

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
August 27, 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 – August 13, 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 Tuition Rates – Fiscal Year 2014-15

G. SUPERINTENDENT SEARCH UPDATE – Dr. Gagliarducci

H. COMMITTEE & LIAISON REPORTS

I. CHAIRPERSON'S REPORT

J. BOARD ACTION

- I.1 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

K. PUBLIC PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

L. POINTS OF INFORMATION

M. CORRESPONDENCE

- Town Council Meeting - August 12, 2014
- Joint Meeting – Town Council/Tolland Water Commission
- 2014 – 2015 School Calendar
- 2014 – 2015 Open House/Curriculum Night Calendars
- CABA Correspondence
- Opening Day Schedule

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

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

REGULAR MEETING – August 13, 2014

Members Present: Mr. Sam Adlerstein, Chair; Mr. Patrick Doyle, Vice Chair; Ms. Kathy Gorsky, Ms. Karen Moran, Mr. Robert Pagoni, Mr. Steve Clark, Ms. Colleen Yudichak, Mr. Tom Frattaroli, and Mr. Joseph See

Administrators Present: Dr. Thomas McDowell, Interim Superintendent of Schools; Mrs. Jane Neel, Business Manager; Dr. Kathryn Eidson, Director of Curriculum and Instruction

Others Present: Beverly Bellody, Director of Human Services; Nancy Dunn, Youth Services Coordinator; Jan Rubino, Town Council; Chris White, District Technology Specialist

- A. CALL TO ORDER – PLEDGE OF ALLEGIANCE – The meeting was called to order by Sam Adlerstein, Chair, at 7:35 p.m. in Council Chambers. The Pledge of Allegiance was recited.
- B. APPROVAL OF MINUTES July 23, 2014 – Regular Meeting
Mr. Clark motioned to accept the minutes of the July 23, 2014 meeting. Ms. Moran seconded the motion. All were in favor. Motion carried.
- C. PUBLIC PARTICIPATION: (2 minute limit) - None.

Ms. Gorsky reported she had received no correspondence since the previous meeting. Mr. Clark noted that there is an item on the agenda for correspondence and this may need to be moved up in the agenda in the future. The Board members concurred.

- D. POINTS OF INFORMATION – None.
- E. STUDENT REPRESENTATIVE REPORT – None.
- F. SUPERINTENDENT'S REPORT

F.1 Operational Guidelines – School Resource Officer

Dr. McDowell noted only a couple of typographical errors in the Guidelines and said he is looking for Board approval of the Guidelines. He said there is an MOA waiting to be signed at the State Trooper's Office and they need to have everything in place so the SRO can begin his responsibilities on Monday, August 25. He said Town Manager Steve Werbner sent him an email from the Deputy Commissioner of Emergency Services and a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) will follow. This won't have any impact on the Guidelines.

Mr. Frattaroli asked if after a year's review, will there be any restrictions on how they might wish to amend the Guidelines. Dr. McDowell said there will not be. He explained that this is a yearly agreement and if they choose to renew the agreement, the town will pay 80 percent of the cost and the BOE will pay 20 percent. He added that he has had experience with SROs for twenty years, and they have been positive. He said he was impressed with Trooper Corradi, who

will be the SRO. He added also that the Guidelines are a template from the State and the MOU will probably mirror the Operational Guidelines.

Mr. Clark asked from where the language in the Guidelines was derived. Youth Services Director Nancy Dunn said she wrote them as a Memo of Understanding and they are a compilation of a number of agreements various towns have with their own police departments. She said the full intention is for the Operational Guidelines to be the MOU when we get to that point. None of the information in the Guidelines came from the State Police. Mr. Doyle said the Finance and Facilities Committee minutes from their last meeting include a recommendation to the Board that they be approved. He said the idea was not to reinvent the wheel but to look at other similar agreements other school systems have and pick out what works best.

Mr. Clark said his concern is not with what is in the Guidelines but with what appears to be missing. He said the Guidelines appear to focus more on investigation and enforcement capabilities instead of instructional opportunities, such as the DARE program. Ms. Gorsky noted that the objectives section covers instructional topics. Ms. Dunn also noted the 2nd bullet in the objections section includes the things Mr. Clark was looking for, including DARE. It was confirmed that the DARE program is mandated in the Guidelines. Mr. Adlerstein also noted that the SRO will be working as part of a team under the leadership of Principal Dominique Fox at Tolland High School.

Ms. Yudichak asked if the hours of the SRO should be listed in the Guidelines. Dr. McDowell said the SRO's hours are dictated by the State Trooper's union contract, and the SRO is on call for other school functions outside of the regular school day. Additionally, when schools are closed, his responsibilities revert back to the State Troopers' office.

A motion was made by Mr. Doyle and seconded by Ms. Gorsky to move a vote on approval of the Operational Guidelines to Item I.2 for action. Motion was unanimously approved.

F.2 Right Response CT Network Grant Application

Dr. McDowell reported that the Town Council approved the Right Response CT Network Grant Application at their meeting last night. Ms. Dunn explained that this is a \$30,000 one year grant they are going for, and while the SRO grant is for prevention, this grant focusses on intervention. It will focus on youth with behavior issues in school. It is a very competitive grant and they are hopeful it will be awarded to Tolland. Ms. Dunn said she will be writing the grant.

F.3 Year-end Utility Internal Service Fund (UISF) Analysis and Recap

Dr. McDowell reported that the UISF Fund analysis resulted in a finding that a Board of Education contribution in the amount of \$128,438 was required to be paid to the town. This amount has been paid from the 2013-2014 BOE budget. As a result of the final adjustment, the BOE has an unexpended balance of \$75,216 in their FY2013-2014 budget, which upon final audit, will be transferred to the Education Reserve Fund adopted on November 1, 2013.

There was some confusion about the original agreement with Honeywell and subsequent discussion about how the \$128,438 number was arrived at and both Dr. McDowell and Mrs. Neel tried to explain. Mrs. Neel said this number is about "cost avoidance" and is based on estimated savings put in place by Honeywell. Town Council member Jan Rubino said she will also ask Town Manager Steve Werbner for clarification on the process at the next Town Council meeting.

Mrs. Neel added that in addition to the \$75,216, which should eventually go into the Education Reserve Fund, there is always an amount of monies for encumbered purchase orders that remain

open at the end of the fiscal year in June. She explained she tries to get these closed out by October, but there is usually always an amount of unencumbered funds remaining. She said she believes these remaining funds should also eventually go into the Education Reserve Fund. She explained that in the past, this money always went back to the town, because they did not have the Education Reserve Fund, and feels that needs to be clarified with the Town. There was a general agreement that the Board will need to have this conversation with the Town soon.

Ms. Gorsky said Mrs. Neel's comments about the unencumbered funds made sense to her. She asked when the ERF was established, where did it say from what sources the money for the fund would come from? Mrs. Neel read the language from the agreement about how the funds are designated.

Mr. Pagoni moved the conversation back to the Utility Fund. He said the discussion was confusing and he needs a more satisfactory explanation. He asked Mr. Chris White, District Technology Specialist, for his opinion. Mr. White provided his opinion, saying the questions he feels they should be asking is how much they expect to spend on energy for each school in the 2014-2015 school year, and years moving forward. He said his greatest concerns were about how they should be projecting energy costs and usage going forward. Mr. Doyle said there does not appear to be an overall understanding and agreement on how the savings number should be calculated. Ms. Rubino suggested they should hold a joint meeting or workshop with the Town Council, the Board of Education, representatives from Honeywell, Mrs. Neel, Ms. Hancock, and any other stakeholders. There was a general agreement that the process needs to be refined.

Mrs. Neel referred to the agreement with Honeywell, which discusses the role of a consultant that would be used to help develop their savings budget. She said it is not clear who this consultant would be—whether it would be an existing town employee or an outside consultant—and who would pay for the consultant costs. This needs to be clarified also.

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

Dr. McDowell reported that the Policy Committee met on August 6 and these three policies were recommended by them. He noted that Board Policy #5120 adds a section on diabetes. He said he met with Nurse Coordinator Chris Grulke and she has endorsed this policy. He noted that Board Policy #5050 has new language which makes it clear that parents may not opt out of a district requirement that students display a student identification badge while on school property. He said Policy #3080, which deals with signage, allows for permanent signage to be installed. The recommendation is to remove language stating that advertising signage "shall be placed no earlier than March 1 and will be removed no later than November 30 of each school year."

Mr. Frattaroli asked who manages the signage. Ms. Gorsky said it is managed by the Recreation Department and one should see Tom Ainsworth. However, if there is a question about the content of the signage, it would need to be approved by Dr. McDowell.

F.5 CABE Membership

Dr. McDowell recommended the Board continue their membership in this organization. The cost for membership is \$9,682. Mr. Clark said he thought this was already in the approved budget. Mr. Adlerstein said while they had a discussion and general agreement that they would wish to continue their membership, it was not specifically included in the budget. There was a question about where the money would come from to pay for this. Dr. McDowell said he would expect it to come from their operating budget, but doesn't know specifically where at this time. As there

was consensus that the Board should continue its membership, Mr. Adlerstein asked Dr. McDowell to work with Mrs. Neel to ensure this happens.

F.6 School Items – Honeywell Project

Dr. McDowell explained there are three items that were originally included in the ongoing Honeywell project that were later removed. He said he met with Steve Werbner who asked if the Board would consider approving these items to be included in the project. They include a retrofitting of the hallway lighting at TIS to address dark spots at a cost of \$36,326.89; replacing the exterior lighting in the back parking lot at TIS with modern LED lighting fixtures at a cost of \$9,894.14; and installing a CL&P sub meter for the energy use by the First Student bus company at the Middle School parking lot at a cost of \$17,031.17. The total for the three items is \$63,252.20.

In Dr. McDowell's memo, he noted that the funding would come out of the current maintenance budget and after the 2013-2014 budget is audited, the maintenance budget would be replenished by the Education Reserve Fund. The ERF would then be replenished by the energy rebate dollars that will be provided to the Town at the close of the year.

Dr. McDowell said since meeting with Mr. Werbner, he received a request that the Board act quickly on this, as the CL&P contractor is currently doing work at the town and this could be accomplished before the start of school.

Mr. Clark questioned who made the decision that these three items be removed from the project originally and who now wants them added back. It was explained that this is a fiscal decision that is made when the project reaches a certain percentage point of being completed. Mr. Sce asked what the net cost of these three items would be after the rebate money was received. Dr. McDowell said the rebate amount increases with the entire scope of the project, but the specifics of how much the rebate would increase as a result of adding the \$63,252.20 in project costs is uncertain.

Mr. White reviewed the three items and how they impact rebates. He said he endorses all three items as he was the one who put them in the project originally. Also, he noted that the \$17,031.17 figure for the CL&P sub meter is in error as there would be an additional approximately \$10,000 for the additional poles. This would bring that cost to more in the neighborhood of \$27,000. He said they would bill the bus company for the cost of Item 3 in monthly increments.

Mr. Adlerstein said it looks like they have the opportunity to bring back these items because of utility rebates. However he asked for a better explanation of the rebate money. Mr. White explained there are basically four pots of money. There are rebate and incentive monies that are available up front, and there are bonus and comprehensive monies that become available a year after all the projects have been completed and audited.

Mr. Sce said he feels the rebate money they are getting is supposed to be used to pay off the equipment they have already purchased. He said they are essentially borrowing this money and shouldn't be spending it on anything they want. There followed a general conversation about perspectives of using rebate money and the mechanisms used to fund energy saving projects.

Mr. Adlerstein asked where the extra rebate money goes. Mrs. Neel said according to the Honeywell agreement, it should be going in the reserve fund to pay for unexpected energy costs,

for example the replacement of a boiler. Mrs. Neel suggested she be allowed to negotiate a utility use contract with the bus company.

Mr. Adlerstein said it appeared they have three choices before them, to either (a) approve payment for all three items as Dr. McDowell advocates, (b) pay for Items 1 and 2 and allow Mrs. Neel to negotiate with the bus company on Item 3, or (c) approve none of the three items. Dr. McDowell reiterated Mr. Werbner's sense of urgency in that the contractor is here now so the work could be done and CL&P could complete their inspections before the start of school.

A straw poll was taken on a potential vote for approving all three Items with three Board members in favor.

Mr. Frattaroli asked about Item 2. He asked if this involved just replacing the exterior lighting with LED lights only. Mr. White said the project is more involved as a line has been severed and the bases are deteriorating. The requirement would also include sconces and flood lights. Ms. Moran and Ms. Gorsky both indicated they would be in favor of approving Items 1 and 2, especially since the contractor is here. Ms. Gorsky said she is not yet convinced about the payback for Item 3 or the urgency of voting on it right now. Mr. Adlerstein asked for a straw poll on approving Items 1 and 2 together, regardless of their opinions on Item 3. In this scenario, six people were in agreement. Mr. Pagoni said he wanted to abstain from voting. Mr. Frattaroli said he doesn't feel he has a good handle yet on the scope of work involved.

Mr. Clark made a motion to move to action, F.6 Items 1 and 2 to Action Item I.3 and F.6 Item 3 to Action Item I.4. Mr. Doyle seconded the motion. A vote was taken with all members in approval, with the exception of Mr. See who was opposed. Motion carried.

G. COMMITTEE AND LIAISON REPORTS

Mr. Adlerstein explained how projects were assigned to various standing committees and asked for individual reports.

Finance and Facilities Report – Mr. Doyle discussed the technology piece under their purview and suggested they need to get together with the Shared Services Committee and the town's Technology Advisory Board to clarify what each committee is doing to avoid overlap or having something left out. He also provided an update on the facility study from DRA Architects.

Policy Committee – Ms. Gorsky said the Committee last met on August 6 and they discussed the potential for changing the voting procedure. They agreed they do not want to have an abbreviated procedure. The committee next meets on September 10.

Communication and Outreach Committee – Ms. Moran reported the committee met on Monday and the Middle School summer spruce up is coming to a close. A lot of painting has been accomplished. Letters have gone out to families piggybacking on the regular letter, communicating to families about the School Resource Officer. The SRO will also be attending the Elementary School PTO meeting on September 8. She also talked about the newsletter. The next mailing will be in October. Dr. McDowell noted that one thing Board members will see in their packages in upcoming months is a listing of upcoming school events. He will be looking for brief blurbs from each of the Principals on their activities. Ms. Moran also provided an update on the Community Conversation as it may be difficult to have this while also conducting a search for a Superintendent of Schools. Regarding the website task force, they would like to give a brief presentation at their last September meeting where they will provide recommendations. There was some discussion about whether this meeting should be on the 23rd instead of the 24th of September, as the 24th is a Jewish holiday. Mr. Adlerstein asked Ms. Moran to

provide a written presentation in their packages, possibly a week before the physical presentation so they can digest it ahead of time.

Negotiations Committee – Mr. Frattaroli reported there was an issue with the paraprofessionals copay on insurance. There was some confusion about what program they would approve in their contract as the contribution was a greater percentage of what they were willing to pay.

Exterior Recycling Efforts – Mr. Adlerstein reported that the town has offered to supply barrels if they can take responsibility for emptying them. The barrels have already been ordered.

Mr. Adlerstein reviewed a couple of items that were brought to the Board that have not been assigned to committees. Dr. McDowell said to his knowledge he hasn't received a report on NEASC.

Dr. McDowell reported that Mrs. Neel will be leaving the school district August 28 and he has asked Ron Army, a retired business manager from East Windsor, to come on board for the interim. They will be posting for a permanent business manager. Dr. McDowell recommends the new Superintendent should have input in deciding on who the new business manager will be.

H. CHAIRMAN'S REPORT – None.

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. Ms. Gorsky made a motion to approve Board Policy and Administrative Regulation #1000. Mr. Clark seconded the motion. Motion was unanimously approved.

- I.2 Operational Guidelines – School Resource Officer. Mr. Clark made a motion to approve the Operational Guidelines for School Resource Officer. The motion was seconded by Mr. Doyle. Motion was unanimously approved.

- I.3 Honeywell Projects Items 1 and 2. Ms. Gorsky made a motion to approve Items 1 and 2 of the Honeywell Projects to retrofit the hallway lighting at TIS to address dark spots at a cost of \$36,326.89 and replace the exterior lighting in the back parking lot at TIS with modern LED lighting fixtures at a cost of \$9,894.14. Mr. Clark seconded the motion.

Discussion: Mr. Pagoni said Ms. Moran's concern about safety is well-founded. He asked that if in a future agenda they could bring up as an awareness item the lighting in the parking lot across the street from TIS.

A vote was taken on the motion. Mr. Adlerstein, Mr. Doyle, Ms. Gorsky, Ms. Moran, Mr. Pagoni, Mr. Clark, and Ms. Yudichak voted to approve. Mr. Sce and Mr. Frattaroli were opposed. Motion carried.

- I.4 Honeywell Projects – Item 3. Ms. Moran made a motion to approve Item 3 of the Honeywell Projects to install a CL&P sub meter at a cost of up to \$27,031.17 for the energy use by the bus company at the Middle School parking lot.

Mr. Doyle said he does not feel this item has the same sense of urgency as the first two items. Mr. Adlerstein said they could ask Mrs. Neel to negotiate with the bus company on this issue.

and asked if they would need to take a vote on this. Dr. McDowell said this could be handled administratively through the Board Chair.

The motion was not seconded and the motion did not carry.

J. PUBLIC PARTICIPATION (2 minute limit)

Chris White of Crystal Lake Road, speaking as a private resident, said he is wholeheartedly in support of recycling and an overall waste management program in concert with the Town and schools. He would suggest placing waste receptacles outside in the various fields with a "you pack it in/you take it out" way of handling the emptying of the receptacles.

K. POINTS OF INFORMATION

Mr. Pagoni reported on an email regarding the RAGE robotics program. They are looking for some space for an additional shipping container outside of Tolland High School.

Mr. Clark noted that the majority of their discussion this evening centered on Honeywell items, and it is important that they get together with the various stakeholders to figure out where they are, who is responsible for what, and where they go from here. They need to clarify any confusion. Mr. Pagoni asked to get the rates of return on the rebates. Mr. Doyle said they need to come to an agreement on how numbers are determined.

L. CORRESPONDENCE

Town Council Meeting – July 22, 2014

M. FUTURE AGENDA ITEMS – None.

N. ADJOURNMENT – Mr. Clark made a motion to adjourn the meeting and pay the clerk at 9:50 p.m. Mr. Doyle seconded the motion. Motion was unanimously approved.

Respectfully submitted,

Annie Gentile
Clerk (substitute)

Council Chambers

August 13, 2014

7:30 p.m.



Board of Education

Agenda

SPECIAL MEETING 6:30 PM - 7:30 PM

- Call to order: 6:34PM
- Present: Dr. McDowell and all Board members except Joe Sce (arrived during regular meeting)
- Adjourn: 7:25PM

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

What is your most important question / comment for the new interim superintendent?

- We'll write 'em down
- Tym opportunity to answer, where can
- We'll carry them forward as applicable.

With focus on assessment of the District and setting the table for the permanent superintendent
Attendees were invited to ask questions or provide comments:

- Are we ready to open?
- Watching teacher: Student ratio (esp. in K)
- Up to date/aligned curriculum
Consistency
- Parents are a part of the mission (and know it)
- Building relationship between town & BOE (experience)
- What is role w/ search?

- Consistency in curriculum into the classroom → implementation
- Quality professional development
- Differentiation at higher (HS) levels

With focus on assessment of the District and setting the table for the permanent superintendent
Attendees were invited to ask questions or provide comments:

1. Are we ready to open?
 - o There is work to be completed, with assurance from those responsible that it will be
 - o Additional information / decisions (if necessary) after Thursday (8/14) project meetings
2. Watch teacher:student ratio (esp. in Kindergarten)
 - o Based on packets sent out, ratio is high. Planned on 17 per classroom, at ~20
 - o Will know for sure once school opens. Mr. Swanson to personally count heads day one. There is physical room for another classroom if need be.
3. Up to date / aligned curriculum (consistency)
 - o Need vertical and horizontal articulation
 - o Need good transition between schools
 - o Need students to know language and mechanics of the test (different from teaching to the test)
 - o Need uniformity, not cookie cutter
 - o First question for the Principals: "What is the plan?"
4. Parents are a part of the mission (and know it)
 - o There are five criteria that separate schools that are effective from those that aren't, listed. Looking to have set these expectations and have a plan for the permanent superintendent
 1. Teach and test to a prescribed curriculum
 2. Provide a reasonable decorum
 3. Convey expectations to students and employees continually
 4. Visible administrators
 5. Parents actively involved in the educational process of their child.

With focus on assessment of the District and setting the table for the permanent superintendent
Attendees were invited to ask questions or provide comments:

5. Building relationships between the town and BOE (experience)
 - o Most important: effective communication and trust
 - o Most make shared services more effective (not driven by saving money)
 - o Make sure the money is spent well. Dr. McDowell has the recipe, people get there by their own journey.
6. What is (Dr. McDowell's) role with the search?
 - o Informal. Will give input into candidates
 - o From applicant perspective, stable community / role a big plus
7. consistency in curriculum into the classroom → implementation
 - o Can't separate curriculum from instruction. Putting theory into practice.
 - o Teachers have freedom to risk and (potentially) fail
 - o Key: Administrators into classrooms. Frequently. Impacts instruction. Only way administrators know what is happening.
 - o Kids in the middle, kids struggling need the best teachers
8. Quality professional development
 - o The key to all success. Create buy in.
9. Differentiation at higher levels
 - o Narrow down teaching to three forms: Didactic, Socratic, Heuristic
 - o Not teach what kids already know
 - o Challenge: educational system is designed in batches

At the end of the discussion, participants were invited to add to the list

• How do we know if a paradigm shift is needed re: student placement (superintendent's comment re: "best" teachers / "best" students)?

Are the pedagogical practices we are using across content areas (Reading, Writing, Math) current and aligned with Best Practices? - Liz Chojnicki

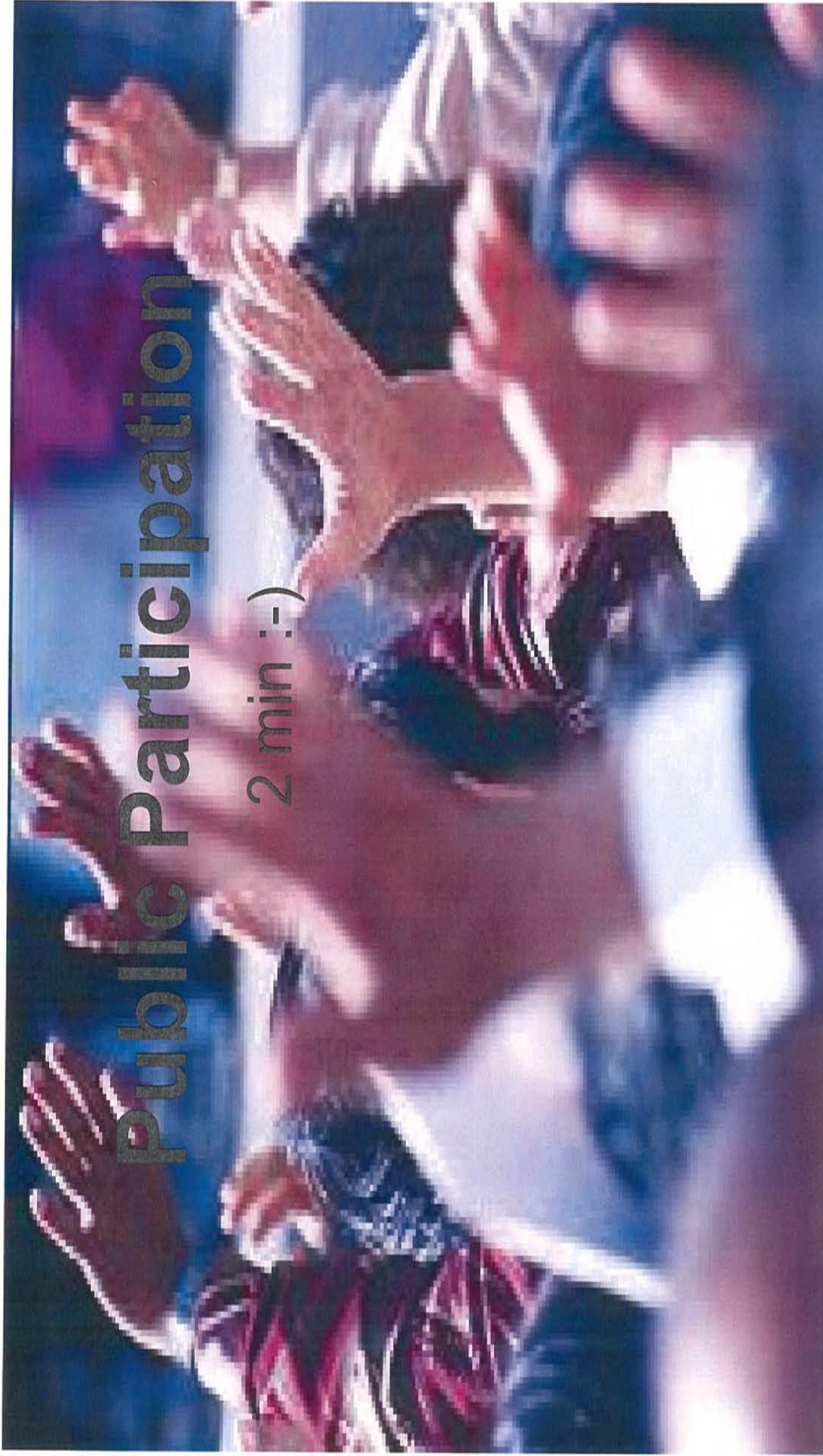
How can we ensure all students are held to a high level of expectations and work is purposeful / rigorous? - Amy Duff

After the discussion, left behind questions:

1. How do we know if a paradigm shift is needed re: student placement (Superintendent's comment re: "best" teachers / "best" students)?
2. Are the pedagogical practices we are using across content areas (reading, writing, math) current and aligned with best practices? ~ Liz Chojnicki
3. How can we ensure all students are held to higher level expectations and work is purposeful / rigorous? ~ Amy Duff

Agenda

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 - Regular Meeting - July 23, 2014
- C. PUBLIC PARTICIPATION
- 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



Public Participation

2 min :-)

Superintendent Report

Dr. McDowell

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

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

- Nancy Dunn, Tolland Youth Services, is available to answer your questions and provide additional information
- Town Council last night gave go ahead.
- Application is due Friday 8/22/14
- Requires a letter of support from the District

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.

TO: Tollard 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

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.

TO: Tolland Board of Education

FR: Dr. T. Y. McDowell

RE: CABA Membership

Presently the Board is not a member of the Connecticut Association of Boards of Education (CABA). 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.

CABA
INVOICE

Connecticut Association of
Boards of Education
85 Prospect Hill Road
West Hartford, CT 06109

Tolland Public Schools

DATE DUES PAID 2014-2015

For Your Order

CABA 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

Policy Manual Service
Cost: Policies, Regulations and Bylaws
Manual on CD
Connecticut Online Policy Service

CABA NOTIFICATIONS

DBS Service (\$350)

OTHER CABA SERVICES

CABA Connection (\$325)
CABA Express Program (\$375)

F6

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.

TIS Hallway lighting retrofit	36	36,327
TIS rear parking lot lighting	10	9,894
TMS CL&P sub meter for the energy use by the Bus company	17	17,031
Total	63	63,252

Energy rebates (over next 6-9 months)

Programmed into revenue stream	400,000	does that mean budgeted?
Unallocated?	460,000	63k come from here, above the 400k already budgeted
Estimated rebates	860,000	

Committee Reports

Vision (longer term)		BOE Committee Roles Support the vision and mission				
Mission (< 18 months): FROM our schools		Topic areas from strategic plan				
Strategic Plan Topic Areas	Communication	Parent/Community Engagement	School Environment	Technology	21st Century Learning Skills	Student Learning/ Curriculum
Specific strategies and actions	To facilitate consistent communication among Tolland Public Schools' stakeholders		1. To establish a positive school climate where all members of the school community are safe, respected, and available for learning	To provide and utilize technology to promote learning.	To ensure high levels of student achievement for each individual academically, socially, and emotionally in preparation for a 21st Century world	
			2. To improve school facilities that support student achievement and provide a safe learning and working environment.			
Mandates (State / National)			Response to intervention Anti-Bullying Success for All School Security and Safety Committee		Secondary School Reform Common Core State Standards Teacher/ Administrator Evaluation School Performance Index (SPI) Smarter Balanced Assessment Consortium	
BOE areas of responsibility		Superintendent and staff led. BOE supported through the following committees.				
1. Policy			X			X
2. Finance and Facilities			X	X	X	
3. Communications & outreach	X		X			
4. Negotiations			X			
Aligned missions (< 18 months) for each committee:		<ul style="list-style-type: none"> What are the most urgent challenges this year? What contributes? What can we learn now? What changes are required? How do we know we have a comprehensive view? What must you have by the end of this year that you don't have now? 				
		1. 2. 3. 4.				
		Dec, 2013				

Committee Reports

Highlight the most significant issues / opportunities and how the committee is addressing them.

- Finance and Facilities
- Negotiation
- Communication
- Policy
- Ad Hoc Shared Services
- Board of Education
 - Projects
 - Town Council Representatives

Steering projects in process:

1. Provide necessary resources and support.
2. Identify issues and opportunities.
3. Align with mission and other projects.
4. Partner with stakeholders.

Finance and Facilities

Projects	Leader
Combine bus runs (TMS/THS)	Jane Neel
Improve technology: School tech plan	TBD
Develop DRA facility study recommendations	Patrick* with Jim/Paul
Implement School Resource Officer (SRO) Program / Pilot for FYE 2015	Dominique Fox
Challenge 10% utility reserve/ Develop trust in numbers	Jane Neel
Obtain charitable contributions from residents	Joe Sce
TIS grounds (relates to sr. center planning)	McDermott
Rebuild dugouts	John Carroll
Honeywell hvac upgrades TIS / TMS	John Carroll
Three year budget preparation	Jane Neel
Implementing safety and security plan standards	John Lytell

Policy

Project	Leader
Accounting of Athletics Pay to Participate	Pat Cox
Expand internship program	Unknown
Develop regional special ed program	Kathleen Raymond
2/6 Top priority: All Day Kindergarten	Tom Swanson
Plan ahead more time for Prof. Dev and reduce substitute cost	Kathryn Eidson
Expand ABA program	Kathleen Raymond
Advance curriculum toward best practice	Kathryn Eidson

Communication and Outreach

Project	Leader
Improve web presence	Karen Moran
TMS Volunteer Day / Bathrooms	Karen Moran
Community conversation (grant)	Diane Clokey
TMS Summer Spruce Up	John Carroll or Clem Langlois

Negotiation

Project	Leader
Create teacher idea generation	TBD
Para professionals contacting	Tom Frattaroli

Ad Hoc Shared Services

Project	Leader
Form combined shared facility group	Dr. McDowell
Exterior recycling efforts	Dr. McDowell

Board of Education

Project	Leader
Fund, communicate and manage the reserve account	Jane Neel
Project workshop (offered to Mr. Guzman)	Sam Adlerstein
Follow up on NEASC recertification as needed	Dr. McDowell
Hire Assistant Principal at THS School Business Manager	Dr. McDowell

Future Agenda Items

- RAGE Robotics Shipping Container
- Honeywell project reporting
 - Utility internal service fund (UISF)
 - Including rebates (rates of return), calculations, future adjustments
 - Create mechanism / agreement on making calculations.
- Paraprofessionals contract

These are items to be addressed in some manner, with Superintendent's discretion and minimally and FYI to the Board.

TO: Tolland Board of Education
FROM: Dr. T. Y. McDowell
 Jane A. Neel
DATE: August 27, 2014
RE: Tuition Rates – Fiscal Year 2014-15
 (Regular Education, Special Education and TALC)

Board Policy 3070, as approved on June 8, 2005, requires that the district administration set tuition rates for each fiscal year in accordance with the per pupil cost of the preceding year. The rates for fiscal year 2014-15 are as follows:

Tuition 2014-15

	<u>Weekly</u>	<u>Annually</u>
Pre k	\$214	\$7,805
Grades K-2	\$428	\$15,609
Grades 3-5	\$397	\$14,476
Grades 6-8	\$421	\$15,349
Grades 9-12	\$416	\$15,195
TALC Program	\$561	\$20,480
Special Education	\$1,016	\$37,101

These rates are based on actual expenditures during the prior school year plus a percentage increase to adsorb any additional cost or changes due to student enrollment in the current year.

TO: Tolland Members of the Board of Education

FROM: Dr. T. Y. McDowell

DATE: August 27, 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. Redisclosure 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 may 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

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY	REGARDING: Administration of Student Medications in the Schools
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Number: 5120
Students

Approved: 12/16/02
Revised: 3/24/04
Revised: 1/12/05
Revised: 3/8/06
Revised: 5/28/08
Revised: 1/27/10
Revised: 5/11/11

REVISED:

A. Definitions

Administration of Medication means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

Authorized prescriber means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant, and, for interscholastic and intramural athletic events only, a podiatrist.

Cartridge Injector means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions.

Before or After School Program means any child care program operated and administered by a local or regional Board of Education 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. such programs do not include public or private entities licensed by the Department of Public Health or Board of Education enhancement programs and extra-curricular activities.

Coach means any person holding a coaching permit who is hired by a

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 DURING 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.

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM AUGUST 12, 2014 – 7:30 P.M.

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

MEMBERS ABSENT: Paul Krasusky

OTHERS PRESENT: Steven Werbner, Town Manager; Beverly Bellody, Human Services; Lisa Hancock, Director of Finance and Records; Nancy Dunn, Assistant Director, Tolland Human Services

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.

Mr. Scavone welcomed the new reporter from the Journal Inquirer, David Huck; and Mr. Werbner introduced the new Town Clerk, Sheila Bailey.

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:**

6.1 Consideration of the Conservation Commission's New Section 113 of the Town Code

George Baker moved to open the public hearing; Seconded by Jan Rubino. All in favor. None opposed.

No public comment. A straw poll was conducted of all those in favor of this resolution: 2 in favor, 0 opposed.

Rick Field moved to close the public hearing; Seconded by George Baker. All in favor. None opposed.

George Baker motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the addition of a new Section 113 in the Town Code entitled Conservation Commission Open Space Areas.

Seconded by William Eccles.

Mr. Stanford asked for clarification with regard to Sec. 113-5(c) concerning firearms. It says, 'no person shall carry or possess firearms...' He takes the 'no person shall' to include all persons. He is assuming if

there is an issue on town property, police or public safety will be able to step in. He asked how strict do they want to interpret this wording. Mr. Werbner said in their public capacity, if they are enforcing or responding, they are authorized to carry weapons.

All in favor. None opposed.

7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL: Jan Rubino said there is a BOE meeting tomorrow night @ 6:30 p.m. in Council Chambers with the new interim Superintendent. She also mentioned they will be voting tonight on the AG lease. Mr. Eccles said the EDC met. There was discussion regarding an arbor company's interest in one of the lots in the Tolland Business Park. They reviewed the work performed by the summer intern. He did a great job of analyzing the marketability and the market for co-working space in Tolland. There is a difference between co-working space and business incubator space. Co-working implies it's an office that you can use at your whim. A business incubator space is where you come in and have a plan to come out in 18 months. They believe there is a lot of interest in co-working both from the town and the citizens. The problem is that there is no space and no money to make it happen. They are thinking that maybe they can squeeze in a few people somewhere, although nothing is set in stone. Mr. Field said he and the rest of the Council attended the Water Commission meeting last night. Mr. Baker commented on the PZC: Gottier is still waiting on the inlands/wetlands decision, and the re-configuration of boundary lines was approved. Mr. Stanford said there was a good article in the paper summarizing the WPCA meeting.

7b. REPORTS OF TOWN COUNCIL LIAISONS: None.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

- 8.1 Consideration of a resolution to approve a bid waiver for purchase of labor and materials for Truck #23 Everest Body replacement

Mr. Werbner said the request from the Public Works Director is to have a bid waiver for the replacement of Truck #23's body. The truck is scheduled for a body replacement in FY15 that will extend the life of the truck for 10 more years. A new truck replacement would cost \$250,000. Truck #23 currently has an Everest Body, as do most of the other trucks. It would be more efficient and cost effective to utilize the same body on this particular vehicle rather than a body from another manufacturer. Wherever they can, they are trying to standardize the equipment that they have. The computerized system DPW uses to distribute salt on the truck is set up on the gear box for this. Also, if another manufacturer is used there would be additional costs to replace the pistons, center rams and hinges on the back. In addition, our mechanics are familiar and trained to use and work on this type of equipment. The DPW is requesting that W. H. Rose of Columbia, CT be authorized to perform the necessary work. The estimated cost for this replacement is \$76,564. \$90,000 was budgeted for this project, so there will be a savings that could be applied for other capital purposes. They are requesting that the requirements for bidding labor and materials is hereby waived in accordance with Town Policy A-126 11D(7) and the Tolland Town Council authorizes Steven R. Werbner to execute an agreement with W. H. Rose of Columbia, CT for the purpose of labor and materials to replace the current Truck #23 body with an Everest Body.

Mr. Eccles said he understands why they want to replace Everest with Everest, but why W. H. Rose specifically? Mr. Werbner said he believes they are the exclusive distributor in this area.

Rick Field motioned to accept the following resolution:

WHEREAS, the Town of Tolland originally purchased DPW truck #23, a 2004 10 Wheel Dump Truck with an Everest Body; and

WHEREAS, Truck #23 is scheduled for a body replacement in the FY15 Capital Improvement Program; and

WHEREAS, Replacing the current Everest Body with a new Everest Body is more efficient and cost effective; and

WHEREAS, town staff recommends that the replacement be done by W. H. Rose of Columbia, CT at a cost below the Capital improvement Program budget amount; and

WHEREAS, awarding a sole source contract constitutes a bid waiver under Town Policy A-126 11D(7);

NOW THEREFORE BE IT RESOLVED, that the requirements for bidding the replacement of Truck #23 Everest Body is hereby waived in accordance with Town Policy A-126 11D(7) and the Tolland Town Council hereby authorizes Steven R. Werbner to execute an agreement with W. H. Rose of Columbia, CT for the purchase of labor and materials not to exceed \$76,564 to replace Truck #23 Everest Body with the same.

Seconded by Jan Rubino.

Mr. Scavone asked how old the truck is. Mr. Werbner said it most likely over 10 years old, but will get Mr. Scavone the exact answer. Jack Scavone asked if the body consists of the whole thing (the cab and back part). Mr. Werbner said yes.

All in favor. None opposed.

8.2 Consideration of a Resolution for the 2014 STEAP Grant Award for the Tolland Public Library in the amount of \$500,000

Mr. Werbner said we did receive from the State of Connecticut through the Small Town Economic Assistance Program \$500,000 for the library expansion project. The Department of Economic and Community Development (DECD) will administer the award. In order to process the grant award, the attached Resolution must be approved which will allow Mr. Werbner to sign all documents pertaining to this grant funding.

George Baker motioned to accept the following resolution:

Whereas, pursuant to CGS Section 4-66g, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and whereas, it is desirable and in the public interest that the Town of Tolland make an application to the State for \$500,000 in order to undertake the Tolland Public Library Expansion and to execute an Assistance Agreement.

Now, therefore, be it resolved by the Tolland Town Council:

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by CGS Section 4-66g.
2. That the filing of an application for State financial assistance by the Town of Tolland in an amount not to exceed \$500,000 is hereby approved and that Steven R. Werbner, Town Manager, is directed to execute and file such application with the Connecticut Department of Economic and

Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of Tolland.

3. That it adopts or has adopted as its policy to support the following nondiscrimination agreements and warranties provided in subsection (a)(1) of Connecticut General Statutes sections 4a-60 and 4a-60a, respectively, as amended by Public Acts 07-142 and 07-245, and for which purposes the "contractor" is the Town of Tolland and "contract" is said Assistance Agreement.

The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved.

The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation.

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

8.3 Approval of the Crystal Peat Conservation Area Management Plan, Cook Road

Mr. Werbner said the Conservation Commission completed their Management Plan for the piece of property acquired from the Crystal Peat Humus Company, Inc. (the Roncari family) on the easterly side of the "old Cook Road" and adopted the plan at their meeting on July 24, 2014. The property is a 30.5 acre parcel of land to the north and east of Cook Road and is located in the northern part of Tolland. The area must be used for passive recreation because of the conservation easement. Accepted uses will include: hiking, snowshoeing, cross-country skiing, dog walking, mountain biking, and habitat, wildlife and nature studies.

Jan Rubino motioned to accept the following resolution:

NOW, THEREFORE, BE IT RESOLVED that the Tolland Town Council approves the Crystal Peat Conservation Area Management Plan adopted by the Conservation Commission on July 24, 2014.

Seconded by George Baker. All in favor. None opposed.

Ms. Rubino thanked the Commission for all the work they do, and for bringing these properties on-line.

- 8.4 Consideration of a resolution to authorize the submission of an application for the Office of Policy and Management (OPM), Juvenile Justice Advisory Committee 2014-2015 Right Response CT Network Grant, in the amount of \$30,000

Mr. Werbner said this is a new grant request that has recently come out. He believes there 5-7 communities awarded this grant. It is a competitive OPM grant that is to improve school disciplinary systems through collaboration within and among communities. 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 other grant that we've had the past three years is expiring. This grant would be a replacement. Ms. Dunn said there is a lot of ground work already in place. The funding would allow for some solid prevention and intervention programs. Also, they could do training, which the staff and administration desperately needs.

George Baker motioned to accept the following resolution:

BE IT RESOLVED that Steven R. Werbner, as Town Manager of the Town of Tolland, and in his absence the Acting Town Manager, is hereby authorized to make, execute and approve on behalf of the Town of Tolland the 2014-2015 Right Response CT Network Grant application for funding offered by the Office of Policy and Management (OPM), Juvenile Justice Advisory Committee, and any subsequent amendments and modifications, between the Town of Tolland and OPM.

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

- 8.5 Consideration of a resolution to authorize the submission of an application for the 2014-2015 Local Prevention Council Grant offered by the Department of Mental Health and Addiction Services (DMHAS) through East of the River Action for Substance Abuse Elimination (ERASE)

Mr. Werbner said this is our annual non-competitive grant that is used for funding programs to reduce drug and alcohol use among youth. During FY 2013-2014 Tolland received \$3,105, and is eligible to receive that amount during the 2014-2015 fiscal year.

George Baker motioned to accept the following resolution:

BE IT RESOLVED that Steven R. Werbner, as Town Manager of the Town of Tolland, and in his absence the Acting Town Manager, has been empowered to sign the 2014-2015 Local Prevention Council Grant offered by the Department of Mental Health and Addiction Services (DMHAS) through East of the River Action for Substance Abuse Elimination (ERASE), and any subsequent amendments and modifications on behalf of the Town of Tolland, between the Town of Tolland and ERASE.

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

- 8.6 Consideration and action concerning a resolution authorizing the issue of \$11,000,000 bonds to refund certain prior bonds of the Town and to finance such additional amounts as are needed to pay all fees, costs, expenses and premium in connection with the refunding of the prior bonds and appropriating the proceeds of such bonds for the foregoing purpose and the setting of a public hearing thereon for August 26, 2014

Mr. Werbner commented that this resolution will put us in a position to take advantage of the market to re-authorize up to \$11,000,000 in General Obligation Bonds. All of these bonds are subject to redemption

prior to maturity at the rates and dates set forth in each issue. The existing bonds are funded by the Sewer Fund and the General Fund, any savings resulting from the refunding will be reflected within each fund. New obligations will be sold at a lower interest rate and proceeds will buy securities sufficient in earnings to retire the earlier issue at the stated redemption date. Net savings will be realized from the reduction in the interest rate for the new issue. This refunding will not be done unless adequate savings can be achieved. Once the resolution is adopted, we just wait for an opportune time in the market. When our financial advisors say go, we go. There is usually a fairly large six figure savings. Mr. Werbner said this has been done 3-4 times in the last 4-5 years.

George Baker motioned that the following resolution be introduced and set down for a public hearing on August 26, 2014 at 7:30 p.m. in the Tolland Town Council Chambers, 21 Tolland Green, Tolland, CT 06084.

WHEREAS, Section 7-370c of the Connecticut General Statutes provides authority for any municipality to issue refunding bonds for the payment, funding or refunding of bonds, notes or other obligations previously issued; and

WHEREAS, Section 7-370c provides that such refunding bonds shall be authorized and issued by resolution of the legislative body of the municipality; and

WHEREAS, the Town of Tolland, Connecticut (the "Town") desires to refund all or any portion of any one or more series of the Town's outstanding general obligation bonds (the "Prior Bonds").

NOW THEREFORE, BE IT RESOLVED,

(1) That the Town issue its general obligation bonds in the aggregate principal amount of up to \$11,000,000 (the "Bonds") to refund certain of the Prior Bonds and to finance such additional amounts as are needed to pay all fees, costs, expenses and premium in connection with the refunding of the Prior Bonds and the authorization, issuance and sale of the Bonds, including, but not limited to, legal, advisory, printing and administrative expenses, underwriter's discount, net interest on borrowings and other financing costs, and expenses in connection with credit enhancement, if necessary, and the proceeds of the Bonds be appropriated for the foregoing purposes; provided, however, that the refunding of the Prior Bonds provides net present value savings to the Town and that the amount of the Bonds issued does not exceed the amount needed to refund the Prior Bonds and to pay the costs authorized herein.

(2) That the Town Manager and the Treasurer of the Town (the "Officials") are hereby authorized to determine the date, amounts, rates of interest, maturities, dates of principal and interest payments on such Bonds, the form of such Bonds, the provisions for protecting and enforcing the rights and remedies of the holders of such Bonds and all other terms, conditions and particular matters regarding the Bonds and the issuance and securing thereof, all in accordance with the Connecticut General Statutes and the Charter of the Town, and to take such actions and execute such documents including, but not limited to, a contract of purchase and to provide all supporting documentation as may be necessary or desirable to accomplish such purposes and to comply with the requirements of the Internal Revenue Code of 1986, as amended, U.S. Securities and Exchange Commission Rule 15c2-12, and any other applicable provision of law thereto enabling. The Bonds authorized hereby shall be general obligations of the Town secured by the full faith and credit of the Town.

(3) That the Bonds shall be signed by the Officials either by their genuine signatures or by facsimiles of such signatures printed on the Bonds and that the law firm of Updike, Kelly &

Spellacy, P.C., Hartford, Connecticut, is designated as bond counsel to render an opinion approving the legality of the issuance of the Bonds.

(4) That the Officials are hereby authorized to designate a bank or trust company to be the certifying bank, registrar, escrow agent, transfer agent and paying agent for such Bonds; to provide for the keeping of a record of the Bonds; to designate a financial advisor to the Town in connection with the sale of the Bonds; to designate an underwriter in connection with any negotiated sale and purchase of the Bonds.

(5) That the Officials are hereby authorized to sell the Bonds at a public or negotiated sale; to deliver the Bonds and to perform all other acts which are necessary or appropriate to issue the Bonds; to make representations and covenants on behalf of the Town for the benefit of the holders of the Bonds to provide secondary market disclosure information in accordance with U.S. Securities and Exchange Commission Rule 15c2-12, as it may be amended from time to time, including, but not limited to, executing and delivering a continuing disclosure agreement; their respective approvals to be conclusively evidenced by their signature on any such agreements relating thereto.

(6) That the Officials are hereby authorized to refund the Prior Bonds from the proceeds of the Bonds and other moneys as they may determine to make available for this purpose, and to defease the Prior Bonds by executing and delivering an escrow agreement in such form and upon such terms as they shall approve, such approval to be conclusively evidenced by their execution thereof.

(7) That the Officials are hereby authorized on behalf of the Town to make such representations and covenants for the benefit of the holders of the Bonds which are necessary or appropriate to ensure the exemption of interest on the Bonds from taxation under the Internal Revenue Code of 1986, as amended, including, but not limited to, covenants to pay rebates of investment earnings to the United States in future years; their respective approvals to be conclusively evidenced by their signature on any such agreements relating thereto.

(8) That the Officials are hereby authorized to designate other officials or employees of the Town to take such actions and execute such documents, as are determined to be necessary or advisable and in the best interests of the Town in order to refund the Prior Bonds and to issue, sell and deliver the Bonds, and that the execution and delivery of such documents shall be conclusive evidence of such determination.

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

8.7 Approval of recommendations of the Agricultural Committee regarding an agricultural lease for the property at 215 Hunter Road

Ms. Rubino said they were fortunate to have John Pageni come in and work with the AG Commission on drafting the language for the Agricultural Lease. They have someone who seems interested in renting the Campbell farm, so they need to get a lease agreement in the works. This lease was written specifically with the Campbell property in mind.

Jan Rubino motioned to accept the following resolution:

NOW, THEREFORE, BE IT RESOLVED that the Tolland Town Council approves the Agricultural Lease for the property at 215 Hunter Road adopted by the Agricultural Committee on August 11, 2014.

Seconded by Rick Field.

Ms. Rubino said different properties are going to have different uses. So, although the lease agreement body is solid, it will be tweaked for different properties as they come on line for leasing. Ms. Rubino commented that for a Commission that has been seated for such a short period of time, they have done a tremendous amount of work. She is happy to be a part of it.

Mr. Baker asked why they have the wording "Court Appointed Receiver" in the lease. Is there a specific entity in mind to have this language included? Ms. Rubino wasn't sure why that language was specifically used, but there is no entity in mind. She advised that Attorney Conti has reviewed the lease. Mr. Werbner said that would be changed per circumstance any way.

Mr. Baker asked if there was any dollar amounts expected. Ms. Rubino said yes, there will be payment. Linda Palmer said compensation would be determined by what the property is going to be used for. Ross Luginbuhl said they are in the process of gathering data and comparable leases from surrounding towns so that they can set their fees appropriately. It depends on the crop, the length of the season, etc.

All in favor. None opposed.

8.8 Appointments to vacancies on various municipal boards/commissions: No appointments tonight.

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Werbner has nothing additional to add to his written report, other than saying they are in the process of finishing summer projects. Honeywell is moving along so that the work can be done before the schools open.

11. **ADOPTION OF MINUTES**

11.1 July 22, 2014 Regular Meeting Minutes: George Baker moved to adopt the minutes; Seconded by Rick Field. All in favor. None opposed.

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

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Ms. Rubino advised that the author of Fast Jack the Last Hustler will speak at the Tolland Public Library on Wednesday. Mr. Stanford said discussion of the Water Commission should be added to the August 26th agenda. Mr. Scavone commented that the Hartford Business Journal has listed the wealthiest zip codes in the Greater Hartford area, and Tolland was number 13 out of 22.

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

15. **ADJOURNMENT:** George Baker moved to adjourn the meeting; Seconded by Rick Field at 8:13 p.m. All were in favor.

Michelle A. Finnegan
Town Council Clerk

Jack Scavone, Council Chair

SPECIAL MEETING MINUTES

TOWN COUNCIL/TOLLAND WATER COMMISSION JOINT MEETING

HICKS MEMORIAL MUNICIPAL CENTER 1ST FLOOR CONFERENCE ROOM A

AUGUST 11, 2014 - 7:00 P.M.

MEMBERS PRESENT: Jack Scavone, Chairman; William Eccles; Richard Field; Jan Rubino and Ben Stanford

MEMBERS ABSENT: George Baker, Vice-Chairman; Paul Krasusky

MEMBERS PRESENT: Eugene Koss; Robert Evangelista; Glenn MacDonald; Vincent Tursi and Tom Rallo

NOT IN ATTENDANCE: None.

OTHERS PRESENT: Steven Werbner, Town Manager; Beverly Bellody, Human Services

1. Discussion on Tolland Water Commission – Update on Water System:

Mr. Scavone thanked the Commission for the report they put together, and the time they spent in doing so.

Mr. Koss introduced the Commission members, and summarized the agenda the Water Commission had planned for tonight. He would be introducing the topic and then will be handing the presentation off to Mr. MacDonald. He began by saying that there was a lot that was not stated in their report. There is no comparison to alternatives, because neighboring utility is a publicly traded company and they will not forecast what rates will be going forward. They can't, because shareholders may sue them if something comes out that they don't like. It is a conservative analysis. They can talk about what alternatives will be, but that is about all. There are inferences that can be drawn as to what services with the Connecticut Water Company ("CWC") will be five (5) years from now.

The TWC provided the Council members with a packet of materials prior to the meeting for their review.

For this review, they studied five scenarios, which were reviewed by Mr. MacDonald:

1. Existing customer numbers with no rate changes (a base line).
2. Supplement the above with phased in increased customers for a known and measurable development proposal. No rate changes (Gottier proposal). They wanted to understand what this would do to their financial picture.
3. Project moderate rate increases over the next five years. No addition to customers but for those in No. 2 above.
4. Project rate increases to break even on a net income basis over the next five years. No additions to customers but for those in No. 2 above.
5. Impact to the Town of Tolland Budget if Tolland Water System were sold to an investor owned utility. They are not sure what the CWC's rate structure will be in 2019, but they can compare their base now to where they are now and speculate.

Mr. Koss briefly outlined how the town got into the water business, which started in the early 1980's.

Mr. MacDonald explained the fact sheet, which will give an understanding. Internally, they talk about Tolland Water as two separate systems. The main system and one that they still buy water from CWC for, the Skungamaug system. For the Skungamaug system, the CWC charges them the retail rate, as if they were one big customer.

Tolland Water Commission ~ Fact Sheet

System

Main System (2 Production wells)

Skungamaug System (purchased water from CWC)

Customers

	#	
Residential	439	
Commercial	32	
Public Authority	6	
Sale for re-sale (SRS)	2	
Total	479	{ 432 Main 47 Skungamaug

Key System statistics

Annual revenue	\$ 320,000	
Well production	38,077,000	gallons per year
Avg day demand	117,000	gallons
Peak day demand	143,000	gallons (excl system flushing)

Assets

Net Book Value	\$2.8 million
Replacement	\$16 million

Diversion permit

425,000 gal/day through 2027

Granted by CT. DEEP

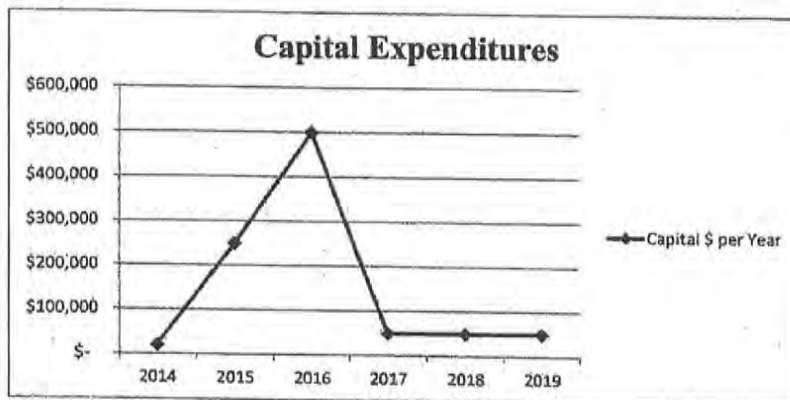
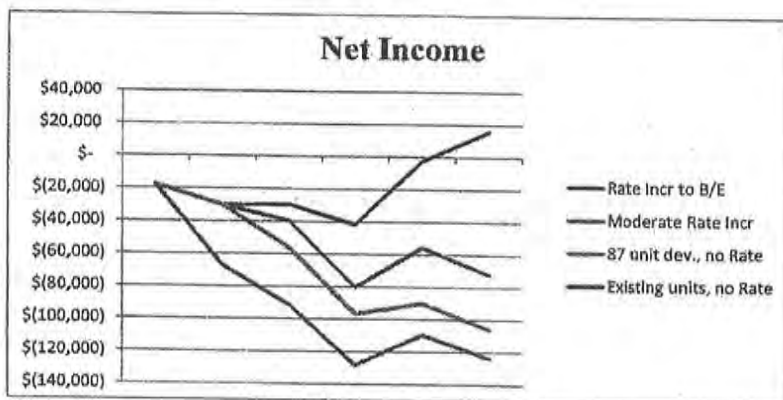
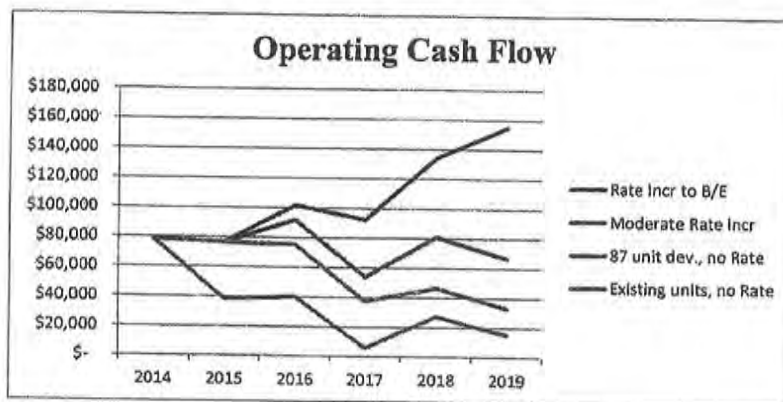
Net Assets / customer \$5,850

Avg age of assets < 30 years

14.5 miles of distribution pipe

Next, he summarized five year scenarios for: Operating Cash Flow, Net Income and Capital Expenditures (See charts below).

Tolland Water Commission – Strategic Planning Scenarios



With regard to one of the capital expenditures (replacement of the well), which is slated for 2016, or before, the Commission will need to bond through the town, or borrow from the town. Mr. Werbner advised the Council that this money (\$500,000) is currently not part of the town's debt structure. If that is something that is a requirement in the future, someone will need to let them know. That may mean that there is \$500,000 of town projects that can't be borrowed on if they are going to try and do it with non-referendum borrowing. Or, this \$500,000 will kick over to a referendum requirement, in terms of capital expense.

Next, Mr. MacDonald reviewed the average water costs.

Average Water Costs - Forecast Residential Customer - Main System

2013 Cost per Household (average)	\$	390	per Year
	\$	98	per Quarter
Forecasted Average Household Cost	\$	560	per Year
in 2019 (@break/even rate level)	\$	140	per Quarter
Increase over six (6) years	\$	14	per Month
		7.5%	avg increase/ year

2013 Cost per Household	\$	590	per Year
(CWC customers in Tolland)	\$	148	per Quarter

Ms. Rubino asked the Commission what happens when they all evaporate. Mr. MacDonald said there has been a Commission before us and there will be one after. Ms. Rubino said it is difficult to fill vacancies, as Mr. Stanford and her do this on the Council's behalf. This concerns her. Mr. Tursi said they do have newer members. So, they are finding new, qualified people. Mr. Scavone said they are running a utility with volunteers. Mr. Tursi said they are not running the utility. The CWC as the operator is. They just oversee what is happening.

Mr. MacDonald reviewed a listing of pros and cons that they created.

The Pros:

- Relieve Town of responsibility for operating water system(s).
- Reduce the impact on Town resources (Engineering, Finance, and Public Works).
- Reduce the impact on Town resources (Engineering, Finance, and Public Works).
- Eliminate statutory tracking and refilling of Public Utility, Diversion Permit, Water Supply Plans, etc.
- Eliminate need to raise capital funds for system improvements.
- Potential consolidation of water related capital resources across wider region.
- System run and managed by full-time staff v. volunteer commissioners.

The Cons:

- Town will likely have to pay for public fire protection for +/- 84 hydrants.
(est. \$152,000/yr. at current rates).
- Potential costs to decommission existing wells and/or water tank. (\$ tbd)
- Current cost sharing between Town and TWC will disappear (Planning office, Engineering, \$40-\$50,000 per year).
- Continued Depreciation of Infrastructure. (?)
- Loss of influence on the access to, and withdrawal from, the Tolland Aquifer.
- Loss of local con service provider potential effect on land surrounding wells.

DEEP/PURA approval of any transaction will be required.
Distribution of proceeds between customers and Town.
For-profit enterprise.

Mr. Scavone asked since they are operating a system at a loss year after year, and they have all these capital expenses coming up, why are they not charging more money. Mr. Rallo said they went for almost 20 years with no rate increase. Recently, they have increased their rates 10% per year. The most recent increase was in April. Mr. Tursi said it was the previous Administration's attitude to chew up reserves. Currently, they have approximately \$400,000 in reserves. They have taken the steps. Mr. MacDonald said their costs would require them to go another 20-40% in increases.

Mr. Scavone said he reviewed the water quality control study from 2012. On page 4, there were recommendations totaling \$900,000 - \$4m, and asked where those stood and what is planned. Mr. Koss said they recommended that those items be done in steps, and some of those were implemented when the report came out. They are being done in progression. There was discussion of how many complaints are coming in from the customers. Mr. Koss said the numbers of complaints are diminishing. The complaints usually come from the same area of the system. It can be from sediment after a flushing, or after a hydrant has been opened. Mr. Koss said across the country, water systems have turbidity issues.

Mr. Scavone spoke of the water main coming through Tolland, and the 84 potential new customers over the next few years. The Commission will operate the water, but the CWC will supply the water. He wants to know why we need to be the middle man, if we don't add any value. Why are we involved? Mr. Koss said according to the Agreement, those customers on the pipe that CWC puts in, will be Tolland customers. The fire hydrants that go in on the pipeline will be Tolland hydrants. He said they are renting space on 4,000' of pipe. That is almost a million dollars of pipe that Tolland is giving them the right to use, instead of building. Mr. Tursi also commented that they are getting \$30,000 a year and 50,000 gallons a day. It was agreed, that no matter whose pipe it is, the customers would belong to Tolland Water. Mr. Koss said they do make a profit from selling water and being in the middle. Mr. Scavone asked if it is worth the aggravation. Mr. Koss said it is the town's decision if they want to be involved in the water business. Tolland has been in the business since the early '80's. Mr. Koss advised that he is opposed to selling the business.

Ms. Rubino asked if there were any Commission members, not members of the water system. Mr. Tursi and Mr. Evangelista are not customers.

Mr. Werbner wanted clarification of the capital improvements. He asked if they are saying they would have their \$500,000 in capital improvements, along with the remaining recommendations from Tata & Howard. Mr. MacDonald said yes. The \$500,000 does not include Tata & Howard's recommendations. Ms. Rubino said their concern is if something were to happen. It is apparent they wouldn't have the funds to deal with the problem. Mr. Tursi said something catastrophic would need to happen to chew up the \$400,000 in reserves.

Mr. Eccles asked those of the Commission who don't support the sale of system, if the reason was because it was paternal. Is there a feeling of pride of ownership? Mr. Koss said much of his professional life was cross examining utility people. He has seen a lot of municipally owned water systems. He again said he didn't want to sell.

Mr. Rallo said if they could get \$14-16m up front, go ahead and sell it. The question is what are you going to get for it and what kind of deal will be made. His feeling is that someone will come in and say they will take this lousy system off our hands and not pay a lot of money upfront, and they will say they

will save us capital investment in the future. He doesn't think they are going to get millions and millions of dollars for it, up front.

Mr. MacDonald supports the idea of selling the system. Having been on the Commission and just one opinion, they manage this on a 'crisis' basis. The active involvement from the members is a lot. He'd rather have someone that is in the business manage his water, rather than a group of volunteers. He wonders if they are the right people to be doing this.

Mr. Tursi said there is going to be a financial impact to the town. It is going to cost the town and BOE for the high school, middle school, Birch Grove, and the fire center. The cost to the town is going to go up. He doesn't see how it is fiscally responsible to turn around and tell the tax payers that they will be paying higher rates for water, and they will also bear the town's part of increased rates.

Mr. Evangelista said he thinks they've recovered some monies; and the lack of engineering staff has taken a toll. He would like to see them keep the Commission and move it forward. Five years from now, that water in the bottle will be a commodity.

Ms. Rubino asked for Mr. Symonds (who was sitting in the public) to comment due to his knowledge and participation on the Commission in prior years. Mr. Symonds said he oversaw the handling of the system. He thinks they have a tremendous asset. Personally, he would be against selling it, although they need to put that in perspective as to where they have been and where they should be going. In the early days, the Water Commission had a strong philosophy that as long as you had money in the bank, you shouldn't increase rates. So, they would take the money in the bank and they would apply that to operations. At one point in time, it was a very rich company, and even loaned the town \$200,000. They were operating strictly from the capital reserves. There was a significant change in the philosophy, at about the time they lost an engineer. At that point in time, they needed to take over the oversight of operations. They needed to hire outside consultants to handle day by day operation, and they had to pay more money. When a new engineer was on board, things lightened up a bit, and then they lost the engineer. He doesn't believe the town has supported this operation, or the operation of the Sewer Commission. They have left the Commissions, taken the volunteers and put them in active roles on a day by day basis. From his perspective, they have a tremendous resource here. They need to fill the staff support. He thinks it's been a bias on the Commission all around. It is a system that can be ran effectively by the Commission, but it needs to have full support from the town.

Mr. Werbner commented on Mr. Symonds comment about support staff for the Sewer and Water Commissions, by saying that to have a town engineer devote time to 80 sewer customers and 500 water customers is not feasible. If the engineer is unavailable, Public Works needs to get involved. One of the reasons they have not been able to keep an engineer is the stress of having to be available. It is difficult, challenging and frustrating, because they can't provide the necessary assistance because of other factors and problems that they have. There is no way to handle the 24/7 requirement. They need to think about if they are going to maintain the status quo, and if so, how are they going to deal with it.

Mr. Tursi said the good thing is they have an operator. He believes an engineer would need to invest 1-2 hours a day. With an operator in place, an engineer will need to respond to everything. They could call the CWC and ask them to do it. Mr. Werbner said if both systems were humming along, and the systems were in the maintenance mode, then he believes Mr. Tursi is right. As of now, they haven't seemed to have gotten there though.

Mr. Field said there is another area that will effect whether they want to sell the water company or not, which is the WPCA. Would whoever bought the water system be willing to take on the sewer system.

Mr. Scavone said if our utilities served 50% of the town, then the numbers hang right and you can justify being in the businesses. When you have 10% on the water system and 5% on the sewer system, it is not in the town's government's core competency to be in the utility business. Mr. Scavone said the Commission consists of the best. Ms. Rubino and Mr. Stanford are trying to get members. The pool is diminishing. Mr. MacDonald added there is a certain pride of ownership; they want to see it succeed. As of now, they are a Commission of five and they should be seven.

Mr. Scavone asked what if something catastrophic happens. Mr. Koss said there have been lighting strikes and pumps have had to be replaced. There are backups in place.

Maureen Westbrook and Pete Pezanko from the CWC were part of the public in attendance. Mr. Scavone asked them if they wanted to comment. Ms. Westbrook said some assumptions on the financial end need to be looked at further. Specifically, the rate the TWC is projected for rate increases and the talk about the hydrant charges.

Ms. Rubino asks where they go from here. Mr. Werbner said if it is something the Council would like to continue discussion on, then it can be added to a Council agenda. Mr. MacDonald asked if they would entertain asking the CWC to give them a proposal, or would they need to make the decision to sell first. Ms. Rubino said she would like to know what the offer is before agreeing to sell. Mr. Werbner said there would need to be serious discussions before going that route due to the investment in time, resources, etc. It was agreed that further discussion would be added to a future agenda.

Mr. Symonds wanted to add that from where he was sitting, in the public, he feels as though they are looking at the CWC specifically with regard to selling the company. He suggests that they go out to bid and look at other companies.

Mr. Rallo said the Council ultimately needs to take the next step. They have a duty to the tax payers and water customers. Mr. Scavone said this is not a done deal, but it is something that needs to be investigated. He thanked everyone, and said this will not be the last conversation they will have. It is a good first step.

2. **Adjournment:** Ben Stanford moved to adjourn the meeting; Seconded by Rick Field at 9:04 p.m. All were in favor.

Steven R. Werbner, Town Manager

Michelle A. Finnegan
Town Council Clerk

Tolland Public Schools



2014-15

August/Sept. (24 days)				
M	T	W	TH	F
25	26	27	28	29
1	2	3	4	5
8	9	HD	11	12
15	16	17	18	19
22	23	HD	25	26
29	30			

October (21 days)				
M	T	W	TH	F
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	HD	30	31

November (15 days K-8) (16 days 9-12)				
M	T	W	TH	F
3	4	5	PTC-HD	PTC
10	11	12	13	14
17	18	19	20	21
24	25	HD	27	28

December (17 days)				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January* (19 days K-8) (18 days 9-12)				
M	T	W	TH	F
5	6	7	8	9
12	13	HD	15	16
19	20	21	22	23
26	27	HD	29	30

February (18 days)				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	HD	26	27

March (22 days)				
M	T	W	TH	F
2	3	4	PTC-HD	6
9	10	HD	12	13
16	17	18	19	20
23	24	HD	26	27
30	31			

April (16 days)				
M	T	W	TH	F
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	HD	30	

May (20 days)				
M	T	W	TH	F
4	5	6	7	8
11	12	HD	14	15
18	19	20	21	22
25	26	HD	28	29

June (11 days)				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
LD	16	17	18	19
22	23	24	25	26
29	30			

**There will be an inservice meeting day for high school staff only on the day after the first semester ends.
No School for High School students.
Note: Make up days due to cancellations will be scheduled after June 15. If more than 4 school cancellations occur, efforts will be made to make up days on other than Spring Break.

DATES

August 27, 2014
June 15, 2015
June 15, 2015
First Day
*Last Day
*THS Graduation
*TENTATIVE

NO SCHOOL

HOLIDAY = ○

INSERVICE = □

August 25-26 Teacher Inservice
September 1 Labor Day
October 13 Columbus Day
October 14 Teacher Inservice
November 7 K-8 Conferences (PTC)
November 10 Veterans' Day
November 11 Teacher Inservice
November 27-28 Thanksgiving
December 24-January 2 Winter Break
January 19 Martin Luther King Day
January 20 **THS Mid-Semester Day
February 16-17 Mid-Winter Break
April 3 Contractual Holiday
April 13-17 Spring Break
May 25 Memorial Day

HALF DAYS = HD

September 10 K-12 Teacher Inservice
September 24 K-12 Teacher Inservice
October 29 K-12 Teacher Inservice
November 6 K-8 Conferences (PTC)
November 26 Thanksgiving
November 14 K-12 Teacher Inservice
January 28 K-12 Teacher Inservice
February 25 K-12 Teacher Inservice
March 5 9-12 Teacher Inservice
March 11 K-8 Conferences (PTC)
March 25 K-12 Teacher Inservice
April 29 K-12 Teacher Inservice
May 13 K-12 Teacher Inservice
May 27 K-12 Teacher Inservice
June 15 Last Day of School

*If there is no school on the PTC scheduled for Thursday or Friday, **Nov. 6 or 7**, the make-up day will be **Nov. 13 and 14**.
If school is closed on the PTC scheduled for Thursday, **March 5** (1/2 day of school), the make-up day will be Monday, **March 9** (1/2 day).

PTC = Parent/Teacher Conferences*

HD = Half Day

LD = Last Day





Connecticut Association of Boards of Education

81 Wolcott Hill Road, Wethersfield, CT 06109-1242 • (860) 571-7446 • Fax (860) 571-7452 • www.cabe.org

Richard Murray
President
Killingly

August 19, 2014

Ann Gruenberg
First Vice President
Hampton

Mr. Sam Adlerstein
164 Pine Hill Road
Tolland, CT 06084

Robert Mitchell
Vice President
for Government Relations
Montville

Dear Mr. Adlerstein:

Elaine Whitney
Vice President
for Professional Development
Westport

Thank you for your district's decision to continue its CABE membership. Our organization's viability and success in support of its individual members is especially important in today's tight fiscal environment.

John Prins
Secretary/Treasurer
Branford

CABE's primary mission has always been to support its individual member boards. We strive to offer timely and meaningful workshops and seminars, access to information and personalized counsel on current issues at the local, state, and federal level, and to make offerings tailored to facilitate district operations. We urge you, your fellow board members, and your superintendent to take full advantage of our services.

Lydia Tedone
Immediate Past President
Simsbury

Don Harris
Executive Committee
Member at Large
Bloomfield

CABE is uniquely a school boards' organization. Value accrues in direct proportion to board members' levels of participation. As we are led by volunteers, a warm welcome is extended to those who wish to serve CABE in whatever capacity and level they find comfortable. Participation is always welcome in governance and our advocacy efforts both in Hartford and with the Congress in Washington.

Robert Rader
Executive Director

Patrice A. McCarthy
Deputy Director
and General Counsel

Enclosed for your information and use is an up-to-date copy of the CABE Directory. Please know that if you have questions regarding your service as a board member, the answer is a phone call or email away from one of your CABE staff members.

Bonnie B. Carney
Senior Staff Associate
for Publications

Nicholas D. Caruso, Jr.
Senior Staff Associate
for Field Services

Again, thank you for your commitment. The Board and staff stand ready to serve you.

Sheila McKay
Senior Staff Associate
for Government Relations

Cordially,

Kelly Balser Moyher
Senior Staff Attorney

Vincent A. Mustaro
Senior Staff Associate
for Policy Service

Lisa M. Steimer
Senior Staff Associate
for Professional Development

Teresa Costa
Coordinator of Finance
and Administration

Richard Murray
President

Robert Rader
Executive Director

Enclosures
cc: Superintendent

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Canaan
Colebrook
Cornwall
Hartland
Kent
Litchfield
Naugatuck
New Hartford
Norfolk
North Canaan

Oxford
Plymouth
Region 1
Region 6
Region 7
Region 10
Region 14
Region 15
Region 16
Salisbury
Sharon
Thomasston

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Berlin
Bloomfield
Bristol
Canton

East Granby
East Hartford
East Windsor
Enfield
Farmington
Glastonbury
Granby
Hartford
Manchester
Meriden
New Britain
Newington
Plainville
Rocky Hill
Simsbury
Southington
South Windsor
Suffield
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Wethersfield
Windsor
Windsor Locks

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Brooklyn
Canterbury
Eastford
Griswold
Killingly
Plainfield
Pomfret
Putnam
Sprague
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Thompson
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Derby
East Haven
Hamden
Milford
New Haven
North Branford
North Haven
Orange
Region 5
Seymour
Wallingford
West Haven
Woodbridge

CABE AREA 5
Bethel
Brookfield
Danbury
Easton
New Fairfield
New Milford
Newtown
Ridgely
Region 9
Region 12
Ridgefield
Sherman

CABE AREA 8
Chester
Clinton
Cromwell
Deep River
East Haddam
East Hampton
Essex
Guilford
Madison
Middletown
Old Saybrook
Portland
Region 4
Region 13
Region 17
Region 18
Westbrook

CABE AREA 9
Bozrah
East Lyme
Franklin
Groton
Ledyard
Lisbon
Montville
New London
North Stonington
Norwich
Preston
Salem
Stonington
Vernon
Waterford

CABE AREA 6
Bridgeport
Fairfield
Greenwich
Monroe
New Canaan
Norwalk
Shelton
Stamford
Stratford
Trumbull
Weston
Westport
Wilton

CABE AREA 7
Ansonia
Bethany
Branford

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CABE provides the following services to its membership:

- Lobbying Efforts**
 - Monitoring legislative bills, testifying, developing strategies, informing legislators of impact of legislation
- CABE Meeting**
 - CABE provides a paperless board meeting through the CABE-Meeting product; an online agenda building and meeting manager software package
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 - CABE Journal, Action Alert, Hotline and Legislative Report, books, brochures and videos
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- Board Development**
 - Workshops and seminars, annual convention
- Media Relations**
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Our Mission:
To assist local and regional
boards of education in providing
high quality education for
all Connecticut children
through effective leadership.

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Revised
4/25/14

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Welcome to the 2014 – 2015 School Year

Opening Day Schedules

Monday, August 25, 2014 – Tolland High School Cafeteria and Auditorium

7:00 – 8:30	Breakfast – High School Cafeteria
8:30 – 9:15	Welcome: Superintendent of Schools Introduction of Board of Education Members Introduction of New Faculty/Years of Service – School Principals Introduction of Chief John Littell Introduction of School Resource Officer Tolland Education Association –Evangeline Abbott Paraprofessional of the Year – Dr. Kathryn Eidson Teacher of the Year – Dr. Kathryn Eidson
9:15 – 9:30	When did you “Hear the Call”?
9:30 – 10:30	Opening School Message - Dr. Thomas Y. McDowell
10:30 – 12:00	Building – Staff Meetings
12:00 – 12:30	Lunch
12:30 – 3:30	Building Activities

BGP	TIS	TMS	THS
<u>Teacher Evaluation</u> 12:30 – 1:30 <u>Instructional Preparation</u> 1:30 – 3:30	<u>Meet and Greet</u> Grade 3 - 12:30 – 1:30 Grade 4 - 1:30 – 2:30 Grade 5 - 2:30 – 3:30	Teacher Evaluation	Teacher Evaluation I

Tuesday, August 26, 2014 – Building Meetings

7:00 – 8:30	Breakfast
8:30 – 11:30	Building Activities

BGP	TIS	TMS	THS
Language Arts and Math Preparation	Teacher Evaluation	Initiatives	<u>Teacher Evaluation II</u> 8:30 – 10:00 <u>Instructional Preparation</u> 10:00 – 11:30

11:30 – 12:30 Lunch

12:30 – 3:30 Building Activities

BGP	TIS	TMS	THS
<u>Meet and Greet</u> Grade 2 –12:30 – 1:30 Grade 1 - 1:30 – 2:30 Data Review 2:30 – 3:30	<u>Instructional Preparation</u>	<u>Instructional Preparation</u>	<u>Freshman Orientation</u> 12:30 – 2:00 <u>Instructional Preparation</u> 2:00 – 3:30