interscholastic athletics, licensed athletic trainers and identified paraprofessionals designated in accordance with Section B(3)(e), above, to prepare for and implement their responsibilities related to the administration of specific medications during school hours during intramural and interscholastic athletics as provided by this policy;

- (v) provide appropriate follow-up to ensure the administration of medication plan results in desired student outcomes; and
 - (vi) provide consultation by telephone or other means of telecommunications, which consultation may be provided by an authorized prescriber or other nurse in the absence of the school nurse.
- (b) In addition, the school nurse shall be responsible for:
- (i) implementing policies and procedures regarding the receipt, storage, and administration of medications;
 - (ii) reviewing, on a periodic basis, all documentation pertaining to the administration of medications for students;
 - (iii) perform observations of the competency of medication administration by full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics, and licensed athletic trainers in accordance with section B(3)(e), above, and identified paraprofessionals designated in accordance with Section B(3)(f), above, who have been newly trained to administer medications; and,
 - (iv) conducting periodic reviews, as needed, with licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics and licensed athletic trainers in accordance with Section b(3)(e), above and identified paraprofessionals designated in accordance with Section B(3)(e), above, regarding the

needs of any student receiving medication.

[G.]H. Training of School Personnel

- (1) Full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(e), above, and identified paraprofessionals designated in accordance with Section B(3)(f), above, who are designated to administer medications shall at least annually receive training in their safe administration, and only trained full-time principals, full-time teachers full-time licensed physical or occupational therapist employed by the school district and coaches of intramural and interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(e), above, and identified paraprofessionals designated in accordance with Section B(3)(f), above, shall be allowed to administer medications.
- (2) Training for full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(e), above and identified paraprofessionals designated in accordance with Section B(3)(f), above, shall include, but is not necessarily limited to the following:
 - (a) the general principles of safe administration of medication;
 - (b) the procedures for administration of medications, including the safe handling and storage of medications, and the required record-keeping;
 - (c) specific information related to each student's medication plan, including the name and generic name of the medication, indications for medication dosage, routes, time and frequency of administration, therapeutic effects of the medication, potential side effects, overdose or missed doses of the medication, and when to implement emergency interventions.
 - (d) lunch room monitors will be trained to recognize reactions to food allergies and the action needed to care for them. The lunch room monitor will be trained by the school nurse and/or school physician.

- (3) The Board shall maintain documentation of medication administration training as follows:
 - (a) dates of general and student-specific trainings;
 - (b) content of the trainings;
 - (c) individuals who have successfully completed general and student-specific administration of medication training for the current school year; and
 - (d) names and credentials of the nurse or school medical advisor trainer or trainers.

- (4) Licensed practical nurses may not conduct training in the administration of medication to another individual.

[H.]I. Handling, Storage and Disposal of Medications

- (1) All medications, except those approved for transporting by students for self medication and those administered by coaches of intramural or interscholastic athletics or licensed athletic trainers in accordance with Section B(3)(e) above must be delivered by parent, guardian, or other responsible adult to the nurse assigned to the student's school or, in the absence of such nurse, the school principal who has been trained in the appropriate administration of medication. Medications administered by coaches of intramural or interscholastic athletics or licensed athletic trainers must be delivered by the parent or guardian directly to the coach or licensed athletic trainer in accordance with Section B(3)(e) above.
- (2) The nurse shall examine on-site any new medication, medication order and the required authorization to administer form, and shall develop a medication administration plan for the student before any medication is given to the student by any school personnel. No medication shall be stored at a school without a current written order from an authorized prescriber.
- (3) The school nurse shall review all medication refills with the medication order and parent authorization prior to the administration of medication.
- (4) Emergency Medications

- (a) except as otherwise determined by a student's emergency care plan, emergency medications shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container in the health room during school hours under the general supervision of the school nurse, or in the absence of the school nurse, the principal or the principal's designee who has been trained in the administration of medication;
 - (b) emergency medication shall be locked beyond the regular school day or program hours, except as otherwise determined by a student's emergency care plan.
- (5) All medications, except those approved for keeping by students for self medication, shall be kept in a designated and locked location, used exclusively for the storage of medication. Controlled substances shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.
- (6) Access to stored medications shall be limited to persons authorized to administer medications. Each school or before-and-after school program and school readiness program shall maintain a current list of such authorized persons.
- (7) All medications, prescription and non prescription, shall be delivered and stored in their original containers and in such a manner that renders them safe and effective.
- (8) at least two sets of keys for the medication containers or cabinets shall be maintained for each school building or before-and-after school program and school readiness program. One set of keys shall be maintained under the direct control of the school nurse or nurses and an additional set shall be under the direct control of the principal and, if necessary, the program director or lead teacher who has been trained in the general principles of the administration of medication shall also have a set of keys.
- (9) Medications that must be refrigerated shall be stored in a refrigerator, at no less than 36 degrees Fahrenheit and no more than 46 degrees Fahrenheit. The refrigerator must be located in the health office that is maintained for health services with limited access. Non-controlled medication may be stored directly on the refrigerator shelf with no further protection needed. Controlled medication shall be stored in a locked box which is affixed to the refrigerator shelf.

- (10) All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent or guardian, or, if the medication cannot be returned to the parent or guardian, the medication shall be destroyed in collaboration with the school nurse:
- (a) non controlled drugs shall be destroyed in the presence of at least one witness.
 - (b) controlled drugs shall be destroyed in pursuant to Section 21a-262-3 of the regulations of Connecticut State agencies;
 - (c) accidental destruction or loss of controlled drugs must be verified in the presence of a second person, including confirmation of the presence or absence of residue and jointly documented on the student medication administration record and on a medication error form pursuant to section 10-212a(b) of the Connecticut General Statutes. If no residue is present, notification must be made to the Department of Consumer Protection pursuant to Section 21a-262-3 of the regulations of Connecticut State agencies.
- (11) Medications to be administered by coaches of intramural or interscholastic athletic events or licensed athletic trainers shall be stored:
- (a) in containers for the exclusive use of holding medications;
 - (b) in locations that preserve the integrity of the medication;
 - (c) under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and
 - (d) in a locked secured cabinet when not under the general supervision of the coach or licensed athletic trainer during intramural or interscholastic athletic events.
- (12) In no event shall a school store more than a three (3) month supply of a medication for a student.

[I.]J. School Readiness Programs, Before and After School Programs and Day Camps.

- (1) As determined by the school medical advisor and school nurse supervisor, the following procedures shall apply to the administration of medication during school readiness programs and before-and-after school programs run by the Board, which are exempt from licensure by the Department of Public Health:
 - (a) Administration of medication at these programs shall be provided only when it is medically necessary for participants to access the program and maintain their health status while attending the program.
 - (b) No medication shall be administered in these programs without:
 - (i) the written order of an authorized prescriber; and
 - (ii) the written authorization of a parent or guardian or an eligible student.
 - (c) A school nurse shall provide consultation to the program director lead teacher or school administrator who has been trained in the administration of medication regarding the safe administration of medication within these programs. the school medical advisor and school nurse supervisor shall determine whether, based on the population of the school readiness program and/or before-and-after school program, additional nursing services are required for these programs.
 - (d) Only school nurses, directors or directors' designees, lead teachers or school administrators who have been properly trained may administer medications to students as delegated by the school nurse or other registered nurse or other registered nurse. properly trained directors or directors' designees, lead teachers or school administrators may administer oral, topical, intranasal or inhalant medications. investigational drugs or research or study medications may not be administered in these programs.
 - (e) Students attending these programs may be permitted to self-medicate only in accordance with the provisions of section b(3) of this policy. in such a case, the school nurse must provide the program director, lead teacher or school administrator running the program with the medication order and parent permission for self-administration.

- (f) In the absence of the school nurse during program administration, the program director, lead teacher or school administrator is responsible for decision making regarding medication administration.
 - (g) Cartridge injector medications may be administered by a director, lead teacher or school administrator only to a student with a medically-diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.
- (2) Local poison control center information shall be readily available at these programs.
 - (3) Procedures for medication emergencies or medication errors, as outlined in this policy, must be followed, except that in the event of a medication error a report must be submitted by the program director, lead teacher or school administrator to the school nurse the next school day.
 - (4) Training for directors or directors' designees, lead teachers or school administrators in the administration of medication shall be provided in accordance with section G of this policy.
 - (5) All medications must be handled and stored in accordance with section H of this policy. Where possible, a separate supply of medication shall be stored at the site of the before-and-after or school readiness program. In the event that it is not possible for the parent or guardian to provide a separate supply of medication, then a plan shall be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.
 - (6) Documentation of any administration of medication shall be completed on forms provided by the school and the following procedures shall be followed:
 - (a) a medication administration record for each student shall be maintained by the program;
 - (b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;
 - (c) all instances of medication administration, except for the administration of cartridge injector medication, shall be

reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and

- (d) The administration of medication record must be submitted to the school nurse at the end of each school year and filed in the student's cumulative health record.

- 7. The procedures for the administration of medication at school readiness programs before-and-after school programs shall be reviewed annually by the school medical advisor and school nurse supervisor.

[J.]K. Review and Revision of Policy

In accordance with the provisions of Section 10-212a-2(a), the Board shall review this policy periodically, and at least biennially, with the advice and approval of the school medical advisor, the school nurse supervisor or other qualified licensed physician. Any proposed revisions to the policy shall be made with the advice and approval of the school medical advisor, school nurse supervisor or other qualified licensed physician.

Legal References:

Connecticut General Statutes:

Section 10-206
Section 10-212
Section 10-212a
Section 19a-900
Section 21a-240
Section 52-557b

PUBLIC ACT 12-198, "AN ACT CONCERNING THE ADMINISTRATION OF MEDICINE TO STUDENTS WITH DIABETES, THE DUTIES OF SCHOOL MEDICAL ADVISORS, THE AVAILABILITY OF CPR AND AED TRAINING MATERIALS FOR BOARDS OF EDUCATION AND PHYSICAL EXERCISE DRUING THE SCHOOL DAY.

Regulations of Conn. State Agencies: Sections 10-212a-1 through 10-212a-10, inclusive

Memorandum of Decision, In re: Declaratory Assistive Ruling/Delegation by Licensed Nurses to Unlicensed Personnel, Connecticut State Board of Examiners for Nursing (April 5, 1995) Code of Federal Regulations: Title 21 Part 1307.21

Code of Federal Regulations:

Title 21 Part 1307.21

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Advertising Signage

Number: 3080
Business

Approved: 6/12/13

No advertising signage will be permitted in or on Tolland Public School buildings and grounds with the following exception:

The purpose of this policy is to provide guidelines for advertising or promoting of products or services to students, staff, parents and/or residents at the Tolland High School artificial turf athletic field. [Advertising signage shall be placed no earlier than March 1 and will be removed no later than November 30 of each year.]

All advertising must be consistent with State, District, and school academic standards and goals. Further, all advertising activity must be consistent with district policies prohibiting any form of intolerance including, but not limited to discrimination on the basis of race, color, natural origin, gender, sexual orientation, disability, or age and must be age-appropriate for the students involved in viewing such advertisements.

Since school districts are public institutions, fully supported by public taxes, the board has a clear responsibility to protect students and their families from exploitation by private interests including, but not limited to, commercial, cultural, economic, environmental, organizational and political exploitation. It is the purpose of this policy to set forth regulations that will insure that all advertising that takes place at the Tolland High School artificial turf athletic field is done so in a thoughtful, considerate and tasteful manner. Advertising shall be limited to the Tolland High School artificial turf athletic field and is subject to the approval of the Superintendent of Schools. All approvals shall be done in conformance with the Town of Tolland's All Weather Field Advertising Sign Policy.

For the purpose of this policy, advertising is defined as allowing access to students, staff, parents and/or residents in exchange for money, services, materials, or other intangibles.

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION

REGARDING: Advertising Signage

Number: 3080

Administrative

Approved: 6/12/13

All advertising signage must be consistent with State, District, and school academic standards and goals. Further, all advertising activity must be consistent with District policies prohibiting any form of intolerance including, but not limited to discrimination on the basis of race, color, natural origin, gender, sexual orientation, disability, or age and must be age-appropriate for the students involved in viewing such advertisements.

Restrictions on Advertising

The following restrictions shall apply to all advertising signage. Advertising signage shall:

- [1] [Not be permanent and shall be placed no earlier than March 1 and be removed no later than November 30 of each year.]
- [2].1 Not promote hostility, disorder or violence.
- [3] 2 Not attack ethnic, racial or religious groups.
- [4] 3 Not discriminate, demean, harass or ridicule any person or group of persons on the basis of gender or sexual orientation.
- [5] 4 Not be libelous or slanderous.
- [6] 5 Not inhibit the functioning of the school and/or school District.
- [7] 6 Not override the school/school District identity.
- [8] 7 Not promote, favor or oppose the candidacy of any candidate for election, adoption of any bond/budget issues or any public questions submitted at any general or municipal election.
- [9] 8 Not be obscene or pornographic as identified by prevailing community standards throughout the District.

[10] **9** Not promote the use of drugs, alcohol, tobacco, firearms, or certain products that create community concerns.

[11] **10** Not promote any religious or political organization.

[12] **11** Not use any District or school logo without prior

approval. Disclaimer

The inclusion of any advertising signage shall not constitute approval and/or endorsement of any product, organization or activity.

Permission

Any proposed advertising signage must be approved in advance in writing by the Superintendent. The Superintendent may refer any proposed advertising to the Board of Education for its approval. Any arrangement that calls for the District to enter into a formal contract must be approved by the Board of Education.

All advertising proposals must conform to the Town of Tolland All Weather Field Advertising Sign Policy.

Funds Management

Advertising revenues must be accounted for by the Town and reported to the Board of Education by June 1 of each year. For purposes of this section advertising revenues are defined as any money, service or material received by the Town in return for allowing the advertising signage.

TO: Tolland Board of Education

FR: Dr. T. Y. McDowell

RE: CABE Membership

Presently the Board is not a member of the Connecticut Association of Boards of Education (CABE). The dues for the 2014-15 School Year are due. The cost is \$9,682.

I would recommend that the Board continue their membership. I have attached a copy of the invoice.



INVOICE

Date: 5/2/2014

Connecticut Association of
Boards of Education
81 Wolcott Hill Road
Wethersfield, CT 06109

Tolland Public Schools

Basic Dues FY 2014-2015

Member Dues

\$ 9,682

Services Available	Description	Current Services	Add Additional Services
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CABE POLICY SERVICES
Customized Policy Update Service (\$750)
Annual Policy Update Service Publication (quarterly) (\$250)
Annual Policy Update Service Publication available on CD with purchase of Update Service (\$50)

OTHER POLICY SERVICES
(Contact CABE For Further Information)
Customized Policy Service (Develop New Manual)
Policy Audit Service
Core Policies, Regulations and Bylaws Manual on CD
Connecticut Online Policy Service

CABE NEGOTIATIONS SERVICE

Data Service (\$350)

OTHER CABE SERVICES

CABE Connection (\$325)
CABE Express Program (\$375)
CABE Administrator Express Program (\$300)
CABE Administrator Option (\$195)

CABE-MEETING

CABE-Meeting* (Renewal Fee)
*(for new subscriptions contact CABE)

OTHER SERVICES

Contact CABE for Further Information on These Services

CABE INSURANCE
(Unemployment Insurance
Cost Control Service -
Contact CABE for Pricing)

CABE SEARCH SERVICES

COMMUNICATIONS SERVICES
(Provides tailored media advice through Baldwin Communications)

Basic Dues \$ 9,682

Current Services

Subtotal of Current Dues and Services \$ 9,682

Additional Services for FY 2014-15

Balance Due

Make all checks payable to CABE

Payment due by July 1, 2014

Thank you for your support!

CABE Vision

CABE is passionate about strengthening public education through high-performing, transformative local school board/superintendent leadership teams that inspire success for each child.

TO: Tolland Board of Education
FR: Dr. T. Y. McDowell
RE: School Items/Honeywell Project

The three (3) items below were originally included in the ongoing Honeywell project, but were removed. When I met with Steve Werbner on Wednesday, he asked if the Board would consider approving the following to be included in the current Honeywell Project:

1. Retrofit Hallway lighting at TIS to address dark spots. The work would consist of de-lamping the current 6-lamp 3x3 lighting fixtures to 2-lamp lighting fixtures, install 2-lamp ballasts at a cost: \$36,326.89. This will add some 136 lighting fixtures to address the concern.
2. Replace the exterior lighting in the back parking lot at TIS with modern LED lighting fixtures at a cost: \$9,894.14
3. Install a CL&P sub meter for the energy use by the Bus Company (First Student) at the Middle School parking lot. Currently the energy use related to the parking of the busses is absorbed by the BOE. The intent would be to bill the bus company directly for the energy used. Cost of the sub meter: \$17,031.17

The total cost of the above three (3) items is \$63,252.20. I am recommending that the Board approve of this expenditure for the project. The funding will come out of the current Maintenance Budget (Program 662). After the FY2013-14 Budget is audited by Blum Shapiro and the estimated balance for the Education Reserve Fund is determined (December), the maintenance budget would then be replenished by the Education reserve Fund. The Education Reserve Fund then can be replenished by the energy rebate dollars that will be provided to the Town at the close of the year.

Cc: Jane Neel, Business Manager

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: August 13, 2014

**SUBJECT: Board Policy and Administrative Regulation 1000, Community Engagement
Administrative Regulation 5140, Student Use of the District's Computer Systems and Internet Safety**

Attached please find the above referenced Board Policy and Administrative Regulations. The Policy Committee reviewed these items on July 9, 2014. The proposed new language is in uppercase and bolded.

Proposed Policy 1000 emphasizes the Board's commitment to develop effective community relations. The school district acknowledges that school-community relations are essential for providing a positive learning environment and for the effective operation of the school district. A community engagement program that encourages input from all community members results in increased support for and loyalty to the school district from all segments of the school community. Through the development of a community engagement plan and adoption of a board policy to support it, a board of education establishes an active leadership role in the process. It will be able to then evaluate the process to ensure that the desired results are achieved.

Administrative Regulation 5140, Student Use of the District's Computer Systems and Internet Safety is also enclosed for your information.

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION

REGARDING: Student Use of the
District's Computer Systems and
Internet Safety

Number: 5140
Administrative

Approved: 2/28/01

Revised: 6/8/05

Revised: 4/7/09

Revised: 2/24/10

Revised:

Introduction

We are pleased to offer students access to the district's computers and computer networks, including access to electronic mail (e-mail) and the Internet (which will be referred to collectively as "computer systems".) Access to the school's computer systems will enable students to explore libraries, databases, and bulletin boards while exchanging messages with others. Such access is provided solely for education-related purposes. Use of the district's computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems.

The Board of Education and the Administration believe in the educational value of such computer systems and recognize their potential to support our curriculum by expanding resources available for staff and student use. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

These computer systems are expensive to purchase, install and maintain. As the property of the district these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, *access to the computer systems is a privilege, and not a right.* Students will be required to adhere to a set of policies and procedures, as set forth in detail below. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Board's student discipline policy.

Definitions

Obscene – means any material or performance if, a) taken as a whole, it predominantly appeals to the prurient interest, b) it depicts or describes in a patently offensive way a prohibited sex act and c) taken as a whole, does not have serious literary, artistic, political or scientific value. For the purposes of this

section, "prohibited sex act" means erotic fondling, nude performance, sexual excitement, sadomasochistic abuse, masturbation or sexual intercourse.

Child pornography – means any visual depiction, including any photograph, film video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where –

- (A) The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- (B) Such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
- (C) Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Harmful to minors – any picture, image, graphic image file, or other visual depiction that:

- (A) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (B) Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (C) Taken as whole, lacks serious literary, artistic, political, or scientific value as to minors.

Monitoring

Students are responsible for good behavior on school computer systems just as they are in a classroom or a school hallway. Communications on the computer systems are often public in nature and general school rules for behavior and communications apply. It is expected that users will comply with district standards and will act in a responsible and legal manner, at all times in accordance with district standards, as well as with state and federal laws.

It is important that students and parents understand that the district, as the owner of the computer systems, reserves the right to monitor and *review* the use of these computer systems. The district intends to monitor and review in a limited fashion, but will do so as needed to ensure that the systems are being used for District-related educational purposes.

As part of the monitoring and reviewing process, the district will retain the capacity to bypass any individual password of a student or other user. *The system's security aspects, such as personal passwords and the message delete function for e-mail, can be bypassed for these purposes.* The district's ability to monitor and review is not restricted or neutralized by these devices. The

monitoring and reviewing process also includes oversight of Internet site access and of document downloading and printing.

Therefore, all users must be aware that *they should not have any expectation of personal privacy in the use of these computer systems.*

Student Conduct

Students are permitted to use the district's computer systems for legitimate educational purposes. Personal use of district computer systems is expressly prohibited. Conduct which constitutes inappropriate use includes, but is not limited to the following:

- ◆ Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- ◆ Gaining or seeking to gain unauthorized access to computer systems;
- ◆ Damaging computers, computer files, computer systems or computer networks;
- ◆ Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from a teacher or administrator.
- ◆ Using another person's password under any circumstances;
- ◆ Trespassing in or tampering with any other person's folders, work or files;
- ◆ Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;
- ◆ Sending any copyrighted material over the system;
- ◆ Using computer systems for any personal purpose, or in a manner that interferes with the district's educational programs;
- ◆ Accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors, as defined above;
- ◆ Transmitting or receiving e-mail communications or accessing information on the internet for non-educational purposes.
- ◆ Cyberbullying, defined as use of computer systems including email, instant messaging, text messaging, blogging or the use of

social networking websites, or other forms of electronic communications, to commit acts of bullying.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited.

Misuse of the computer systems, or violations of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, depending on the specific conduct.

Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the proper use of these computer systems, should report this to his or her teacher or principal immediately. Most importantly, the Board and the Administration urge *any* student who receives *any* harassing, threatening, intimidating or other improper message through the computer system to report this immediately. It is the Board's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message. *Please report these events!*

Internet Safety

The Administration will take measures: to assure the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications; to prohibit unauthorized access, including "hacking" and other unlawful activities by minors online; to prohibit unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; to educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response; and to restrict students' access to online materials harmful to minors, including obscene materials and child pornography.

THE TEACHER WILL BE RESPONSIBLE FOR NOTIFICATION TO BOTH PARENTS AND SCHOOL ADMINISTRATION IN THE CASE OF STUDENT EXPOSURE TO INAPPROPRIATE DIGITAL MATERIAL AND/OR CONTENT.

Legal References:

Children's Internet Protection Act, Pub. Law 106-554, Codified At 47 U.S.C. § 254 (H)

Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 Through 2520
No Child Left Behind Act Of 2001, Pub. L. 107-110, Codified At 20 U.S.C. § 6777

Protecting Children In The 21st Century Act. Pub. Law 110-385, Codified At 47 U.S.C. § 254(h)(5)(b)(Iii)

18 U.S.C. §2256 (Definition Of Child Pornography)

Miller V. California, 413 U.S. 15 (1973) (Definition of Obscene)

Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250 (Computer-Related Offenses)

Conn. Gen. Stat. § 53a-193 (Definition of Obscene)

**TOLLAND PUBLIC SCHOOLS
TOLLAND, CONNECTICUT**

ADMINISTRATIVE REGULATION

REGARDING: COMMUNITY
ENGAGEMENT

Number: 1000

COMMUNITY/BOARD OPERATIONS

Approved:

THE BOARD, WITH ASSISTANCE FROM THE ADMINISTRATION, SHALL DETERMINE THE APPROPRIATE STRATEGY WHEN UTILIZING THE COMMUNITY ENGAGEMENT PROCESS.

THE BOARD HAS ESTABLISHED THE COMMUNICATIONS AND OUTREACH COMMITTEE TO BE RESPONSIBLE FOR DEVELOPING, IMPLEMENTING AND DELIVERING A COMMUNITY ENGAGEMENT PROGRAM.

AFTER THE COMMUNITY ENGAGEMENT PROCESS IS CONCLUDED, THE BOARD SHALL MAKE THE FINAL DECISION REGARDING AN ISSUE.

THE BOARD SHALL ANNUALLY ASSESS THE EFFECTIVENESS OF THE COMMUNITY ENGAGEMENT PROGRAM.

THE BOARD DIRECTS THE ADMINISTRATION TO DEVELOP AND IMPLEMENT A PLANNED PROGRAM OF COMMUNITY ENGAGEMENT THAT REGULARLY PROVIDES OPPORTUNITIES FOR STUDENTS, PARENTS/GUARDIANS, FAMILIES, RESIDENTS, BUSINESS AND COMMUNITY ORGANIZATIONS TO PARTICIPATE IN DIALOGUES AND DECISION-MAKING RELATED TO DISTRICT-WIDE AND SCHOOL-BASED ISSUES.

THE ADMINISTRATION SHALL DEVELOP AND USE VARIED, EFFECTIVE COMMUNICATION METHODS TO ENSURE THAT ALL COMMUNITY MEMBERS RECEIVE INFORMATION ABOUT DISTRICT AND SCHOOL PROGRAMS AND THE AVAILABLE OPPORTUNITIES TO BECOME ACTIVELY INVOLVED.

THE BOARD AND ADMINISTRATION SHALL GIVE SUBSTANTIAL WEIGHT TO THE INPUT RECEIVED FROM THE COMMUNITY. WHEN EVALUATING THE COMMUNITY'S SUGGESTIONS, THE BOARD AND ADMINISTRATION WILL CONSIDER THE IMPACT OF THE DISTRICT'S GOALS, OPERATION, EDUCATIONAL PROGRAMS, AND FINANCIAL RESOURCES. RECOMMENDATIONS MADE BY THE COMMUNITY SHALL NOT REDUCE THE AUTHORITY OR THE RESPONSIBILITY OF THE BOARD, WHICH MAY ACCEPT OR REJECT SUCH RECOMMENDATIONS.

THE DISTRICT SHALL COMMUNICATE TO THE COMMUNITY THE BOARD'S DECISION AND ITS RATIONAL REGARDING AN ISSUE INVOLVING COMMUNITY ENGAGEMENT.

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM JULY 22, 2014 – 7:30 P.M.

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven Werbner, Town Manager; Lisa Hancock, Director of Finance and Records; Clem Langlois, Public Works Operation Manager; Bev Bellody, Director, Human Services; Jim Williams, Chair, Water Pollution Control Authority; Gene Koss, Chair, Tolland Water Commission; Dorothy Mickiewicz, Chair, Conservation Commission

1. **CALL TO ORDER:** Jack Scavone called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited
3. **MOMENT OF SILENCE:** Observed
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit): None.
6. **PUBLIC HEARING ITEMS:** None.
- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:**

7.a.1. Tolland Water Pollution Control Authority – Update on Old Post Road Pump Station

Mr. Williams explained that on July 9th, they received a high-level alarm from the Old Post Road pump station. When Jason Hofmann arrived, both pumps on side one were running with zero gallons pumping. They switched over to get the wet well level down and started side two. When they opened up the covers of the well, there was water pouring inside. It was a catastrophic failure of the pump. They switched over to a second pump which pumps over the hill at very high pressure. They were able to fix the second pump by cleaning out the air vents and lowering the pressure. Right now, they are limping along with a broken pump with a tap screw in it. They are in mission critical mode trying to get a fix. On July 3rd, a gasket blew out of the pump, most likely due to high pressures and this was resolved. The WPCA has solicited the engineering expertise of Fuss & O'Neill, the firm which designed the system. They are trying to get a fix but none of them are particularly easy.

Mr. Scavone confirmed that it is bad and asked about the options. Mr. Williams explained that they started witnessing problems with the pumps in February. There was a seal failure and water may have breached. New seals were put in and the pump returned to operation. They have known that maintenance for the pumps has been an issue since the seal failure and have discussed different options presented by engineers from Wastewater, Mr. Hofmann, and the former town engineer. Right now, they have a very good, long-lead-time pump – it was custom made for the application. Nothing has been done to it since its installation approximately 15 years ago. They knew this was coming and

have discussed options. Last November, they did a 14% rate increase so that money could start being put away for the future replacement of the pumps. They hoped for the best and prepared for the worst. The worst happened.

Ms. Rubino asked what the worst would be in financial terms. Mr. Williams responded that if the 2nd pump goes down and sewage stops flowing, they would have to pump the well with septic tank pumps. This could cost \$3,000-\$6,000 per day. Mr. Williams is awaiting the pricing for new pumps. He estimated that a Flygt pump is about \$45,000 with a lead time of 8-12 weeks although it could be as long as 20 weeks. It would be custom made for the application in Germany. Another option is the Homa pump. It is considerably less expensive and made locally yet there is a large difference in the amperage of the pumps compared to what is currently installed. The Homa pump is approximately \$15,000 with a lead time of 4-6 weeks.

Right now, they are running at a lower capacity and pressure. They have pulled the second pump and authorized its repair. If they can get the other pump going, it will be rebuilt and they may buy 2 more pumps as replacements. A spare pump would then be available as a backup. They are looking to see if the Flygt pump can be rebuilt. If so, and the parts are available, it would take about 6-8 weeks. The cost estimate to rebuild is \$15,000 - 18,000.

Mr. Williams is looking to get viable options from Water & Waste, Fuss & O'Neill, Mr. Eaton from CME, and Mr. Hofmann from Water Planet.

Mr. Field summarized that it looks like the best case scenario is to pull one pump, have it rebuilt, re-install it, pull the other pump, rebuild it, and then come up with a spare pump. Mr. Williams confirmed that this would be the best case scenario. Mr. Williams noted that this is the 2nd highest pressure pump for a sewer system in the state.

Ms. Bellody noted that getting a hold of the representatives from the various companies has been a challenge. They have reached out to Flygt but have not yet heard back.

Mr. Field inquired if there is a Muffin Monster attached and if there are any problems with foreign objects in the system. Mr. Williams explained that there is not a Muffin Monster (a pre-grinder) but other mechanisms are in place. Whenever you have a sewer system you will have issues with foreign substances objects. The issue is that the pumps are huge and are against a massive head going up over the mountain. The WPCA has been working hard to get in terms of economic development to get more users and in turn more water flow and revenue. They have a very promising connection which will most likely happen in September. Specifically, the old Skips Septic will dump effluent into the system and he will be charged as a user for all of the gallons added. This will considerably increase revenue. Mr. Krasusky inquired if this would put more strain on the system. Mr. Williams replied that the additional volume will actually help the system run better.

Mr. Scavone asked what the odds are that they will be able to ride this out and have a solution before a catastrophic failure. Mr. Williams believes they are going to make it. The pressure has been lowered and the vents have been cleared. He believes there have been some dropped balls and items that should have had follow up. It is difficult without a town engineer. The WPCA makes the policies and best decisions possible. The WPCA was led to believe that there was significantly more money in the reserve than there is. It tightened its belt, made conscience fiscal decisions, and raised rates. In February, a motion was made to authorize Fuss & O'Neill to have the pump looked at but it did not get done. The WPCA inherited a mess but is making strides.

Mr. Werbner noted that as soon as more information is available on various scenarios, they will bring it to the Council. Mr. Stanford, in regard to the reserve account, noted that the \$300K was used to pay for the Route 195 extension.

7.a.2. Tolland Water Commission – Update on Water System

Mr. Koss, Chair of the Tolland Water Commission presented the report to the Town Council. Given the timing of when the report was received, Mr. Scavone requested that the Council be given time to digest the information and review it in a workshop environment. The following dates for a special meeting were proposed: July 28th, August 18th, and August 11th. Mr. Koss will speak with the members of the Commission and get back to the Council with a date. The Town Council should send any questions to Ms. Bellody who will pass them along to the Commission.

7.a.3. Conservation Commission – Crystal Peat Conservation Area

Ms. Mickiewicz, Chair, Conservation Commission presented a map of the trails on the property to the Council. She invited them to walk the property before the Commission presents the management plan and reviewed the yellow and blue trails. She noted that there are some old foundations along the blue trail and the dotted line will be made into a loop. It is an overlook but one can only see where the peat was harvested in the months of November, December, and January. The property is already getting a lot of use and the land was accepted as a donation.

7b. REPORTS OF TOWN COUNCIL LIAISONS:

Mr. Eccles attended the Economic Development Commission's meeting on July 9th. The summer intern progress has been superb. The project is called the Tolland Business Launch Pad and is progressing. The intern and the Commission will generate a business plan for the Parker/Recreation space and present it to the Town Council through Mr. Werbner with a go/no-go decision. It was also noted that the Gooseberry Corners property is under new ownership. The EDC recommends having some sort of an economic development person. This would be a part time position which would promote the town for the town. The EDC will write a job description. Lastly, the owner of the kettle corn establishment was positively affected by the business meet-and-greet. It is interesting to note that he has a certified kitchen in Tolland. The owner does not use this kitchen all the time and in turn someone may be able to branch out.

Mr. Eccles attended the Technology Advisory Board meeting on July 10th. There was a lot of discussion about the fiber but the bulk of the discussion was about the memorandum of understanding between the town and the school system. This is something that needs to be in place before things get going. Mr. Doug Racicot wrote the MOU that will come before the Town Council and the BOE. It is basically the operating agreement that defines who does what with the fibers. Additionally, there was a discussion on how the TAB could help the Town Council and the BOE with advising on technology.

Mr. Stanford attended the WPCA meeting. At the meeting, they reviewed the septic plans for the Gottier development and then transitioned the discussion to the situation at the pump house. He sent Mr. Werbner an e-mail summary of what happened. Mr. Stanford is cautiously optimistic. If pump 2 fails weeks before a solution is in place, it would cost close to \$6,000 on a bad day. Mr. Werbner added that there are similar conditions at all of the pump stations in that there are no back-ups. Mr. Stanford noted that there are two pumps at each station so there is redundancy but as to why both pumps had a problem at this one location is a mystery. He believes there were essentially three failures – vents were clogged over pressurizing the system which led to a seal failure which then caused a pump failure. The checking of the vents should be part of regular maintenance.

Mr. Baker attended the Planning and Zoning Commission meeting. The public hearing for the Gottier Subdivision is still open and continues to the next meeting. The applicant addressed some of the concerns raised by the residents at the first night of the public hearing. The meeting was quieter than it was the first night and Mr. Baker expects the hearing will be closed at the next meeting.

Mr. Werbner noted the building permit for the savings bank has been received and he believes construction will commence at the end of the summer.

Ms. Rubino attended the Shared Services Meeting which began with the project School Beautification. They discussed the issue of the cleaning up of the grounds after games on the turf field at THS. Mr. Adlerstein will speak with Mr. Cox in regard to this issue. In regard to TMS, Mr. Langlois was authorized as the project lead. Ms. Rubino noted that what he has done is amazing. Mr. Werbner explained that this started last budget season with some residents who were concerned about the bathrooms. There was a community effort with Honeywell to get the bathrooms done. This momentum was carried to the cafeteria which is now being painted by summer workgroups and further to work being done on the grounds. Ms. Rubino added that this is being done without a lot of capital funding due to people rolling up their sleeves. At the meeting, school recycle was also discussed. The Town will provide 6 blue bins if the school will administrate the program (exterior recycling). Mr. Adlerstein will bring this to the interim Superintendent. In regard to Adopt-A-Spot, there may be another volunteer day. Ms. Moran is the communications director for the BOE and she is doing a phenomenal job advertising this. In regard to Technology Planning, the guests (Julie, Andy, Paul, & Chris) from the Technology Advisory Board (TAB) were in attendance. It was decided that Mr. Werbner would have a plan from the Town's side by September and TAB will have a plan as well. Mr. Adlerstein will provide the school requirements by July 24th. Administration of the plan will be discussed once all of the information has been gathered.

Ms. Rubino attended the Agricultural Commission meeting. Mr. John Pagini is assisting with the agricultural lease for the Campbell property. He was awesome – he came prepared and she believes in the next couple of weeks there will be a good lease agreement to bring to the Town Council.

Mr. Krasusky attended the Board of Education meeting. Dr. McDowell has been named the interim Superintendent and the search committee has been established. The process has been extended by a couple of weeks to allow some time to garner more applications. Additionally, Mr. Cop has been named the new TIS vice-principal. The DRA results are in and the Town Council and the BOE will meet tomorrow to discuss the report. Ms. Moran noted that tomorrow night's joint meeting is also Superintendent Guzman's last meeting. She reiterated Ms. Rubino's comments and noted that there are a lot of positive things happening at TMS. Ms. Rubino added that the Tolland Conservation Corp won the planter contest and is donating the prize of a \$50 gift certificate from Brookside to the TMS project.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Discussion on possible services provided to Tolland by Capital Workforce Partners.

Mr. Alex Johnson, executive vice president and COO for Capital Workforce Partners was in attendance and distributed materials. Capital Workforce Partners is a workforce investment board created under federal legislation under the Federal Workforce Investment Act that was signed into law in 1998. Under that legislation, it requires that each governor set aside and establish regions in their state. The governing body is a private industry council. Federal funds are provided to provide support to individuals who are looking for a job, unemployed, dislocated due to a job loss caused by a plant closing or workforce reduction, or an out-of-school youth. Federal funds are provided to communities to deliver services for those individuals.

In terms of what Capital Workforce Partners does, it is required to create career centers for individuals who are unemployed or underemployed to upgrade their skills. There are 5 career centers in the region. The closest is in Manchester but they are looking to set up a center in the Rockville area. The ultimate customer of who it serves is the employer who is hiring. A variety of services are offered. Individuals are able to receive career assessment, career counseling, resume preparation, and a variety of online tools are available to assist with skill enhancement. Additionally, scholarship programs are available for individuals who need to attend an institution such as a community college or a proprietary school. In addition, subsidies for employers are available as well.

Mr. Johnson is here tonight to ask for support and to help the Council recognize its role in this process. Tolland falls into the North Central Region. The chief elected officials of the regions' communities must come together and form consortia of chief elected officials. In 2003, Tolland along with 36 others signed off on a consortia agreement. That agreement established the region, allows the region to receive federal funds, and it recognized and established that Capital Workforce Partners would be the grant recipient and grant administrative agent on behalf of the 37 municipalities.

Capital Workforce Partners is an entity that has been created by the towns and for the towns to support the delivery of workshop development services and employer services. It needs the town's involvement and support. The region is here to serve the communities and their residents and involvement and support are needed. Within the agreement, it recognizes that the chief elected officials have the responsibility of appointing the private industry council board that has the day to day responsibility for administering the funds, overseeing the funds, and employing the staff. The agreement also recognizes that employers would annually sign off on service delivery plans, legislative priorities, strategic initiatives, and the budget.

To effectively serve the community, it needs to have ongoing conversations so that they can understand the needs and ensure they are satisfied. Mr. Johnson added that the Workforce Opportunities and Innovations Act passed over the last month and was signed into law today. Mr. Johnson noted that additional information is available in the packet and thanked the Council for its attention and support.

Ms. Rubino asked how often the Board of Directors is appointed. Mr. Johnson explained that there is a steering committee of 15 individuals who perform the day to day functions and are elected annually by the 37 chief elected officials. The members of the board are appointed annually with staggered terms. They are looking for private sector representatives and would like to know what companies in the community are expanding or downsizing so the Capital Workforce Partners may assist.

Mr. Eccles will send an e-mail to the Economic Development Commission to see if they would like to bring Mr. Johnson in for one of the meetings.

8.2 Consideration of Conservation Commission's New Section 113 of the Town Code and the setting of a public hearing thereon for August 12, 2014.

Mr. Werbner explained that this is a replacement code prepared by the Conservation Commission modelled after what was in the code for recreation purposes but separated out the land the Conservation Commission oversees and the land the Recreation Department oversees. The only real difference is in the fine section. This has been reviewed by the Town attorney and staff and no other changes are recommended. It needs to go to public hearing.

Ms. Rubino made the motion for a public hearing August 12, 2014 at 7:30 p.m.
Mr. Field seconded the motion. All were in favor. None opposed. Motion carried.

8.3 Consideration of a clarifying resolution for bond authorization approved on July 8, 2014.

Mr. Werbner noted that the Council has already adopted the resolution. The Town's counsel had a minor concern that a lot of the Town's capital projects have grant offsets and he expressed concern that the original resolution did not specifically indicate that the grants would be offsetting the total amount of the project. If the grant did not offset the total amount of the project, the 5% limit on non-referendum borrowing might be impacted. This change ensures that the non-referendum borrowing provisions are appropriate.

Mr. Baker read the following resolution:

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TOLLAND:

1. That the appropriation for the Pavement Project shall be financed by the issuance of bonds or notes in an amount not to exceed \$510,507 and grants or other sources of funds received by the Town for said project in an amount of not less than \$339,493, and the appropriation for the Fiber Optic Project shall be financed by the issuance of bonds or notes in an amount not to exceed \$734,345 and grants or other sources of funds received by the Town for said project in an amount of not less than \$27,900. The maximum amount of bonds or notes issued for the Projects shall not exceed \$1,710,775.

Mr. Field seconded. All in favor. None opposed.

- 8.4 Consideration of a resolution to approve the necessary funds to ratify CSEA, SEIU Local 2001 Collective Bargaining Agreement for the period dated July 1, 2013 through June 30, 2016.

Mr. Werbner explained that this contract has been negotiated for over a year with labor attorney Pat McHale. It is a 3 year agreement retroactive to July 1st. Mr. Werbner reviewed the item summary for item 8.4. He strongly recommends approval of the agreement. The union has already ratified the agreement.

Mr. Baker asked what the impact would be on the current year budget. Mr. Werbner responded that money was available in the prior year budget for the raises and it was carried forward so the retroactive pay is covered. A similar amount was budgeted for this coming fiscal year so there should not be any adverse effect.

Mr. Field motioned to approve the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the necessary funds to ratify CSEA, SEIU Local 2001 Collective Bargaining Agreement for the period dated July 1, 2013 through June 30, 2016 and authorizes Steven R. Werbner, Town Manager, to execute said agreement on behalf of the Town of Tolland.

Mr. Eccles seconded the motion. All in favor. None opposed.

- 8.5 Consideration of a resolution required by the Department of Energy & Environmental Protection for a grant extension to create a Watershed Management Plan for Crandall Park.

Mr. Werbner read the item summary for item 8.5.

Mr. Baker motioned:

Be it resolved that it is in the best interests of the Town of Tolland to enter into contracts with the Connecticut Department of Energy & Environmental Protection.

In furtherance of this resolution, Steven R. Werbner holds the office of Town Manager since October 1, 2005 and will hold the office until further notice, is duly authorized to enter into and sign said contracts on behalf of the Town of Tolland. Steven R. Werbner is further authorized to provide such additional information and execute such other documents as may be required by the state or federal government in connection with said contracts and to execute any amendments, rescissions and revisions thereto. The Town Clerk is authorized to impress the seal of the Town of Tolland on any such documents, amendment, rescission or revision.

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

8.6 Appointments to vacancies on various municipal boards/commissions.

Mr. Stanford noted that the Republican Town Committee was searching to fill two vacancies and has submitted two candidates: Colleen Yudichak for the Board of Education and Kevin August for the alternate position on the Planning & Zoning Board of Appeals.

Mr. Stanford nominated these candidates. Mr. Baker seconded. All in favor. None opposed.

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** None.

11. **ADOPTION OF MINUTES**

11.1 July 8, 2014 Regular Meeting Minutes

Mr. Stanford moved to adopt the minutes; Seconded by Mr. Baker. Mr. Scavone, Mr. Baker, Mr. Eccles, Mr. Stanford, Mr. Field, and Mr. Krasusky were in favor. Ms. Rubino abstained. Motion carried.

12. **CORRESPONDENCE TO COUNCIL:** None.

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** None.

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

Sam Adlerstein, 164 Pine Hill Road, welcomed Ms. Colleen Yudichak to the Board of Education and thanked her for volunteering.

15. **EXECUTIVE SESSION**

Mr. Baker motioned that the Council go into Executive Session at 8:44 p.m. for the purpose of discussing a personnel matter and invited Mr. Werbner and Mr. Wilkinson to attend, thus ending the Regular Meeting of the Town Council. Mr. Field seconded the motion. All were in favor. Motion carried.

15.1 Discuss Personnel Matter.

Executive session ended at 9:10 p.m.

16. **ADJOURNMENT**

Motion to adjourn was made by Mr. Field, seconded by Mr. Baker, was unanimous at 9:11 p.m.

Respectfully Submitted,

Lisa Pascuzzi
Substitute Clerk