

TOLLAND BOARD OF EDUCATION
Tolland Intermediate School Library
96 Old Post Road
Tolland, CT 06084

SPECIAL MEETING

7:30 – 10:00 P.M.

AGENDA
April 30, 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 – April 9, 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 – Aiyla Zahid

F. SUPERINTENDENT'S REPORT

F.1 2014/2015 Board of Education Budget – Continued Discussion

F.2 Status of the 2013/2014 Budget – April 9, 2014

F.3 Healthy Food Certification Statement

F.4 Board Policies:

- Policy and Administrative Regulation 4000 [1030] – Bloodborne Pathogen Exposure Control Plan
- Policy 5500 – Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease or Diabetes

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

H.1 School Resource Officer Recommendation - Update

I. BOARD ACTION

- I.1 Proposed Revised School Calendar – 2014/2015
- I.2 Board of Education Policy 6092– On Line Coursework
- I.3 Transportation Services 2014-2019 – Bid Award

J. PUBLIC PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council Minutes from April 8, 2014
- Town Council Minutes from April 15, 2014

M. FUTURE AGENDA ITEMS

N. EXECUTIVE SESSION

O. ADJOURNMENT

TOLLAND BOARD OF EDUCATION
Birch Grove Primary School Library
247 Rhodes Road
Tolland, CT 06084

REGULAR MEETING – April 9, 2014

Members Present: Mr. Sam Adlerstein, Chair; Mr. Patrick Doyle, Vice Chair; Ms. Kathy Gorsky, Secretary; Ms. Karen Moran, Mr. Robert Pagoni, Mr. Tom Frattaroli, Mr. Steve Clark, and Mr. Joe Sce.

Administrators Present: Mr. William Guzman, Superintendent of Schools; Dr. Kathryn Eidson, Director of Curriculum and Instruction, Mrs. Jane Neel, Business Manager; Nancy Dunn, Youth Services Coordinator; Mr. Tom Swanson, Principal, Birch Grove, Ms. Laurie Coulom, Curriculum Coordinator, Kelly Doubleday, Curriculum Coordinator.

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:33 P.M.

The Pledge of Allegiance was recited.

Mr. Doyle motioned to move item F.1 to the beginning of the agenda. Mr. Clark seconded the motion. All were in favor. Motion carried.

B. APPROVAL OF MINUTES

March 19, 2014 – Special Meeting

Mr. Doyle received an e-mail from Ms. Kate Vallo regarding her question during public participation as presented in the minutes (item I, 7th entry). She asked if Google Apps for Education works with all BYOD platforms. Ms. Tyl, Science Coordinator, responded that it does.

Mr. Doyle noted that under item H2, 3rd paragraph, the minutes state, "Mr. Doyle said he did not intend his motion to include an "opt-out"." Mr. Doyle noted that he did not intend for his motion to include or exclude an "opt-out" and this correction should be made to the minutes.

Mr. Doyle noted that under item H2, 1st paragraph, it states, "A motion was made by Mr. Doyle to direct the Superintendent to implement all-day Kindergarten for the upcoming school year..." This is the motion Mr. Doyle made but the preamble was that the purpose of the motion was about clarity so the motion was not made as a conditional motion but a motion to direct the Superintendent to do something. It was approved by the Board.

Mr. Clark responded that this conflicts with the motion that was made to move the item to action, item E2, last paragraph. In regard to the motion in item E2, last paragraph, Mr. Doyle explained that he said that this was to provide clarity to the budget, not to balance the budget. Mr. Adlerstein explained that Mr. Doyle believes he was misquoted. Mr. Pagoni responded that it is not about what Mr. Doyle meant but what the Board understood and he would like to discuss it again to bring clarity.

Mr. Pagoni motioned to approve the minutes of the March 19, 2014 Special Meeting as corrected. Mr. Doyle seconded the motion. Mr. Adlerstein, Mr. Doyle, Ms. Gorsky, Ms. Moran, Mr. Pagoni, Mr. Frattaroli, and Mr. Clark were in favor. None opposed. Mr. Sce abstained. Motion carried.

March 19, 2014 – Special Meeting

Mr. Pagoni motioned to approve the minutes of the Special Meeting held at 6:35PM. Mr. Doyle seconded the motion. Mr. Adlerstein, Mr. Doyle, Ms. Moran, Ms. Gorsky, Mr. Pagoni, Mr. Clark and Mr. Frattaroli were in favor. Mr. Sce abstained. Motion carried.

C. PUBLIC PARTICIPATION (2 minute limit)

Michelle Peterson, 44 Wonderview Drive, followed up from the last meeting when she discussed Chromebooks. She brought examples and photographs of where they are stored and charged at her school. She does not understand why these are not being used in Tolland schools. It is a staple both in the state and nationwide and has many great uses. For example, in her district, the students are all able to take the SBAC at the same time and teachers have a great deal of control. She would like clarification as to why phasing these in is not in Tolland's plan.

A resident commented that the SRO is a good thing but that the process that was done by the Town Council and the Town Manager was not. It has been discussed that all-day kindergarten has to be done right. Having one SRO is not doing it right regardless of the expense. The Middle and High schools are the 2 major areas where an SRO is needed. In regard to all-day kindergarten, it needs to be implemented before June or it will be very difficult. Due to the common core, there will be a major negative effect if all-day kindergarten is not implemented.

Matt Murphy, 69 Robin Circle, is a 6th grade teacher in another district which uses Chromebooks on a daily basis. Every student has a Gmail account and is able to save items and bring things home on a thumb drive, something which cannot be done on an iPad. He hopes the Board will consider purchasing Chromebooks for Tolland schools.

Kate Vallo, 72 Tolland Green, in regard to school resource officers, commented that she understands the value of cross communication but would like to know how confidentiality is handled.

D. POINTS OF INFORMATION

Mr. Doyle asked Ms. Peterson if by using a Chromebook if a student could put their work on a smart board. It was clarified that if a Socratic App was used, this could be done and that it could be done anonymously as well.

Ms. Gorsky asked Ms. Peterson if there are limitations to the Chromebook. She explained that a drop box account would need to be set up unless AirSoft printers are available. Mr. Murphy added that MS Word is not available on the Chromebook.

Mr. Frattaroli inquired if there is a limit to the number of Chromebooks that can be used on a single network. Mr. White clarified that more wireless access points would be needed but did not believe bandwidth would be an issue. Dr. Eidson noted that they are working extensively through a new technology plan. A survey has been given to the staff and she hopes to have the report to the Board on April 30th.

Mr. Pagoni motioned to add an Executive Session to tonight's agenda to discuss personnel matters. Mr. Clark seconded the motion. All were in favor. Motion carried.

Ms. Moran would like to discuss the topic of researching grant opportunities at a later meeting.

E. STUDENT REPRESENTATIVE REPORT - Aiyla Zahid

Ms. Zahid noted that last week the Student Council held Cupcake Wars and raised over \$200 for the Cornerstone Foundation which funds the Rockville soup kitchen. She noted that Ms. Gorsky had asked her to solicit input from other students regarding technology. The main thing that came up was concern about the speed. To log on and print a document during lunch could take the entire period. Lastly, the robotics team had a competition in Hartford. Dr. Eidson provided a brief overview of the event.

F. SUPERINTENDENT'S REPORT

F.1. Youth Services Coordinator – Nancy Dunn

Ms. Dunn explained the position of the school resource officer (SRO). She has long been an advocate for having an SRO even before the recent school tragedies. The focus of an SRO is on incident prevention and the safety of children but they do so much more. Youth get to know the SRO who is present but not part of the school staff. In turn, students often open up to the SRO, who may act as an informal counselor and can guide students and parents to the appropriate resources. In addition, the SRO will also teach and students get to know police officers as people. Since the SRO is separate from the school, there is not the stigma that the school will know what a student may have asked. Further, by having a connection with the administration, staff, teachers, and the police department, a lot of times the SRO can forestall some of the issues that may happen in the community. Ms. Dunn explained some of the tasks that the SRO does in Rockville.

Mr. Adlerstein noted that he will meet with Mr. Werbner and Mr. Guzman tomorrow morning. The goal is to discuss why the district wants an SRO, the benefits of having one, and to make a plan to bring to the Board.

Ms. Dunn will send information (from the Department of Justice) regarding the criteria, posting, interviewing, and selection process for an SRO. Mr. Pagoni asked Mr. Adlerstein if he anticipates that the Board will have any input on the selection of an SRO. Mr. Adlerstein responded that the Town Council has the SRO in its budget. If the budget passes, anything to do with the SRO and how it plays out is up to the Board in his opinion. Mr. Pagoni noted that the Board should have say in the final approval or have some members join the group doing the selection similar to how it is done when hiring an administrator for the district. He wants to see the person and interview him/her. Mr. Adlerstein noted that a specific plan will be presented at the April 30th meeting.

Mr. Clark commented that he believes that when the Town Council changed the budget and took money out of the Board's budget for the SRO position and put it into their budget, they took away any say by the Board. The SRO will be a town employee and the intent is to maintain the same number of troopers as the town had in the past. The officer who the sergeant feels is most qualified would be assigned.

Mr. Pagoni noted that this was discussed in the Policy Committee meeting today. If the SRO is going to work on the Board's property with all of the effect that he/she will have, then he/she has to be blessed by the Board. Ms. Rubino commented that the Council minority did not have any knowledge of this before it happened and that there is no way the Board will not have a say in the hiring. She will put her name on the line for this. Mr. Pagoni explained that the Board has to put the word out that it wants a say in the

selection and hiring process. Mr. Doyle clarified that Ms. Dunn is an employee of the town, not the Board, but will work with the Board on this issue. Mr. Pagoni will attend tomorrow morning's meeting. Mr. Frattaroli noted that he would like more information regarding the management of the SRO. Mr. Guzman replied that the SRO will report to the resident state trooper. In other undertakings with the Town such as the utility fund and field maintenance, the details have been spelled out in respective memorandums of understanding approved by both the Town Council and the Board. He does not see this being done any differently.

Mr. Sce commented that he is dissatisfied with how this was shoved down the throat of the Board. The position was never discussed in great detail in terms of implementation. The Town Council said that time was up and decided for the Board. He questioned whether the \$130K for one person is the best way to spend the money. Perhaps the district would be better off to have two retired officers for the same cost. The Board needs to have a stronger say in how this resource is going to be utilized.

Mr. Adlerstein clarified that the request is that the Board will have a say in the hiring process and in the job description for the position. This item will be on the April 30th agenda.

Ms. Gorsky commented that she agrees with Mr. Sce. The process is not the one the Board would have chosen and it was not an acceptable process. If the district is going to have an SRO, not that this would be a bad thing, then it needs to be done right. The Board needs the freedom to make the selection and implement the position as it sees fit regardless of where the money is coming from. Mr. Adlerstein commented that it is important to separate the process from the value of the SRO. Ms. Rubino noted that moving forward, as a Councilperson, she is in total support of the Board and the staff having input on implementation and is sure the Council will support this as well.

F.2. Curriculum Development and CCSS

Dr. Eidson presented information on the plan and vision for the CCSS: CCSS, Common Core State Standards: Vision, Plans, Purchasing, Communications. The questions previously posed with responses are attached.

Tolland has had a vision for its students since 1995. An important part of this is, "where excellence is achieved through each individual's success." The goal is to provide individualized programs that support students and help them be successful. To amplify this vision, 21st Century pedagogy is used which includes Ways of Thinking, Ways of Working, Tools for Working, and Skills for Living.

Dr. Eidson reviewed the shifts/practices that have come from the Common Core. The curriculum documents have moved from binders to digital files and the standards were unpacked. Learning plans provide pacing, lesson topics, lesson strategies, unit assessments, and calendars. Parent information is available on the district's website (www.tolland.k12.ct.us) under District Curriculum. The standards are all intended to further 21st Century skills.

Dr. Eidson reviewed the curriculum implementation, including pacing, and the cost of materials and resources for language arts and mathematics. These materials include beneficial supplemental phonics pieces which would cost \$11-\$15/student in grades k-3. As they compile text sets, they are predicting a cost of about \$3000/unit/grade. One item in the questions was in regard to consistency. The problem is that they do not have enough books/materials for all of the teachers to teach the same thing at the same time. Tolland teaches to the standards and when teachers are teaching the units, they are teaching these standards. Tolland is using a lot of the Engage NY units which are very good. While inexpensive, there are costs in paper, toner, and other items. If they choose to use the LC writing units, this is something that will be covered during professional development. If an online phonetic piece is implemented, there will need to be computers in the classrooms and in turn a technology expense. This will be discussed at the April 30th meeting. In terms of math, Tolland is considering using Engage NY in grades 2-5, CPM for grades 6 & 7, and digital Math Buddies for grades k-2.

In regard to funding, for Language Arts, the level funding budget is \$56,583 and \$94,548 was requested. For Mathematics, the level funding budget is \$36,666 and \$43,901 was requested. The funding requests were to keep a level curriculum. The level funding and requests for Science and Social Studies were also reviewed.

In terms of professional development, an enhanced half-day calendar was requested and the costs provided. The district does not have coaches or consultants which in turn makes it difficult to do a shift in curriculum. Dr. Eidson noted that Mastery Manager is being used as the district's data managing system and reviewed its features. She added that Tolland currently has standards-based report cards and is looking to revise this for next year. She welcomes input on this revision. Lastly, in terms of communication, Dr. Eidson reviewed the vehicles that have addressed the CCSS including newsletters, the digital backpack, and a link available on the district's website (www.tolland.k12.ct.us).

Ms. Gorsky noted that there has been a lot of discussion of anthologies vs. level texts in terms of reading and literacy in the younger grades. Dr. Eidson explained that they have book rooms with level texts. Ms. Gorsky asked if the district would stick with an anthology-based system. It was explained that they will stick with the anthology that they have for now and pieces which are aligned with the standards from this are being incorporated into the curriculum. The big companies are coming out with new anthologies next year. Ms. Gorsky expressed concern about spending money on another anthology program when revising the program if anthologies are going out of fashion. Dr. Eidson explained that the anthology has the research pieces in it and is a source, not the source. It is being combined with level texts. The standards keep everything together. The strategy may vary but not the pedagogy.

A discussion took place regarding a concern of spending a lot of money on books given the movement toward PC materials and the associated expenses.

The funding listed includes materials such as instructional supplies, manipulatives, teacher resources, and consumables that students use. Mr. Doyle noted that the funding listed does not include professional development and inquired what made up the difference between the level-funded budget and the requests. Dr. Eidson explained

that the following were in the requested funds: literacy intervention pieces, the benchmark assessment system, level libraries, non-fiction texts, and online resources. All of these items were due to the shift to the CC.

In regard to coaching and consultants, Mr. Doyle noted that this was an item that was discussed during budget workshops in January. In terms of priorities, the math coordinator explained that there are some vetted systems that are needed for 6th and 7th grade mathematics. Mr. Doyle understands that more books are needed in the book room.

Mr. Adlerstein explained that as a Board member, his role is to advocate a plan for what is needed in the schools - a plan written in terms that the Board can understand. Dr. Eidson explained that her budget is for staff and materials. What was listed in the budget is what is needed for next year. Mr. Adlerstein noted that some accounts were under-run. He asked if the accounts are under-running, then why aren't the funds being reallocated. If the slide was presented two months ago, it is something they could have discussed.

Mr. Guzman explained that there is approximately \$85,000 between what was level funded and what was requested in the 4 budget areas presented. This would have been something to consider for the 14/15 budget year. Mr. Sce commented that a lot of acronyms used are unknown to the Board but a three year plan that the Board can assess would be beneficial. Without this, Mr. Adlerstein did not know how he could support what Dr. Eidson presented.

Mr. Guzman explained that tonight's presentation was not a budget presentation but a presentation on where the district is with the curriculum. Dr. Eidson made an attempt to show where some of the funding is lacking. It comes down to a lack of funding to implement what is needed for a program. The district can put together a three year plan for all of the curriculum areas for the Board. Mr. Adlerstein responded that that is what he thought the Board was going to receive. The needs need to be quantified so the Board knows what to support.

Dr. Eidson explained that as the budget has gone down year after year, every program has been cut. She has a book just on the texts the coordinators would like to have. They do not put them in the budget because they know they are not going to get them. They have done a five year plan on the textbooks but it does not get funded. Mr. Adlerstein commented that there has been a \$150K increase in the budget over the past 3 years. Dr. Eidson responded that if the Board is going to get \$343K at the end of this year, it has to be frozen somewhere. Mr. Sce commented that everyone keeps saying there is not enough money so the budget is frozen in order to get a surplus. He noted that it is frustrating.

Mr. Adlerstein commented that one can only do so much in the meetings and there are many experts who would like to be part of the conversation. He suggested that this be referred to the policy committee and involve curriculum people who want to participate. Subject matter experts can be brought in and a report presented to the Board.

Mr. Doyle motioned to add item I.2 to the agenda motioning the charge of the policy committee to further explore curriculum and report back to the Board. Ms. Moran seconded the motion. All were in favor. Motion carried.

F.3. Board of Education 2014/2015 Budget (no enclosure)

Mr. Guzman reviewed the FY 2014/15 Budget Cost Impact Scenarios spreadsheet. In terms of retirees, it is now projected that there will be a total of 5 and this is reflected in the \$48,860 number. There is no new information in regard to health insurance claims. The HSA is staying at 10. In turn, it is projected that there will be \$230,340 in these noted accounts.

Below the line, the latest revised data was reviewed. The health insurance is \$73,387 (revised to a 10.0% increase) and due to bid results, diesel fuel (transportation) is \$43,384. The reduction to miscellaneous accounts is \$18,564. The transportation bid came in higher than what was estimated and impacts the budget by \$64,573 – a negative adjustment. This total is \$301,102.

In sum, \$301,102 (the projected account adjustments) - \$110,108 (Town Council reduction to BOE request 04/01/14) - \$161,157 (implementation cost for all day kindergarten) - \$26,565 (participation fee revisions) equal \$3,272. The district is still monitoring the health insurance account. Further, the current year budget will need to account for \$350K. The budget request after the removal of the \$110,108 is now 3.14% rather than 3.44%.

In terms of priorities, all day kindergarten and pay to participate were approved by the Board and removed from the recommended list. The School Resource Officer has also been removed. The two remaining items to consider are the Technology Implementation Program and a request to join CAFE. These items total \$79,466.

After reviewing all assumptions and the items realized, there is \$3,272 to the good. Mr. Guzman noted that the negotiation committee finalized the contract with the paraprofessionals on Monday. The fiscal impact of this is unsure. He also noted the contract has yet to be ratified. Once ratified, it will come to the Board for approval. This contract is retroactive to July 1, 2013. Funds were put into the budget in anticipation of the contract being settled this year but he will need to double check on the impact for this fiscal year and for 2014/15 which has a placeholder for this item.

F.4. CAFE Partial Year Membership

The Board has requested to join CAFE for the remainder of the year (April, May, June). The cost is \$2848. Mr. Adlerstein believes this is a worthwhile investment and proposes that next year's dues be transferred from legal fees to the CAFE account.

Mr. Clark motioned to move this to item I.3 for action. Ms. Moran seconded the motion. All were in favor. Motion carried.

F.5. Transportation Services 2014-2019 – Bid Award

The Board developed a bid proposal for student transportation services for 5 years (July 1, 2014 – June 30, 2019). This was posted in local papers and a number of companies

received the proposals. Eight vendors attended a pre-bid conference and three vendors submitted proposals. The Administration recommends Board approval of the award to First Student effective July 1, 2014.

A brief discussion took place. The adjustment of one less bus is included in the budget computation. The Board will need to discuss the possibility of combining the Middle School and High School bus runs. Mr. Adlerstein referred this to the Finance and Facilities Committee for review and to look for other possible ways to save money. All were in favor of referring this to the Finance and Facilities Committee.

Mr. Clark motioned to extend the meeting past 10 PM. Mr. Doyle seconded the motion. All were in favor. Motion carried.

F.6. Board of Education Policy – On Line Coursework

Board Policy 9180 was reviewed by the Policy Committee on March 19th and the propose revisions are in attachment F.6. This will be an action item on the next agenda.

G. COMMITTEE & LIAISON REPORTS

Finance and Facilities

Mr. Doyle noted that the 4th and final DRA workshop took place and he expected to hear back from them in May.

Policy

Ms. Gorsky noted that they reviewed some of the nursing-related policies and this will be brought to the next meeting for a first reading. They also discussed the school calendar and would like to propose 4 additional ½ days to the calendar previously submitted. The four half days were added for professional development (9/10, 1/14, 3/11, and 5/13). The Policy Committee recommended tabling the previous calendar and look at the newly proposed calendar at the next meeting.

A discussion took place. The proposed dates optimize training for the common core with minimal disruption to instruction. The change to the substitute line item would be \$5,800-\$6,800. It was also noted that the March 4th planned date for professional development was changed to March 5th. Mr. Sce initiated a discussion regarding moving the February vacation date back and a discussion took place. He explained that a number of people travel and that there would be a reduction in the expense if the dates were in the prior week. Mr. Guzman explained that there are residents who work in other towns and the vacation dates would not coincide. Additionally, there is a contractual matter.

Ms. Gorsky noted that the Committee also discussed all-day kindergarten and there was a misunderstanding of the motion that was approved. Some of the members of the Committee did not think all-day kindergarten was a “done deal” and spoke of offering a half-day option. This led to the question of whether the Board should direct the school or Superintendent to reach out to families to learn if they want a half-day option (a formal procedure) or wait and see if people come forward. Mr. Pagoni recommended that the Superintendent or staff make positive contact with each family to learn what they want and then the Board can take this into consideration.

Mr. Guzman explained that at the last Board meeting, there was a vote that said that the Town is adopting an all-day kindergarten program to be implemented in September 2014. This was the directive. It was not an all-day and half-day program. It is an all-day program. The Board discussed half-day and other options but his understanding is that there would be an all-day kindergarten program next year. Kindergarten registration took place at Birch Grove and there were 133 registrants. Four parents sent e-mails requesting that their child be in half-day kindergarten and the district is taking this into consideration. A discussion took place regarding the messaging. Mr. Pagoni did not see a downside to asking parents what they would like. Mr. Doyle noted that they need to be very careful with how it is phrased.

Another discussion took place regarding the possible structure of half-day kindergarten. One option was that if there are enough students (17), then the 17 students would be in a half-day program together as one class. Another option was that half-day students would be spread throughout the classrooms and parents can pull them out before the full-day program lets out. Mr. Doyle inquired about the complexity of intervention involved when a half-day kindergarten student begins 1st grade to bring them up to level with those students who were in all-day kindergarten. Mr. Swanson explained that some resources would be needed to assist those students who need help in reading and math. Mr. Pagoni inquired about the social aspect of pulling a half-day student out of a full-day classroom. Mr. Swanson responded that this can be phrased in a way which is not negative.

Communications

Ms. Moran noted that they met on March 20th. Ms. Gorsky created a flyer which includes things ongoing in the school systems such as musicals. This will be posted in the community. They are working on the newsletter and positive accomplishments will be noted.

Town Council Liaison

Mr. Clark noted that the Town Council decided not to open the charter.

H. CHAIRPERSON'S REPORT - none

I. BOARD ACTION

I.1. Proposed School Calendar – 2014/2015

Mr. Clark motioned to postpone taking action on this item until 4/30. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

I.2 Curriculum Discussion & Policy Committee

Mr. Doyle motioned to charge the policy committee to further explore curriculum and report back to the Board. Mr. Clark seconded the motion. All were in favor. Motion carried.

I.3 CAFE Partial Year Membership

Mr. Pagoni motioned to spend \$2848 for a partial year membership (April, May, June) to CAFE. Ms. Gorsky seconded the motion. Mr. Adlerstein, Mr. Doyle, Ms. Gorsky, Ms. Moran, Mr. Pagoni, Mr. Clark, and Mr. Frattaroli were in favor. Mr. Sce opposed. Motion carried.

J. PUBLIC PARTICIPATION

A resident commented that the Board is unbelievable. The Town Manager understands why the Town should go to all-day kindergarten this year. Glastonbury and other towns which have gone with the two programs have shown that parents with students in half-day programs changed their mind and went to full-day. There are less than 10 kids still in the half-day program. If half-day is offered, there will be 3x the cost to recover those students who can be recovered. There needs to be time for parents to plan. Mr. Guzman's budget has funding for all-day kindergarten and pay to play. The voters understand the need. The Town Manager understands that if taxes are going to be increased, there needs to be some improvements.

Amy Duff, 127 Robin Circle, commented in regard to the anthology. The anthology is a program that is written to meet the needs of many districts – it is a cookbook. The delivery of instruction is just a definition in teaching. The grade level expectation for the end of 3rd grade is P. One would like to see something that builds in a literacy program. In the curriculum, the end of 3rd grade is level O. There is no sequence in place that makes students successful as readers. She left the document with the Board. The money should be put toward level libraries for teachers, authentic texts, and good professional development rather than anthologies.

A resident spoke in regard to half-day kindergarten. If given the option of pulling the student out at half day, people do not stay with it because it is not fair to the child. She has personal reasons why she does not want her child in all-day kindergarten. Parents were never asked if they would be interested in a half-day program. If all day kindergarten is going to be done, it needs to be done right. If a half-day option is offered, she wants a class.

Miranda Wojnar, 49 Cortland Drive, thanked the Board for doing a phenomenal job. She has made the decision to put their house on the market for many reasons. One item that comes up a lot is where Tolland students go to college. She would like to see a copy of where students were accepted to college. Further, there was a list of 115 questions and one word comes to her and that is trust. The questions are related to the public not being sure that they trust the leaders in their district.

Patricia Byam, 16 Bonair Hill Road, thanked the Board for providing answers to the questions. She is thrilled to learn that writing instruction will be a priority in the upcoming school year and will be addressed in professional development. Her hope for her children is that they will have many opportunities to engage in the writing process during their instructional class time, apply lessons, get feedback, and craft multiple pieces across genres. Over the past couple of years, her 2nd grader has had more time allotted for recess than writing. She hopes that everyone can work collaboratively to ensure that more consistent daily writing instruction will take place. Parents seeking answers see more fingers pointing than collaborating. She hopes all parties will do what is best for the students of Tolland.

Michelle Peterson, 44 Wonderview Drive commented that she appreciates that the Board is talking about what is needed and breaking down future planning. She sees some contradictions. In the question and answer document, there are many answers that she does not agree with and feels that some are very flip such as one in regard to sending teachers to teachers colleges. Further, there is a contradiction in using anthologies. If one is going to study genres and writing, then the student needs to be doing this in reading. One cannot adopt only the writing units of study – the reading units must be adopted as well. She added that there is a math contradiction as well. A program for K-5 is needed. Teachers need materials to meet the needs of all their

children. Teachers do not have everything they need for their students without coaches and specialists. She wants to see the contradictions addressed further and thanked the Board for listening to the curriculum instruction concerns.

K. POINTS OF INFORMATION

Mr. Pagoni noted that the graduate report is available under the September 25th date. Mr. Clark noted that these documents were made available every year. Mr. Pagoni thanked Ms. Walters, a journalist student at UConn for attending the meeting and recommended that people try the lunch at the high school prepared by the culinary class. He noted that there have been some questions regarding if rescheduled meetings are special meetings. He would like the Board's attorney and the state to speak about this. Mr. Guzman will speak with the Board attorney about this.

L. CORRESPONDENCE

Ms. Gorsky noted that she has received 11 letters since the last meeting. The correspondence included the following topics: the budget, half day kindergarten, all day kindergarten, curriculum and instruction, and internships.

Mr. Clark inquired if there would be recognition of the students who won an award for their Fire Prevention Poster. Ms. Moran will include this in the newsletter.

M. FUTURE AGENDA ITEMS

- AP class statistics
- Technology Plan
- Budget Update
- School Calendar
- Healthy Foods Certification
- MOU – School Resource Officer
- 2 policies for initial reading

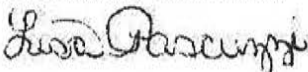
N. EXECUTIVE SESSION

Mr. Pagoni motioned to go into executive session at 11:19 PM for the purpose of discussing personnel matters. Mr. Sce seconded the motion. All were in favor. Motion carried.

O. ADJOURNMENT

Karen Moran motioned and Steve Clark seconded to adjourn the meeting at 11:45 pm. All in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk

TO: Board of Education

FROM: William D. Guzman

DATE: April 30, 2014

SUBJECT: 2014/2015 Board of Education Budget – Continued Discussion

At the April 23, 2014 Annual Presentation on the Town budget, Mr. Jack Scavone, Chair of the Town Council, reviewed the Town Council's budget goals for the 2014/2015 fiscal year. The budget developed by the Town Council was to:

1. Produce a fiscally responsible budget
2. Maintain important services
3. Continue to provide a quality education for our children and this year provide for certain programmatic improvements.

Mr. Scavone also reviewed the expenditure summary for the Town, the School District, Debt Services and Capital Expenditures. (see attached)

Mr. Sam Adlerstein, Chair of the Board of Education, also provided an overview of the initial agreement between the Town Council and the Board of Education to foster a partnership in maximizing the Town's resources to provide the highest quality of services. He also reviewed aspects of the Board's Improvement Plan and the impact of health insurance costs on the District budget.

Mr. Adlerstein detailed three Board initiatives included in the 2014/2015 Budget. These initiatives are:


1. Full Day Kindergarten
2. School Resource Officer
3. Pay to Participate Fees

At the Board meeting, Mr. Adlerstein will provide a slide presentation on the 2014/2015 Board of Education Budget.

WDG;jp

Review of the FY2014-2015 Budget
EXPENDITURE SUMMARY

Category	Adopted 13/14	Recommended 14/15	Percentage Change
Town Depts.	10,907,859	11,357,619	4.12%
Capital Expenditures	141,991	86,456	(39.11%)
Debt Service	4,735,625	4,542,176	(4.08%)
Board of Education	36,059,250	37,189,581	3.13%
Grand Total	\$51,844,725	\$53,175,832	2.57%

The background image is a close-up of a person's hand holding a document. The document has a green ID number '835503' and the word 'WASHINGTON' printed on it. The hand is positioned on the right side of the frame, with fingers visible. The document is slightly tilted, and the background is a mix of green and white colors.

April 23 Budget Meeting Board of Education

We agree to
- engage with each other in a respectful, professional manner
- view things from a broader perspective: community-focused, not us versus them
- Listen, understand and share in a clear, specific and accurate manner
- Engage in joint communication early and often
- Surface and acknowledge disagreements and agreements
- Identify and work towards a shared goal



We each share an equal role in maximizing the usage of town resources to provide the highest quality of services which balance top priority needs within financial constraints. We will communicate and engage the community in a positive way.

We each share an equal role in maximizing the usage of town resources to provide the highest quality of services which balance top priority needs within financial constraints. We will communicate with and engage the community in a positive way. We agree to...

- Engage with each other in a respectful, professional manner
- View things from a broader perspective, community-focused, not us versus them.
- Listen, understand and share in a clear, specific and accurate manner.
- Engage in joint communication early and often.
- Surface and acknowledge disagreements and agreements.
- Identify and work toward a shared goal.

Budget improvement plan, not spending plan.

Started on November 13th with a narrative that contained several blanks, and was passed on February 12, blanks filled in:

1) Level Service Budget

2) Priorities for Investment

3) Potential Cost Saving Projects.

Quantified 3-year School Improvement Plan That We Can Afford.

We will pursue funding BOE top priorities without increasing overall costs. We might not get there, not for lack of effort.

1. The cost increase for level service this year to next is 3.44%, \$1,241,130. Details follow.
2. Our top investment priority is All Day Kindergarten, along with the priorities below selected from 5 categories of needs, each requiring investment over the next three years.
3. Beyond that, we have named below, and, mindful of taxes, listed potential cost savings projects.

We vote to approve this budget as three parts of work in process, and continue our work on our shared goal with the Town Council

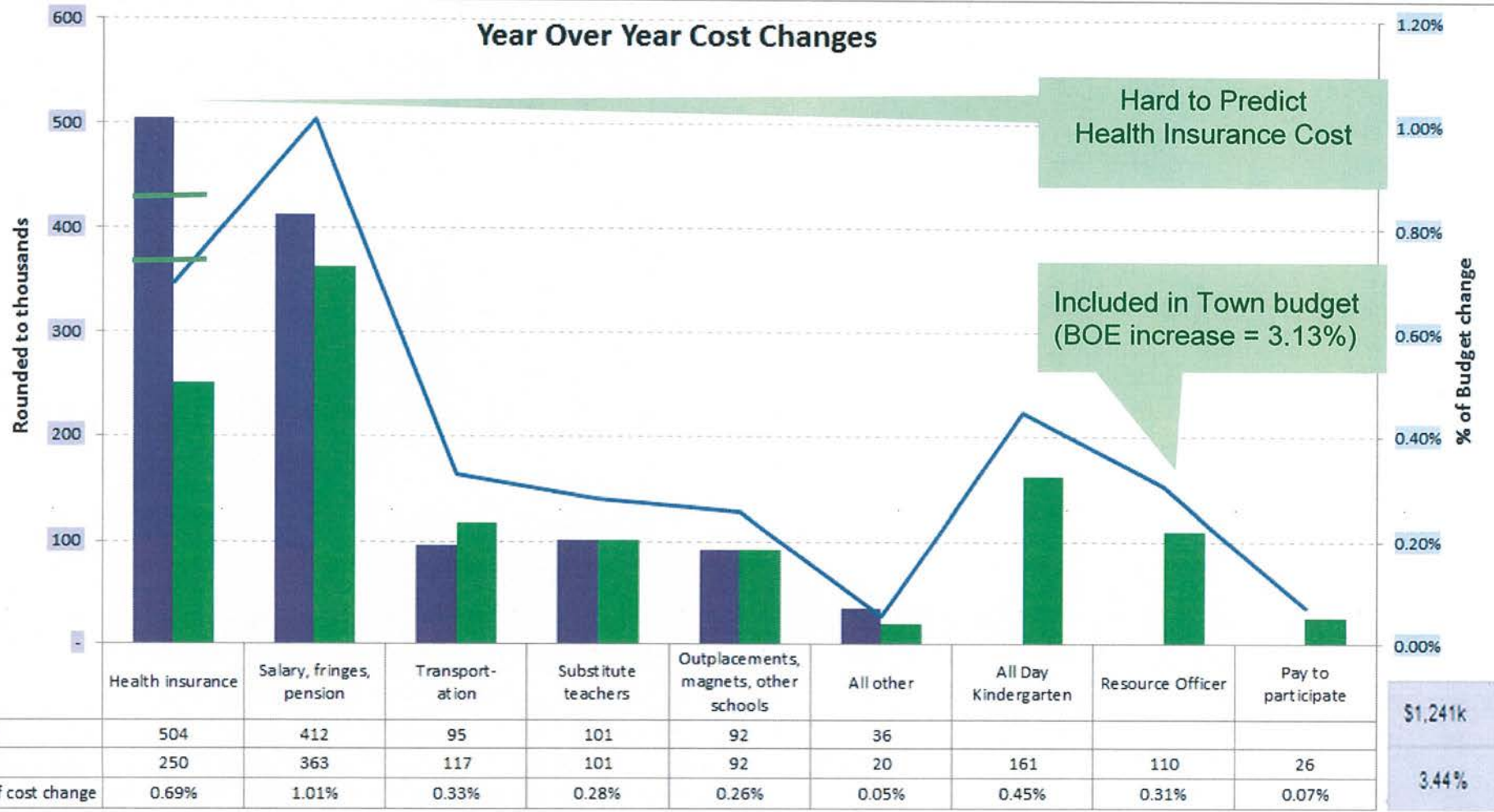
Priorities for Investment

Plan ahead more time for Prof. Dev and reduce substitute cost	2/6 Top priority: All Day Kindergarten	School Resource Officer	Advance curriculum toward best practice
Adjust pay to participate	Improve technology	Fund reserve account	

Potential Cost Saving Projects

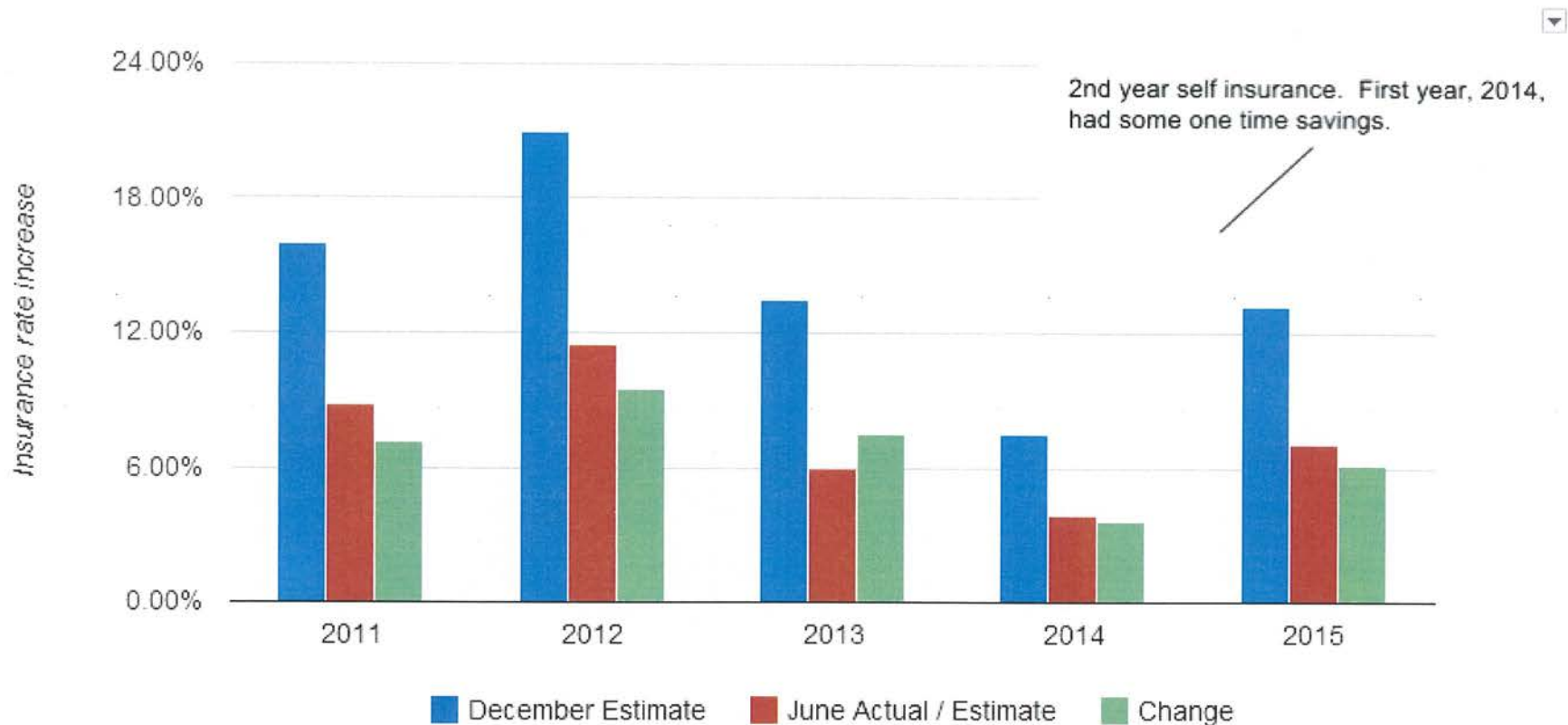
Expand internship program	Combine bus runs (TMS/THS)	Challenge 10% utility reserve	Health insurance
Develop regional special ed program	Implement DRA facility study recommendations	Expand ABA program	

In process



We've asked Superintendent for Plans B, C and D.

Health Insurance Increase 2011-2015





A word cloud of education-related terms. The words are arranged in a horizontal, slightly overlapping manner. The colors of the words include green, brown, orange, yellow, and red. The background is white.

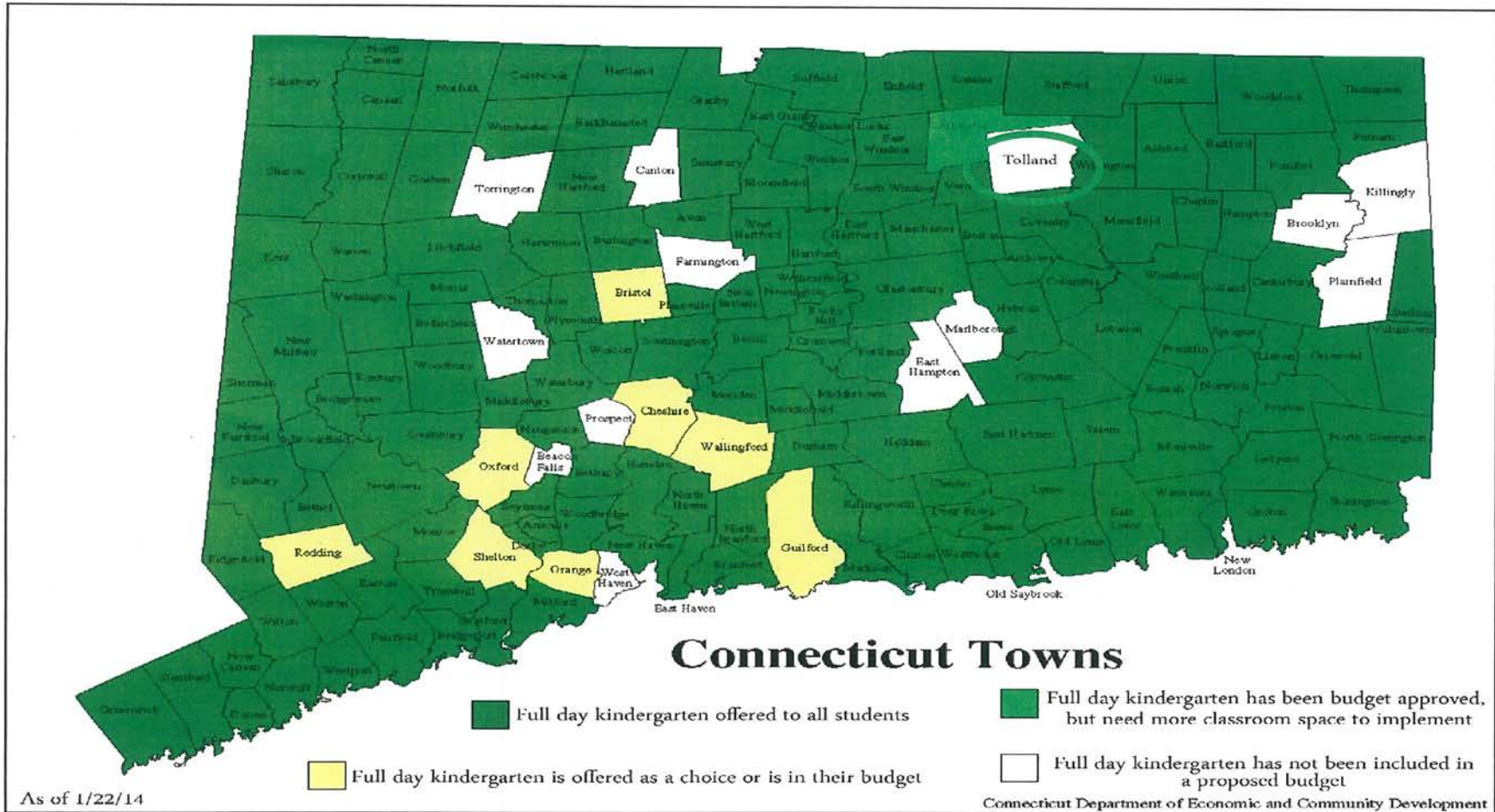
Words included in the word cloud:

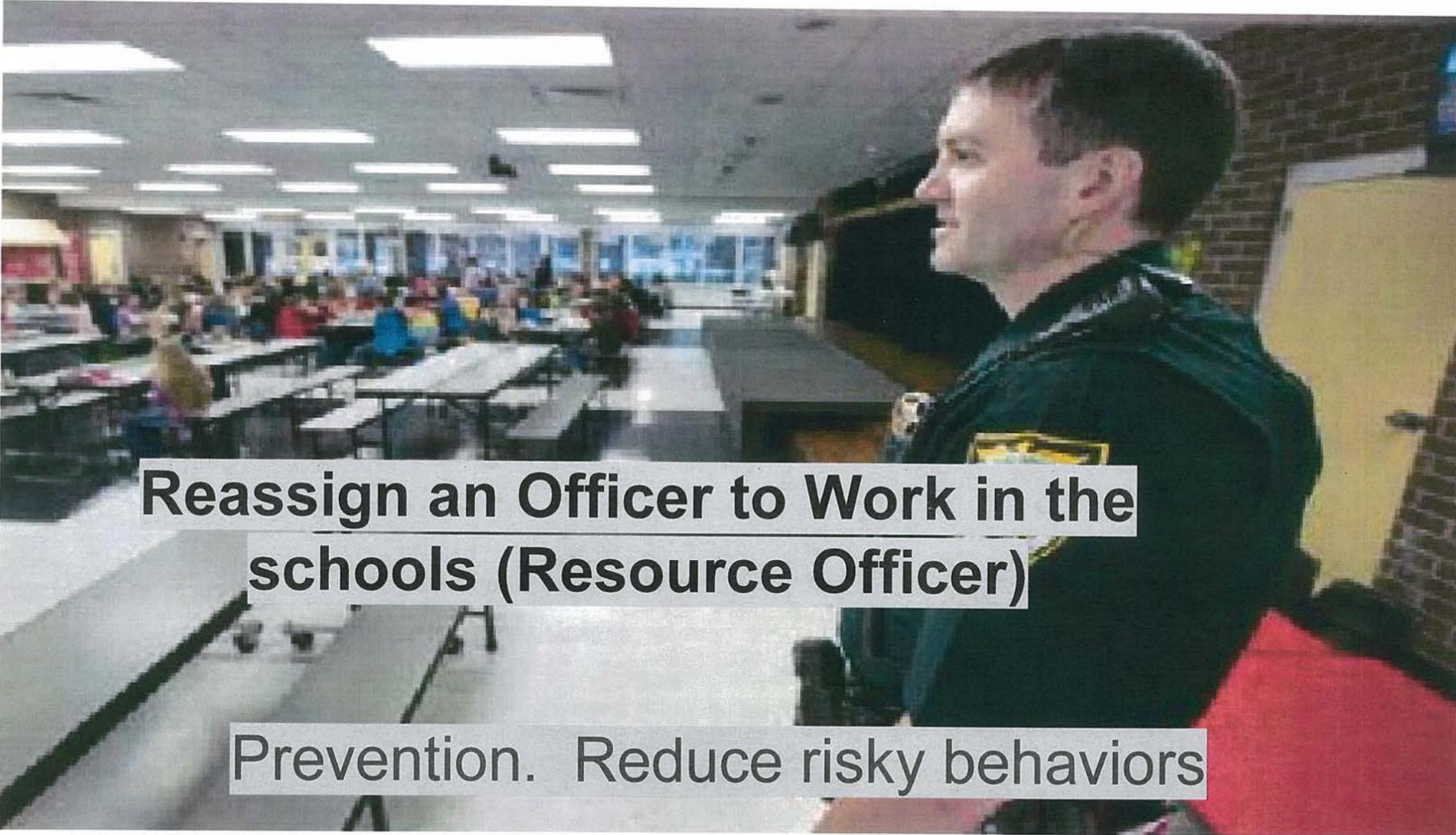
- Evaluation
- Officer
- Substitutes
- Planning
- Transportation
- Enrollment
- Intervention
- SBAC
- Reaccreditation
- Curriculum
- Partnerships
- Testing
- Kindergarten
- Facilities
- Budget
- Opportunity
- Prevention
- Positive
- Special-Ed
- Capital
- At-risk-behavior
- Challenge
- Technology
- Insurance



**The new curriculum is
designed for full day
Kindergarten**

CONNECTICUT TOWNS – FULL DAY KINDERGARTEN



A photograph of a police officer in a dark green uniform with a badge on the chest, standing in a school cafeteria. The officer is looking towards the left, where many students are seated at long tables. The cafeteria has a high ceiling with fluorescent lights and large windows in the background. A yellow door is visible on the right side of the frame.

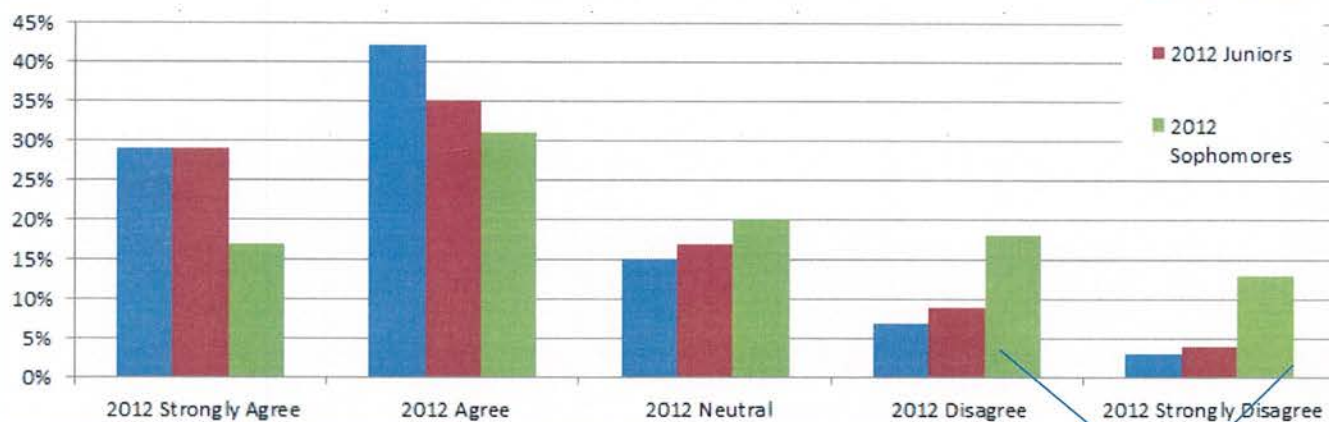
Reassign an Officer to Work in the schools (Resource Officer)

Prevention. Reduce risky behaviors

2012 year end survey, average student response:



Not teased / bullied



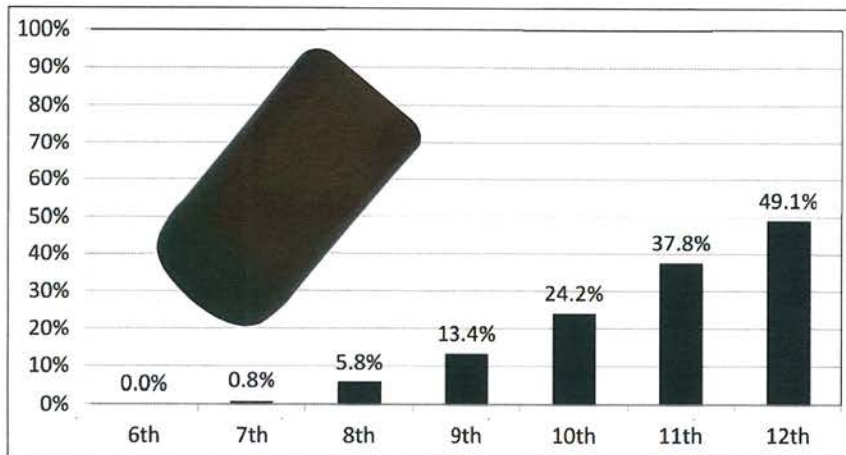
Note: Freshmen not surveyed

31% of Sophomores disagree / strongly disagree with this statement





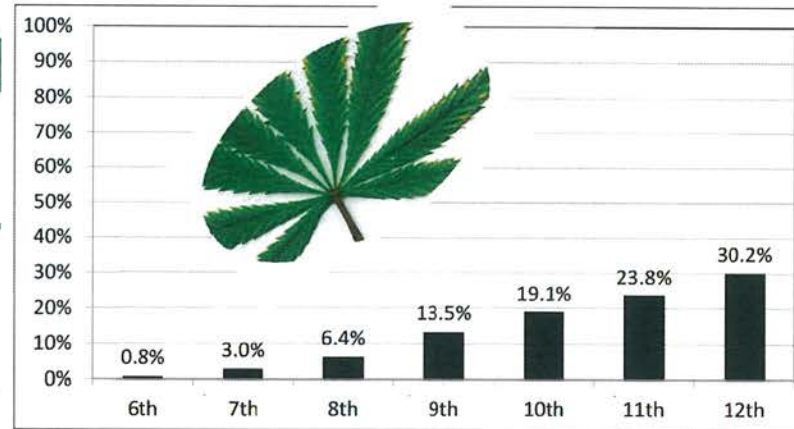
Past Month Binge Drinking by Grade



2.2% of middle school students and 29.8% of high school students binge drank (4 or more drinks in short period) in the past month.



Past Month Marijuana Use Rates by Grade



3.3% of middle school students and 21.0% of high school students used marijuana in the past month.



At Risk Behaviors

"Then how do we focus on the even deeper issue of kids who have so much baggage, drugs and alcohol seems like the easiest way out?"

Graphs are from the ERASE [survey](#) administered in June 2010 to 1,516 Tolland students in grades 6-12.

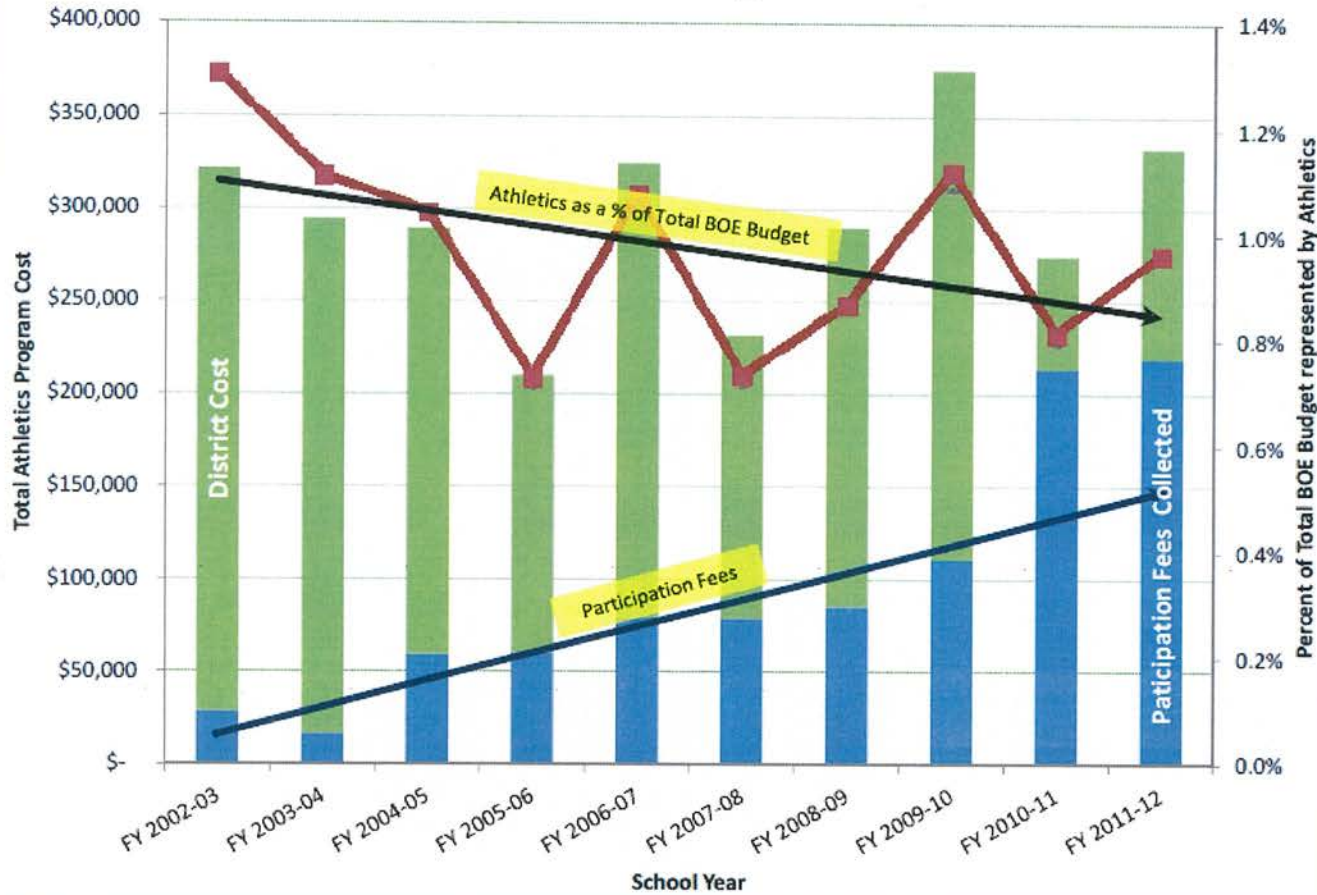
The background of the slide is a photograph of a soccer field. In the foreground, several players in white and blue jerseys are visible, some in motion. A player in a blue jersey is in the center, and a group of players in white jerseys is on the right. The field is green and grassy. In the background, there are large trees on the left and a distant building or structure in the center. The sky is overcast.

Pay to Participate Review Committee

Evaluating Pay to Participate Cost Structures in the Tolland School District

June 13, 2012

Historic Athletic Program Cost



In 2003, collected fees represented **less than 10%** of the total Athletics program.

In 2012 those fees are **more than 75%**

Reduction in Enrollment

FYE 2015 small reduction in class sizes.

FYE 2016 enough to make a reduction in
number of classes.



Reserve Account

TO: Members of the Board of Education

FROM: William D. Guzman
Jane A. Neel

DATE: April 30, 2014

SUBJECT: Status of the 2013/2014 Budget – April 9, 2014

In accordance with Board of Education Policy 3010, attached is the status report of the budget for fiscal year 2013/2014 as of April 9, 2014.

The budget for fiscal year 2013/2014 as adopted is \$36,059,250.

As of April 9, 2014 expenditures, encumbrances and forecast adjustments total \$35,689,096, leaving an unexpended projected balance at this time in the amount of \$370,154.

The following accounts reflect changes in programs with regard to budget versus anticipated expenses are as follows:

Program 131 Special Services

The projected balance in this account reflects an anticipated 82% reimbursement from excess costs and agency placement grant additionally, we have been adjusting encumbrances for tuition of outplaced students including the reduction of funds set aside for two students no longer Tolland's responsibility. This balance could change considerably if we are required to pay tuition for any students that are outplaced between now and the close of the school year.

Program 187 Substitutes

In addition to normal daily substitute usage (teacher, paraprofessionals, nurses) long-term substitute costs are also reflected here for employees who are on paid or unpaid leaves, these substitutes are paid on a long-term substitute rate, which is higher than one time substitutes rate.

TOLLAND PUBLIC SCHOOLS
Business Services
April 9, 2014
Fiscal Year 2013-14 Expenditure Report

Program #	Program Description	Original Budget	Year-to-Date Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	April Budget Transfers	Balance	%
101	Language Arts	\$ 56,583	\$ -	\$ 56,583	\$ 52,552	\$ -	\$ 4,031	7.1%
102	Math	\$ 36,666	\$ -	\$ 36,666	\$ 35,891	\$ -	\$ 775	2.1%
103	Social Studies	\$ 16,087	\$ -	\$ 16,087	\$ 14,145	\$ -	\$ 1,942	12.1%
104	Science	\$ 64,700	\$ 28	\$ 64,728	\$ 64,728	\$ -	\$ -	0.0%
105	Art	\$ 27,455	\$ -	\$ 27,455	\$ 26,400	\$ -	\$ 1,055	3.8%
106	Music	\$ 15,751	\$ -	\$ 15,751	\$ 14,886	\$ -	\$ 865	5.5%
107	Physical Education/Health	\$ 13,638	\$ -	\$ 13,638	\$ 13,638	\$ -	\$ -	0.0%
108	World Language	\$ 15,644	\$ -	\$ 15,644	\$ 12,614	\$ -	\$ 3,030	19.4%
109	Family and Consumer Science	\$ 14,879	\$ -	\$ 14,879	\$ 14,690	\$ -	\$ 189	1.3%
110	Technology Education	\$ 26,560	\$ -	\$ 26,560	\$ 25,909	\$ -	\$ 651	2.5%
111	Business Education	\$ 24,175	\$ -	\$ 24,175	\$ 23,150	\$ -	\$ 1,025	4.2%
112	Digital Education	\$ 9,366	\$ (28)	\$ 9,338	\$ 8,938	\$ -	\$ 400	4.3%
115	TALC	\$ 1,240	\$ -	\$ 1,240	\$ 1,130	\$ -	\$ 110	8.9%
131	Special Services	\$ 2,375,880	\$ (1,093)	\$ 2,374,787	\$ 2,113,569	\$ -	\$ 261,218	11.0%
132	Special Education	\$ 97,408	\$ -	\$ 97,408	\$ 90,950	\$ -	\$ 6,458	6.6%
133	Interdistrict Programs	\$ 179,899	\$ -	\$ 179,899	\$ 195,816	\$ -	\$ (15,917)	-8.8%
134	Student Athletics	\$ 157,480	\$ 360	\$ 157,840	\$ 155,440	\$ -	\$ 2,400	1.5%
136	Student Activities	\$ 28,820	\$ -	\$ 28,820	\$ 28,820	\$ -	\$ -	0.0%
142	School Counseling Services	\$ 9,679	\$ -	\$ 9,679	\$ 8,564	\$ -	\$ 1,115	11.5%
144	Nursing	\$ 19,764	\$ (360)	\$ 19,404	\$ 19,252	\$ -	\$ 152	0.8%
145	Library	\$ 13,845	\$ -	\$ 13,845	\$ 11,334	\$ -	\$ 2,511	18.1%
146	Audiovisual	\$ 2,015	\$ -	\$ 2,015	\$ 2,015	\$ -	\$ -	0.0%
710	Principals' Office	\$ 166,203	\$ -	\$ 166,203	\$ 149,620	\$ -	\$ 16,583	10.0%
701	Transportation	\$ 2,329,416	\$ -	\$ 2,329,416	\$ 2,363,627	\$ -	\$ (34,211)	-1.5%
755	Superintendent's Office	\$ 26,145	\$ -	\$ 26,145	\$ 26,145	\$ -	\$ -	0.0%
756	Business Services	\$ 193,137	\$ -	\$ 193,137	\$ 193,895	\$ -	\$ (758)	-0.4%
757	Technology Services	\$ 267,486	\$ 83,398	\$ 350,884	\$ 350,884	\$ -	\$ -	0.0%
661	Custodial Services	\$ 158,926	\$ 22,500	\$ 181,426	\$ 196,269	\$ -	\$ (14,843)	-8.2%
667	Comm/Ins	\$ 186,894	\$ -	\$ 186,894	\$ 189,312	\$ -	\$ (2,418)	-1.3%
663	Utilities-Energy Mgt	\$ 1,307,857	\$ -	\$ 1,307,857	\$ 1,307,857	\$ -	\$ -	0.0%
666	Energy Management	\$ 6,380	\$ -	\$ 6,380	\$ -	\$ -	\$ 6,380	100.0%
662	Maintenance	\$ 427,362	\$ (22,500)	\$ 404,862	\$ 404,862	\$ -	\$ -	0.0%
770	Prog/Prof Development	\$ 82,738	\$ -	\$ 82,738	\$ 82,738	\$ -	\$ -	0.0%
790	Adult Education	\$ 30,269	\$ -	\$ 30,269	\$ 30,267	\$ -	\$ 2	0.0%
791	Board of Education	\$ 102,720	\$ -	\$ 102,720	\$ 106,812	\$ -	\$ (4,092)	-4.0%
xxx	Program Total	\$ 8,493,067	\$ 82,305	\$ 8,575,372	\$ 8,336,719	\$ -	\$ 238,653	2.8%

JAN

Expenditure Report General Fund FY 13-14.xls 04-09-14 FY2013-14

TOLLAND PUBLIC SCHOOLS
Business Services
April 9, 2014
Fiscal Year 2013-14 Expenditure Report

Program #	Program Description	Original Budget	Year-to-Date Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	April Budget Transfers	Balance	%
177	Staff Services - Other	\$ 1,123,383	\$ -	\$ 1,123,383	\$ 1,204,724	\$ -	\$ (81,341)	-7.2%
177	Staff Services - Health Insurance	\$ 4,972,188	\$ -	\$ 4,972,188	\$ 4,894,934	\$ -	\$ 77,254	1.6%
178	Certified Regular Ed	\$ 12,895,805	\$ (128,527)	\$ 12,767,278	\$ 12,689,878	\$ -	\$ 77,400	0.6%
179	Certified Special Ed	\$ 2,849,262	\$ (24,029)	\$ 2,825,233	\$ 2,656,211	\$ (18,305)	\$ 150,717	5.3%
180	Non-Certified	\$ 1,261,668	\$ 1,093	\$ 1,262,761	\$ 1,216,733	\$ -	\$ 46,028	3.6%
181	Building Operations	\$ 810,212	\$ -	\$ 810,212	\$ 777,604	\$ -	\$ 32,608	4.0%
182	Building Maintenance	\$ 174,046	\$ -	\$ 174,046	\$ 176,172	\$ -	\$ (2,126)	-1.2%
183	BOE Clerk	\$ 2,860	\$ -	\$ 2,860	\$ 3,692	\$ -	\$ (832)	-29.1%
184	Business Services	\$ 272,267	\$ -	\$ 272,267	\$ 276,722	\$ -	\$ (4,455)	-1.6%
185	Superintendent's Office	\$ 276,820	\$ -	\$ 276,820	\$ 274,992	\$ -	\$ 1,828	0.7%
186	Principals' Office	\$ 1,557,502	\$ -	\$ 1,557,502	\$ 1,530,223	\$ -	\$ 27,279	1.8%
187	Substitutes	\$ 297,746	\$ 69,158	\$ 366,904	\$ 556,624	\$ 18,305	\$ (171,415)	-46.7%
188	Systemwide Services	\$ 1,072,424	\$ -	\$ 1,072,424	\$ 1,093,868	\$ -	\$ (21,444)	-2.0%
xxx	Personnel Total	\$ 27,566,183	\$ (82,305)	\$ 27,483,878	\$ 27,352,377	\$ -	\$ 131,501	0.5%
xxx	Original Appropriation Total	\$ 36,059,250	\$ -	\$ 36,059,250	\$ 35,689,096	\$ -	\$ 370,154	1.0%
xxx	Grand Total							

Assumptions/comments:

Instructional: only approved purchases for mtls/supl, textbooks or workbooks

Special Services (131): funds for evaluations and legal services to be expensed and 1 student projected outplaced.

Principals' Office (710): funds for instructional supplies and graduation to be expensed

Cert Reg Educ (178): Staff replacement savings

Cert Spec Educ (179): Funds available due to open speech position and Medicaid funds prior year

Principals' Office Salaries (186): staff replacement savings

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: April 30, 2014

**SUBJECT: Healthy Food Certification Statement – July 1, 2014
through June 30, 2015**

Section 10-215f of the Connecticut General Statutes allows public school districts (including the vocational-technical school system, charter schools, interdistrict magnet schools and endowed academies) that participate in the National School Lunch Program to receive additional funding if food items sold to students meet the Connecticut Nutrition Standards. Eligible districts that opt for the healthy food certification are currently receiving 10 cents per lunch, based on the total number of reimbursable lunches (paid, free and reduced) served in the district in the prior school year. This year the School Lunch program received \$22,846 for meals served in the prior 2012/2013 school year.

If a district chooses to receive this additional funding, it must certify that all food items sold to students separately from a reimbursable school breakfast or lunch will comply with the Connecticut Nutrition Standards. These food items include food offered for sale to student at all times, in *all schools*, and from *all sources*, including, but not limited to school stores, vending machines, school cafeterias and any fundraising activities on school premises.

If a district certifies for the healthy food option, foods that do not meet the Connecticut Nutrition Standards can only be sold to students at school if permitted by the local board of education or school governing authority and the following three conditions are met: (1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; (2) the sale is at the location of the event; and (3) the food items are not sold from a vending machine or school store.

This will be an action item at the regular meeting of the Board of Education meeting March 26, 2014.

WDG:jp
Enclosure

Connecticut State Department of Education
Addendum to Agreement for Child Nutrition Programs (ED-099)
Healthy Food Certification Statement

Section 1 – Background

Section 10-215e of the Connecticut General Statutes directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards) for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program and School Breakfast Program. Section 10-215f requires that participants in the National School Lunch Program, including each local and regional board of education, regional educational service center, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the Connecticut Nutrition Standards. Section 10-215b further provides additional funding to National School Lunch Program participants who annually certify compliance with the Connecticut Nutrition Standards.

Section 2 – Certification Statement

► ***Must be completed by all Connecticut public school districts that participate in the National School Lunch Program.***

On behalf of the **Tolland Board of Education** and
(Name of the Board of Education or Governing Authority)

pursuant to Section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, *(select appropriate box)*

☒ **will** *(must complete Sections 3 and 4 on page 2)*

☐ **will not** *(sign below and return form)*

meet said standards during the period of **July 1, 2014 through June 30, 2015**. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

**Local or Regional Board of Education or
Governing Authority**

Signature: _____

(Signature of the Authorized Representative)

William D. Guzman

(Printed Name of the Authorized Representative)

Superintendent of Schools

Title (Superintendent of Schools, President or Chairperson of the Board)

Date of Authorization

Section 3 – Exemption Statement

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to Section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, *(select appropriate box)*

☒ will

☐ will not

exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099)

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to Section 10-215f of the Connecticut General Statutes, the Agreement for Child Nutrition Programs (ED-099) with

Tolland Board of Education

(Name of the Board of Education or Governing Authority)

is hereby amended to include the above certification statement of compliance with the Connecticut Nutrition Standards and application for funding related to those standards. This addendum covers the period from **July 1, 2014 through June 30, 2015.**

Local or Regional Board of Education or Governing Authority

Signature: _____

(Signature of the Authorized Representative)

William D. Guzman

(Printed Name of the Authorized Representative)

Superintendent of Schools

Title (Superintendent of Schools, President or Chairperson of the Board)

Date of Authorization

FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE

Connecticut State Department of Education

Signature: _____

(Signature of State Agency Representative)

Kathy Demsey

(Printed Name of State Agency Representative)

Chief Financial Officer

Title

Date

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: April 30, 2014

SUBJECT:
Board Policy and Administrative Regulation 4000 [1030] Bloodborne Pathogen
Board Policy 5500 – Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease or Diabetes

Attached please find the above referenced Board Policies. These policies were reviewed by the Policy Committee on April 9, 2014. The language to be deleted is in brackets and new language is in uppercase and bolded.

Board Policy and Administrative Regulation 4000 [1030] Bloodborne Pathogen was updated from current 1030 policy to included definitions, and labeling of biohazard materials. Exposure determination, methods of compliance, reporting incidents and post-exposure evaluation and follow-up were reviewed and clarification was added.

Board Policy 5500 – Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease or Diabetes was updated to include students with Glycogen Storage Disease per new federal laws. Glycogen Storage Disease (GSD) impacts 2 out of every 100,000 births and effects the processing of glycogen utilization and metabolism.

WDG:jp

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Bloodborne Pathogen Exposure
Control Plan

Number: [1030] **4000**

[Community/Board Operation] **PERSONNEL**

Approved: 10/9/02

It is the policy of the Tolland Board of Education to implement the Bloodborne Pathogen Exposure Control Plan in accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910-1030.

Legal Reference: 29 CFR Part 1910-1030 *Occupational Exposure to Bloodborne Pathogens; Final Rule*

Connecticut State Agencies Regulations
Section 31-372-101-1910-1030.

Connecticut General Statutes
31-372 Adoption of federal and state standards. Variance.

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION

REGARDING: Bloodborne Pathogens
Exposure Control Plan

Number: [1030] **4000**
[Administrative] **PERSONNEL**

Approved: 5/28/03

THE TOLLAND BOARD OF EDUCATION IS COMMITTED TO PROMOTING A SAFE AND HEALTHFUL WORK ENVIRONMENT FOR ITS STAFF. IN PURSUIT OF THIS GOAL AND IN ACCORDANCE WITH THE UNITED STATES DEPARTMENT OF LABOR, OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) REGULATIONS DEALING WITH "SAFE WORKPLACE" STANDARDS RELATING TO EXPOSURE TO BLOODBORNE PATHOGENS, THE FOLLOWING WILL BE THE PROCEDURES OF THE TOLLAND BOARD OF EDUCATION FOR AT RISK PERSONNEL.

THE TOLLAND BOARD OF EDUCATION SHALL ESTABLISH A WRITTEN EXPOSURE CONTROL PLAN IN ACCORDANCE WITH THE FEDERAL STANDARDS FOR DEALING WITH POTENTIALLY INFECTIOUS MATERIALS IN THE WORKPLACE TO PROTECT EMPLOYEES FROM POSSIBLE INFECTION DUE TO CONTACT WITH BLOODBORNE PATHOGENS. PURSUANT TO THESE PROCEDURES, THE DISTRICT WILL TAKE REASONABLY NECESSARY ACTIONS TO PROTECT ITS EMPLOYEES FROM INFECTIOUS DISEASE AND IN PARTICULAR H.I.V. AND H.B.V. INFECTION.

THE DISTRICT WILL PROVIDE THE TRAINING AND PROTECTIVE EQUIPMENT TO THOSE PERSONS WHO ARE AT RISK BY VIRTUE OF THEIR JOB PERFORMANCE AND MAY COME IN CONTACT WITH INFECTIOUS DISEASE. FURTHERMORE, ALL TOLLAND BOARD OF EDUCATION PERSONNEL DEFINED BY THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION AND THE DISTRICT WHO MAY COME IN CONTACT WITH BLOOD AND BODY FLUIDS WILL BE OFFERED THE VACCINE FOR THE HEPATITIS B VIRUS WHICH IS A LIFE THREATENING BLOODBORNE PATHOGEN. THE VACCINATION WILL BE DONE AT NO COST TO THE PERSONNEL AND IS PROVIDED AS A PRECAUTION FOR PERSONNEL SAFETY.

LEGAL REFERENCES:

29 C.F.R. 1910.1030 OSHA BLOODBORNE PATHOGENS STANDARDS

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

I. DEFINITIONS

- A. CONTAMINATED SHARPS: ANY CONTAMINATED OBJECT THAT CAN PENETRATE THE SKIN INCLUDING, BUT NOT LIMITED TO, NEEDLES, SCALPELS, BROKEN GLASS, BROKEN CAPILLARY TUBES, AND EXPOSED ENDS OF DENTAL WIRES.**
- B. ENGINEERING CONTROLS: CONTROLS (E.G., SHARPS DISPOSAL CONTAINERS, SELF-SHEATHING NEEDLES, SAFER MEDICAL DEVICES, SUCH AS SHARPS WITH ENGINEERED SHARPS INJURY PROTECTIONS AND NEEDLESS SYSTEMS) THAT ISOLATE OR REMOVE THE BLOODBORNE PATHOGENS HAZARD FROM THE WORKPLACE.**
- C. WORK PRACTICE CONTROLS: CONTROLS THAT REDUCE THE LIKELIHOOD OF EXPOSURE BY ALTERING THE MANNER IN WHICH A TASK IS PERFORMED (E.G., PROHIBITING RECAPPING OF NEEDLES BY A TWO-HANDED TECHNIQUE).**

II. EXPOSURE DETERMINATION

- A. CATEGORY I: THOSE PERSONNEL WHO COME IN DIRECT CONTACT WITH BLOOD AND BODY FLUIDS FOR WHICH PRECAUTIONS MUST BE TAKEN**
- B. CATEGORY II: PERSONNEL WHO PARTICIPATE IN ACTIVITIES WITHOUT BLOOD EXPOSURE BY EXPOSURE MAY OCCUR IN AN EMERGENCY**
- C. CATEGORY III: PERSONNEL PERFORMING TASKS THAT DO NOT ENTAIL PREDICTABLE OR UNPREDICTABLE EXPOSURE TO BLOOD**
 - 1. SCHOOL NURSES OR NURSE PRACTITIONERS ASSISTING AND TREATING INJURED STUDENTS MAY COME IN CONTACT WITH BLOOD AND OTHER BODILY FLUIDS (CATEGORY I)**

2. SCHOOL STAFF, INCLUDING PHYSICAL EDUCATION TEACHERS, OT, PT, GENERAL AIDES, TECHNICAL INSTRUCTORS, ATHLETIC COACHES AND PRINCIPALS MAY COME IN CONTACT WITH BLOOD AND OTHER BODILY FLUIDS IN THE PERFORMANCE OF THEIR JOBS IN TREATING INJURED STUDENTS (CATEGORY I)
3. SPECIAL EDUCATION TEACHERS AND AIDES IN SELF-CONTAINED AND BEHAVIORAL PROGRAMS, NURSING PROGRAM STUDENTS, AND CUSTODIAL STAFF, AND OTHER STAFF, WHO SUBSTITUTE FOR THEM. MAY HAVE TO CLEAN UP AFTER INJURED PERSONS WHERE THEY MAY COME IN CONTACT WITH BLOOD AND OTHER BODILY FLUIDS (CATEGORY I)
4. ALL STAFF CERTIFIED IN FIRST AID MAY HAVE CONTACT WITH BLOOD IN AN EMERGENCY (CATEGORY II)

III. METHODS OF COMPLIANCE

- A. AVOID DIRECT CONTACT WITH BLOOD, BODILY FLUIDS OR OTHER POTENTIALLY INFECTIOUS MATERIALS – USE GLOVES.
- B. CONTAMINATED NEEDLES AND OTHER CONTAMINATED SHARPS SHALL NOT BE BENT, RECAPPED OR REMOVED. SHEARING OR BREAKING OF CONTAMINATED NEEDLES IS PROHIBITED.
- C. CONTAMINATED REUSABLE SHARPS SHALL BE PLACED IN CONTAINERS THAT ARE PUNCTURE RESISTANT; LEAKPROOF, COLOR-CODED OR LABELED IN ACCORDANCE WITH SECTION X OF THIS PLAN AND SHALL NOT REQUIRE EMPLOYEES TO REACH BY HAND INTO THE CONTAINER.
- D. PROTECTIVE GLOVES WILL BE WORN IF YOU HAVE ANY OPEN WOUNDS ON YOUR HANDS. IF THERE IS ANY DOUBT IN YOUR MIND REGARDING SOME CONTACT WITH BLOOD OR BODILY FLUIDS – USE GLOVES.
- E. WASH HANDS IMMEDIATELY OR AS SOON AS FEASIBLE AFTER REMOVAL OF GLOVES OR OTHER PERSONAL PROTECTIVE EQUIPMENT.

- F. IF YOU BECOME CONTAMINATED, WASH THAT AREA IMMEDIATELY WITH A STRONG ANTISEPTIC SOAP OR SOLUTION.
- G. IF CLOTHING BECOMES CONTAMINATED WITH BLOOD OR BODY FLUIDS, IT SHOULD BE PLACED IN A BAG, LABELED IN ACCORDANCE WITH SECTION X OF THIS PLAN AND PLACED IN A CONTAMINATED CLOTHING CONTAINER FOR PROPER CLEANING AND/OR DISCARDING.
- H. ANY AREAS OF THE SCHOOL WHICH MAY BECOME CONTAMINATED WILL BE WASHED WITH A STRONG SOLUTION OF BLEACH AND WATER, OR OTHER APPROPRIATE DISINFECTANT, RUBBER GLOVES, SANITARY SUIT, FACE AND EYE PROTECTION, AND LONG HANDLED SCRUB UTENSILS SHOULD BE USED.
- I. ALL LOCKER ROOMS, RESTROOMS, AND NURSES' OFFICES WILL BE CLEANED DAILY USING DISINFECTANT. CUSTODIAL STAFF MEMBERS ARE REQUIRED TO WEAR RUBBER GLOVES AND USE LONG-HANDLED SCRUBBING UTENSILS DURING THESE CLEANING PROCEDURES AT THESE LOCATIONS.
- J. WHEN A SPILL OCCURS, THE BUILDING ADMINISTRATOR OR HIS/HER DESIGNEE WILL LIMIT ACCESS TO AREAS OF POTENTIAL EXPOSURE AND NOTIFY THE STAFF AND STUDENTS. THE JANITORIAL STAFF WILL BE NOTIFIED TO IMMEDIATELY CLEAN THE AREA.
- K. ALL PROCEDURES INVOLVING BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS SHALL BE PERFORMED IN SUCH A MANNER AS TO MINIMIZE SPLASHING, SPRAYING, SPATTERING AND GENERATION OF DROPLETS OF THESE SUBSTANCES.
- L. MOUTH PIPETTING/SUCTIONING OF BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS IS PROHIBITED.
- M. SPECIMENS OF BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS SHALL BE PLACED IN A CONTAINER LABELED IN ACCORDANCE WITH SECTION X OF THIS PLAN, WHICH PREVENTS LEAKAGE DURING COLLECTION, HANDLING, PROCESSING, STORAGE, TRANSPORT OR SHIPPING.

IV. PREVENTATIVE MEASURES

- A. THE SUPERINTENDENT OF HIS/HER DESIGNEE SHALL USE ENGINEERING AND WORK PRACTICE CONTROLS TO ELIMINATE OR MINIMIZE EMPLOYEE EXPOSURE, AND SHALL REGULARLY EXAMINE AND UPDATE CONTROLS TO ENSURE THEIR EFFECTIVENESS.**

V. HEPATITIS B VACCINATION

- A. THE HEPATITIS B VACCINATION SERIES SHALL BE MADE AVAILABLE AT NO COST TO ALL CATEGORY I EMPLOYEES. THE HEPATITIS B VACCINATIONS SHALL BE MADE AVAILABLE AFTER AN EMPLOYEE WITH OCCUPATIONAL EXPOSURE HAS RECEIVED THE REQUIRED TRAINING AND WITHIN 10 WORKING DAYS OF INITIAL ASSIGNMENT, UNLESS THE EMPLOYEE HAS PREVIOUSLY RECEIVED THE COMPLETE HEPATITIS B VACCINATION SERIES, OR ANTIBODY TESTING HAS REVEALED THAT THE EMPLOYEE IS IMMUNE, OR VACCINATION IS CONTRAINDICATED BY MEDICAL REASONS.**
- B. EMPLOYEES WHO DECLINE TO ACCEPT THE VACCINATION SHALL SIGN THE HEPATITIS B VACCINATION DECLINATION STATEMENT.**

VI. TRAINING FOR EXPOSURE CONTROL

- A. EACH YEAR, ALL AT RISK PERSONNEL WILL BE SUPPLIED WITH WRITTEN MATERIALS RELATING TO PRECAUTIONS, RISKS, AND ACTIONS TO TAKE IF CONTAMINATED BY BLOOD OR OTHER BODY FLUIDS CONTAINING THE FOLLOWING:**
 - 1. AN ACCESSIBLE COPY OF THE REGULATORY TEST OF THE OSHA STANDARDS REGARDING BLOODBORNE PATHOGENS AND AN EXPLANATION OF ITS CONTENTS;**
 - 2. A GENERAL EXPLANATION OF THE EPIDEMIOLOGY AND SYMPTOMS OF BLOODBORNE DISEASES;**
 - 3. AN EXPLANATION OF THE MODES OF TRANSMISSION OF BLOODBORNE PATHOGENS;**
 - 4. AN EXPLANATION OF THE EMPLOYER'S EXPOSURE CONTROL PLAN AND THE MEANS BY WHICH THE EMPLOYEE CAN OBTAIN A COPY OF THE WRITTEN PLAN;**
 - 5. AN EXPLANATION OF THE APPROPRIATE METHODS FOR RECOGNIZING TASKS AND OTHER ACTIVITIES THAT MAY**

- INVOLVE EXPOSURE TO BLOOD AND OTHER POTENTIALLY INFECTIOUS MATERIALS;
6. AN EXPLANATION OF THE USE AND LIMITATIONS OF METHODS THAT WILL PREVENT OR REDUCE EXPOSURES INCLUDING APPROPRIATE ENGINEERING CONTROLS, WORK PRACTICES, AND PERSONAL PROTECTIVE EQUIPMENT.
 7. INFORMATION ON THE TYPES, PROPER USE, LOCATION, REMOVAL, HANDLING, DECONTAMINATION AND DISPOSAL OF PERSONAL PROTECTIVE EQUIPMENT;
 8. AN EXPLANATION OF THE BASIS FOR SELECTION OF PERSONAL PROTECTIVE EQUIPMENT.
 9. INFORMATION ON THE HEPATITIS B VACCINE, INCLUDING INFORMATION ON ITS EFFICIENCY, SAFETY, METHOD OF ADMINISTRATION, THE BENEFITS OF BEING VACCINATED, AND THAT THE VACCINE AND VACCINATION WILL BE OFFERED FREE OF CHARGE;
 10. INFORMATION ON THE APPROPRIATE ACTIONS TO TAKE AND PERSONS TO CONTACT IN AN EMERGENCY INVOLVING BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS;
 11. AN EXPLANATION OF THE PROCEDURE TO FOLLOW IF AN EXPOSURE INCIDENT OCCURS, INCLUDING THE METHOD OF REPORTING THE INCIDENT AND THE MEDICAL FOLLOW-UP THAT WILL BE MADE AVAILABLE;
 12. INFORMATION ON THE POST-EXPOSURE EVALUATION AND FOLLOW-UP THAT THE EMPLOYER IS REQUIRED TO PROVIDE FOR THE EMPLOYEE FOLLOWING AND EXPOSURE INCIDENT;
 13. AN EXPLANATION OF THE SIGNS AND LABELS AND/OR COLOR CODING; AND
 14. AN OPPORTUNITY FOR INTERACTIVE QUESTIONS AND ANSWERS WITH THE PERSON CONDUCTING THE TRAINING SESSION.

VII. REPORTING INCIDENTS

- A. ALL EXPOSURE INCIDENTS SHALL BE REPORTED AS SOON AS POSSIBLE TO NURSE COORDINATOR.
- B. ALL AT RISK PERSONNEL WHO COME IN CONTACT WITH BLOOD AND BODY FLUIDS IN THE PERFORMANCE OF THEIR DUTIES WILL TAKE STEPS TO SAFEGUARD THEIR HEALTH.

VIII. POST-EXPOSURE EVALUATION AND FOLLOW-UP

FOLLOWING A REPORT OF AN EXPOSURE INCIDENT, THE SUPERINTENDENT OR HIS/HER DESIGNEE SHALL IMMEDIATELY MAKE AVAILABLE TO THE EXPOSED EMPLOYEE, AT NO COST, A CONFIDENTIAL MEDICAL EVALUATION, POST-EXPOSURE EVALUATION AND FOLLOW-UP. HE OR SHE SHALL AT A MINIMUM:

- A. DOCUMENT THE ROUTE(S) OF EXPOSURE AND THE CIRCUMSTANCES UNDER WHICH THE EXPOSURE INCIDENT OCCURRED;
- B. IDENTIFY AND DOCUMENT THE SOURCE INDIVIDUAL, UNLESS THAT IDENTIFICATION IS INFEASIBLE OR PROHIBITED BY LAW;
- C. PROVIDE FOR THE COLLECTION AND TESTING OF THE EMPLOYEE'S BLOOD FOR HBV, HEPATITIS C AND HIV SEROLOGICAL STATUS;
- D. PROVIDE FOR POST-EXPOSURE PROPHYLAXIS, WHEN MEDICALLY INDICATED AS RECOMMENDED BY THE U.S. PUBLIC HEALTH SERVICE.
- E. COUNSELING AND VALUATION OF REPORTED ILLNESSES;
- F. THE SUPERINTENDENT OR DESIGNEE SHALL PROVIDE THE HEALTH CARE PROFESSIONAL WITH A COPY OF THE OSHA REGULATION; A DESCRIPTION OF THE EMPLOYEE'S DUTIES AS THEY RELATE TO THE EXPOSURE INCIDENT; DOCUMENTATION OF THE ROUTE (S) OF EXPOSURE AND CIRCUMSTANCES UNDER WHICH EXPOSURE OCCURRED; RESULTS OF THE SOURCE INDIVIDUAL'S BLOOD TESTING, IF AVAILABLE; AND ALL MEDICAL RECORDS MAINTAINED BY THE DISTRICT RELEVANT TO THE APPROPRIATE TREATMENT OF THE EMPLOYEE, INCLUDING VACCINATION STATUS; AND
- G. THE DISTRICT SHALL MAINTAIN THE CONFIDENTIALITY OF THE AFFECTED EMPLOYEE AND THE EXPOSURE SOURCE DURING ALL PHASES OF THE POST-EXPOSURE EVALUATION.

IX. RECORDS

- A. UPON AN EMPLOYEE'S INITIAL EMPLOYMENT AND AT LEAST ANNUALLY THEREAFTER, THE SUPERINTENDENT OR HIS/HER DESIGNEE SHALL INFORM EMPLOYEES WITH OCCUPATIONAL EXPOSURE OF THE EXISTENCE, LOCATION AND AVAILABILITY OF

RELATED RECORDS; THE PERSON RESPONSIBLE FOR MAINTAINING AND PROVIDING ACCESS TO RECORDS; AND THE EMPLOYEE'S RIGHT OF ACCESS TO THESE RECORDS.

- B. MEDICAL RECORDS FOR EACH EMPLOYEE WITH OCCUPATIONAL EXPOSURE SHALL BE KEPT CONFIDENTIAL AND NOT DISCLOSED OR REPORTED WITHOUT THE EMPLOYEE'S WRITTEN CONSENT TO ANY PERSON WITHIN OR OUTSIDE THE WORKPLACE EXCEPT AS REQUIRED BY LAW.
- C. UPON REQUEST BY AN EMPLOYEE, OR A DESIGNATED REPRESENTATIVE WITH THE EMPLOYEE'S WRITTEN CONSENT, THE SUPERINTENDENT OR DESIGNEE SHALL PROVIDE ACCESS TO A RECORD IN A REASONABLE TIME, PLACE AND MANNER, NO LATER THAN 15 DAYS AFTER THE REQUEST IS MADE.
- D. RECORDS SHALL BE MAINTAINED AS FOLLOWS:
 - 1. MEDICAL RECORDS SHALL BE MAINTAINED FOR THE DURATION OF EMPLOYMENT PLUS 30 YEARS.
 - 2. TRAINING RECORDS SHALL BE MAINTAINED FOR THREE YEARS FROM THE DATE OF TRAINING.
 - 3. THE SHARPS INJURY LOG SHALL BE MAINTAINED FIVE YEARS FROM THE DATE THE EXPOSURE INCIDENT OCCURRED.
 - 4. EXPOSURE RECORDS SHALL BE MAINTAINED FOR 30 YEARS.
 - 5. EACH ANALYSIS USING MEDICAL OR EXPOSURE RECORDS SHALL BE MAINTAINED FOR AT LEAST 30 YEARS.

X. LABELS

- A. WARNING LABELS SHALL BE AFFIXED TO CONTAINERS USED TO STORE, TRANSPORT OR SHIP BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIAL.
- B. LABELS SHALL INCLUDE THE FOLLOWING:
- C. THE LABELS SHALL BE FLUORESCENT ORANGE OR ORANGE-RED OR PREDOMINANTLY SO, WITH LETTERING AND SYMBOLS IN A CONTRASTING COLOR.

- D. LABELS SHALL BE AFFIXED AS CLOSE AS FEASIBLE TO THE CONTAINER BY STRING, WIRE, ADHESIVE, OR OTHER METHOD THAT PREVENTS THEIR LOSS OR UNINTENTIONAL REMOVAL.
- E. RED BAGS OR RED CONTAINERS MAY BE SUBSTITUTED FOR LABELS.
- F. LABELS REQUIRED FOR CONTAMINATED EQUIPMENT SHALL BE IN ACCORDANCE WITH THE PARAGRAPH AND SHALL ALSO STATE WHICH PORTIONS OF THE EQUIPMENT REMAIN CONTAMINATED.

LEGAL REFERENCES:

29 C.F.R. 1910.1030 OSHA BLOODBORNE PATHOGENS STANDARDS

HEPATITIS B VIRUS (HBV) WAIVER

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at-risk of acquiring the Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine, at no cost to myself. I understand that by declining this vaccine, I continue to be at-risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no cost to me.

Employee

Date

Witness

Date

[In accordance with the OSHA Bloodborne Pathogens standard, 29 CFR 1910.1030, the following exposure control plan has been developed:

1. Exposure Determination

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood (defined as human blood, human blood components and products made from human blood) or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment.) This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this facility, the following job classifications are in this category:

RN
LPN
First Aid/CPR Trained Staff

In addition, OSHA requires a listing of job classifications in which some employees may have occupational exposure. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks for these categories are as follows:

Job Classification

Certified Staff
Non-Certified Staff
Custodians

Tasks/Procedures

First Aid Responders
First Aid Responders
Handling of wastes, clean-up of body fluids and contaminated surfaces

2. Implementation Schedule and Methodology

OSHA also requires that this plan also include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:

Compliance Methods

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. At this facility, the following engineering controls will be utilized.

1. Sharps container in health office.
2. Biohazard containers in health office.
3. Gloves available to all staff.
4. Double-bagging technique standard practice in health rooms and pre-school classroom(s) and bathroom(s).

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:

Control 1, 2, 3:	School Nurse	Daily
Control 3, 4:	Custodian	Daily

Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. If hand-washing facilities are unavailable, antiseptic wipes will be used and employees will wash hands as soon as hand-washing facilities are available. OSHA requires that these facilities be readily accessible after incurring exposure. At this facility, hand-washing facilities are located:

Some Classrooms	Health Office
Bathrooms	Staff Lounge
Gym Locker Rooms	Custodian's Room

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

If employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

Needles

Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared, or purposely broken. At this facility, only school nurses will be involved in the use/disposal of needles.

Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

Specimens

Specimens of blood or other potentially infectious materials will be placed in a container which prevents leakage during the collection, handling, processing, storage, and transport of the specimens.

Specimens of this type will be obtained only by the school nurse using universal precautions. The container will be labeled, identifying its contents, double-bagged, and coded with a biohazard label. If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container which prevents leakage during the handling, processing, storage, transport, or shipping of the specimen.

Personal Protective Equipment (PPE)

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Protective clothing will be provided to employees in the following manner:

<u>PPE</u>	<u>TASK</u>	<u>PROVIDED BY</u>	<u>TO</u>
Vinyl Gloves Disposable gowns	Emergency Care	Nurse	Nurse/All Teachers
	Body Waste Cleanup	Nurse/Head Cust.	Custodians
	Good Samaritan Acts	Nurse	Certified and Non-Certified Staff
Utility Gloves (See Reference under PPE)	Body Waste Cleanup	Head Custodian	Custodians

All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area. The following protocol has been developed to facilitate leaving the equipment at the work area. All personal protective equipment shall be disposable. After use such shall be double bagged and placed into biohazard labeled receptacle in health office.

Vinyl Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Vinyl Gloves will be used when contact with blood or body secretions occurs or is suspected.

Disposable vinyl gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

This facility will be cleaned and decontaminated according to the following schedule:

Any contaminated surfaces will be cleaned and decontaminated immediately. (Clean-up procedures are on every custodians cleaning cart).

Decontamination will be accomplished by utilizing the following materials:

Multi-Purpose Germicide Cleaner/Spray
1:10 bleach/H₂O solution

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a regularly scheduled basis by nurses and custodians and as contamination occurs, by health office and custodial staff.

Any broken glassware which may be contaminated will not be picked up directly with the hands. The following procedures will be used: staff will stay at area to prevent further injury/contamination. Custodian will be called to sweep up glass fragments using gloves. Equipment will be immediately decontaminated.

Regulated Waste Disposal

All contaminated sharps shall be discarded as soon as feasible in sharps containers which are located in each school. The sharps containers are puncture resistant, labeled with a biohazard label, and are leak proof.

Location – Health Office

When full, will be locked in “closed” position, taken to the Health Coordinator’s Office, and placed in the corrugated cardboard biohazard collection box.

Regulated waste other than sharps shall be placed in appropriate containers. Such containers are located in the health office.

Contaminated student clothing or personnel clothing will be double-bagged and either discarded in appropriate biohazard waste containers or given to parents or staff to who it belongs.

Hepatitis B Vaccine

All employees who have been identified (nurses, coaches, custodians, identified At-Risk Special Education instructors and pre-school instructors) as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or who wishes to submit to antibody testing which shows the employee to have sufficient immunity. All employees who have received the Hepatitis B vaccine will be tested for antibodies to Hepatitis B surface antigen 1-2 months after the

completion of the three-dose vaccination series. Employees who do not respond to the series must be re-vaccinated with a second three-doses vaccination series and BE re-tested 1-2 months later to determine response. Non-responders after receiving the second three dose series, which do not respond, must be medically evaluated.

Written record of employees receiving Hepatitis B vaccine will be kept with the nurse of each school. Dates of employee receiving shot will be kept on file and a reminder will be sent to employee when next shot is to be received.

Employees who decline the Hepatitis B vaccine will sign a waiver which uses the wording the Appendix A of the OSHA standard (waiver attached). Waiver will be kept in employee's file at the Board Office.

Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost. These employees will be referred to the school nurse in the employee's building who will contact the school physician for the administration of the vaccine. The school nurse will then inform the Nursing Coordinator that an employee is receiving the vaccine.

Post-Exposure Evaluation and Follow-up

When the employee incurs an exposure incident, it should be reported to the school nurse.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard.

This follow-up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident.
- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
- The employee will be offered the option of having their blood collected for testing of the employees HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the

employee decides prior to that time that testing will or will not be conducted, then the appropriate action can be taken and the blood sample discarded.

- The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service. These recommendations are currently as follows:
 - The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
 - The following person(s) has been designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy:
 - 1) Superintendent of Schools
 - 2) School Nurse Coordinator
 - 3) School nurse in each building

Interaction with Health Care Professionals

A written opinion shall be obtained from the health care professional who evaluates employees of this facility. Written opinions will be obtained in the following instances:

- 1) When the employee is sent to obtain the Hepatitis B vaccine.
- 2) Whenever the employee is sent to a health care professional following an exposure incident.

Health care professionals shall be instructed to limit their opinions to:

- 1) Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident.
- 2) That the employee has been informed of the results of the evaluation, and
- 3) That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note that the written opinion to the employer is not to reference any personal medical information).

Training

Training for all employees will be conducted prior to initial assignment to tasks where occupational exposure may occur. Training will be conducted by each

school nurse as an inservice program, for the staff in his/her building, in the following manner:

- 1) Verbal presentation
- 2) Video Tape(s)
- 3) Written Handouts
- 4) PPE Kits (gloves, gauze, alcohol wipes and bandaids)

There will be a sign-up at all inservice programs to indicate the employee has received this training.

Training for employees will include the following explanation of:

- 1) The OSHA standard for Bloodborne Pathogens.
- 2) Epidemiology and symptomatology of bloodborne diseases.
- 3) Modes of transmission of Bloodborne Pathogens.
- 4) This Exposure Control Plan, i.e. points of the plan, lines of responsibility, how the plan will be implemented, etc.)
- 5) Procedures which might cause exposure to blood or other potentially infectious materials at this facility.
- 6) Control methods which will be used at the facility to control exposure to blood or other potentially infectious materials.
- 7) Personal protective equipment is available in the nurse's office for staff.
- 8) Post Exposure evaluation and follow-up.
- 9) Signs and labels used at the facility.
- 10) Hepatitis B Vaccine program at the facility.

Record Keeping

All training records will be kept for 3 years from the date of training in each school. these records must contain the date of the training, contents of the training, names and qualification of trainers, and names and job titles of all attendants. These records will be kept in each school in the school nurse's office.

Dates

All provisions required by the standard will be implemented by September 8, 1992.

All employees will receive annual refresher training. All new employees, including substitutes, will receive training by the school nurse prior to employment. They will contact the school nurse in the building they are assigned to receive the training.]

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

**BOARD POLICY REGARDING: [Food Allergy] Management Plan and
Guidelines FOR STUDENTS WITH FOOD
ALLERGIES AND/OR GLYCOGEN STORAGE
DISEASE OR (DIABETES)**

Number: 5500
Student

Approved: 6/25/08

Revised: 3/24/10

REVISED:

The Tolland Public Schools recognize that food allergies **AND GLYCOGEN STORAGE DISEASE** may be life threatening. For this reason, the district is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergens and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. The district **IS ALSO COMMITTED TO APPROPRIATELY MANAGING AND SUPPORTING STUDENTS WITH GLYCOGEN STORAGE DISEASE.** **THE DISTRICT** further recognizes the importance of collaborating with parents and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy **AND/OR GLYCOGEN STORAGE DISEASE**, as developmentally appropriate. To this end, the Tolland Public Schools adopt the following guidelines related to the management of life threatening food allergies for students enrolled in district schools.

I. Identifying Students With Life-Threatening Food Allergies

Early identification of students with life-threatening food allergies **AND/OR GLYCOGEN STORAGE DISEASE** is important. The district therefore encourages parents/guardians of children with a life-threatening food allergy to notify the school of the allergy, providing as much information about the extent and nature of the food allergy as is known, as well as any known effective treatment for the allergy. **THE DISTRICT ALSO ENCOURAGES PARENTS/GUARDIANS OF CHILDREN WITH A GLYCOGEN STORAGE DISEASE TO NOTIFY THE SCHOOL OF THE DISEASE, PROVIDING AS MUCH INFORMATION ABOUT THE EXTENT AND NATURE OF THE GLYCOGEN STORAGE DISEASE AS IS KNOWN, AS WELL AS ANY KNOWN EFFECTIVE TREATMENT FOR THE GLYCOGEN STORAGE DISEASE.**

II. Individualized Health Care Plans And Emergency Care Plans

1. If the district determines that a child has a life-threatening food allergy **OR GLYCOGEN STORAGE DISEASE**, the district shall develop an individualized health care plan (IHCP) for the child. Each IHCP should contain information relevant to the child's participation in school activities, and should attempt to strike a balance between individual, school and community needs, while fostering normal development of the child.
2. The IHCP should be developed by a group of individuals, which shall include the parents, and appropriate school personnel. Such personnel may include, but are not limited to, the school nurse, school or food service administrator(s); classroom teacher(s); **THE CHILD'S PERSONAL CARE PROVIDER AD THEY MAY KNOW THE MOST ABOUT THE CHILD'S ALLERGY ISSUES** and the student, if appropriate. The school may also consult with the school's medical advisor, as needed.
3. IHCPs are developed for students with special health needs or whose health needs require daily interventions. The IHCP describes how to meet the child's health and safety needs within the school environment and should address the student's needs across school settings. Information to be contained in an IHCP should include a description of the functional health issues (diagnoses); student objectives for promoting self care and age appropriate independence; and the responsibilities of parents, school nurse and other school personnel. The IHCP may also include strategies to minimize the **ALLERGIC** student's risk for exposure[, such as considerations regarding] **FOR THE STUDENT WITH GLYCOGEN STORAGE DISEASE, THE IHCP MAY INCLUDE STRATEGIES DESIGNED TO AMELIORATE THE RISK OF SUCH DISEASE AND SUPPORT THE STUDENT'S PARTICIPATION IN THE CLASSROOM. IHIPS FOR SUCH STUDENTS MAY INCLUDE SUCH CONSIDERATIONS:**
 - a. Classroom environment, including allergy free considerations;
 - b. Cafeteria safety;
 - c. Participation in school nutrition programs;
 - d. Snacks, birthdays and other celebrations;
 - e. Alternatives to food rewards or incentives;
 - f. Hand-washing;
 - g. Location of emergency medication;
 - h. Risk management during lunch and recess times;
 - i. Special events;

- j. Field trips;
 - k. Extracurricular activities;
 - l. School transportation;
 - M. THE PROVISION OF FOOD OR DIETARY SUPPLEMENTS BY THE SCHOOL NURSE, OR ANY SCHOOL EMPLOYEE APPROVED BY THE SCHOOL NURSE;**
 - N. Staff notification;
 - O. Transitions to new classrooms, grades and/or buildings[; and
 - m. Label reading].
4. The IHCP should be reviewed annually, or whenever there is a change in the student's emergency care plan, changes in self-monitoring and self-care abilities of the student, or following an emergency event requiring the administration of medication or the implementation of other emergency protocols.
5. **FOR A STUDENT WITH GLYCOGEN STORAGE DISEASE, THE IHCP SHALL NOT PROHIBIT A PARENT OR GUARDIAN, OR PERSON DESIGNATED BY SUCH PARENT OR GUARDIAN, TO PROVIDE FOOD OR DIETARY SUPPLEMENTS TO A STUDENT WITH GLYCOGEN STORAGE DISEASE ON SCHOOL GROUNDS DURING THE SCHOOL DAY.**
- [5.] 6. In addition to the IHCP, the district shall also develop an emergency care plan (ECP) for each child identified as having a life threatening food allergy. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. **[The] FOR THE STUDENT WITH A LIFE THREATENING FOOD ALLERGY, THE** ECP should include the following information:
- a. The child's name and other identifying information, such as date of birth, grade and photo;
 - b. The child's specific allergy;
 - c. The child's signs and symptoms of an allergic reaction;
 - d. The medication, if any, or other treatment to be administered in the event of exposure;
 - e. The location and storage of the medication;
 - f. Who will administer the medication (including self-administration options, as appropriate);
 - g. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
 - h. Recommendations for what to do if the child continues to experience symptoms after the administration of medication; and

- i. Emergency contact information for the parents/family and medical provider.

[6.] 7. IN ADDITION TO THE IHCP, THE DISTRICT SHALL ALSO DEVELOP AN EMERGENCY CARE PLAN (ECP) FOR EACH CHILD IDENTIFIED AS HAVING GLYCOGEN STORAGE DISEASE. THE ECP IS PART OF THE IHCP AND DESCRIBES THE SPECIFIC DIRECTIONS ABOUT WHAT TO DO IN A MEDICAL EMERGENCY. FOR THE STUDENT WITH GLYCOGEN STORAGE DISEASE, THE ECP SHOULD INCLUDE THE FOLLOWING INFORMATION:

- a. THE CHILD'S NAME AND OTHER IDENTIFYING INFORMATION, SUCH AS DATE OF BIRTH, GRADE AND PHOTO;
- b. INFORMATION PERTAINING TO THE CHILD'S CONDITION;
- c. THE CHILD'S SIGNS AND SYMPTOMS OF A DIABETIC EMERGENCY;
- d. THE MEDICATION, IF ANY, OR OTHER TREATMENT TO BE ADMINISTERED IN THE EVENT OF SAME;
- e. THE LOCATION AND STORAGE OF THE MEDICATION;
- f. WHO WILL ADMINISTER THE MEDICATION (INCLUDING SELF-ADMINISTRATION OPTIONS, AS APPROPRIATE);
- g. OTHER EMERGENCY PROCEDURES, SUCH AS CALLING 911, CONTACTING THE SCHOOL NURSE, AND/OR CALLING THE PARENTS OR PHYSICIAN;
- h. RECOMMENDATIONS FOR WHAT TO DO IF THE CHILD CONTINUES TO EXPERIENCE SYMPTOMS AFTER THE ADMINISTRATION OF MEDICATION; AND
- i. EMERGENCY CONTACT INFORMATION FOR THE PARENTS/FAMILY AND MEDICAL PROVIDER.

[6.]8. In developing the ECP, the school nurse should obtain current health information from the parents/family and the student's health care provider, including the student's emergency plan and all medication orders. If needed, the school nurse or other appropriate school personnel, should obtain consent to consult directly with the child's health care providers to clarify medical needs, emergency medical protocol and medication orders.

[7.]9. A student identified as having a life-threatening food allergy **OR GLYCOGEN STORAGE DISEASE** is entitled to an IHCP and an ECP, regardless of his/her status as a child with as disability, as that term is understood under 504, or the idea.

[8.]10. The district shall ensure that the information contained in the IHCP and

ECP is distributed to any school personnel responsible for implementing any provisions of the IHCP and/or ECP **AND THAT ANY PROCEDURES IN THE IHCP AND/OR EHP COMPLY WITH THE DISTRICT'S POLICIES AND PROCEDURES REGARDING THE ADMINISTRATION OF MEDICATIONS TO STUDENTS.**

[9.]11. Whenever appropriate, a student with a life-threatening food allergy **AND/OR GLYCOGEN STORAGE DISEASE** should be referred to a Section 504 team for consideration if/when there is reason to believe that the student has a disability that substantially limits a major life activity, as defined by Section 504. Whenever appropriate, students with life-threatening food allergies **AND/ OR SYMPTOMS OF A DIABETIC EMERGENCY**, should be referred to a PPT for consideration of eligibility for special education and related services if there is reason to suspect that the student has a qualifying disability and requires specialized instruction.

[10.] 12. When making eligibility determinations under section 504 and/or the idea, schools must consider the student's needs on an individualized, case-by-case basis.

III. Training/Education

1. The district shall provide appropriate education and training for school personnel regarding the management of students with life threatening food allergies. Such training shall include, as appropriate for each school (and depending on the specific needs of the individual students at the school) training in the administration of medication with cartridge injectors (i.e. epi-pens) and/or preventative strategies to minimize a child's risk of exposure to life-threatening allergens, **AND THE PROVISION OF FOOD OR DIETARY SUPPLEMENT FOR STUDENTS WITH GLYCOGEN STORAGE DISEASE**. School personnel will be also be educated on how to recognize symptoms of allergic reactions **AND/OR SYMPTOMS OF A DIABETIC EMERGENCY**, and what to do in the event of an emergency. Staff training and education will be coordinated by the nursing coordinator. Any such training regarding the administration of medication shall be done accordance with state law and Board policy.
2. Each school within the district shall also provide age-appropriate information to students about food allergies **AND GLYCOGEN STORAGE DISEASE**, how to recognize symptoms of an allergic reaction **AND/ OR DIABETIC EMERGENCY** and the importance of adhering to the school's policies regarding food and/snacks.

IV. Prevention

Each school within the district will develop appropriate practices to minimize the risk of exposure to life threatening allergens. Practices which may be considered may include, but are not limited to:

1. Encouraging handwashing;
2. Discouraging students from swapping food at lunch or other snack/meal times;
3. Encouraging the use of non-food items as incentives, rewards or in connection with celebrations.

V. Communication

1. As described above, the school nurse shall be responsible for coordinating the communication between parents, a student's individual health care provider and the school regarding a student's life threatening allergic condition **AND/OR GLYCOGEN STORAGE DISEASE**. School staff responsible for implementing a student's IHCP will be notified of their responsibilities and provided with appropriate information as to how to minimize risk of exposure **AND/OR DIABETIC EMERGENCY** and how to respond in the event of an emergency.
2. Each school will ensure that there are appropriate communication systems available within each school (i.e. telephones, cell phones, walkie-talkies) and for off-site activities (i.e. field trips) to ensure that school personnel are able to effectively respond in case of emergency.
3. The district shall develop standard letters to be sent home to parents, whenever appropriate, to alert them to food restrictions within their child's classroom or school.
4. All district staff are expected to follow district Policy and/or federal and state law regarding the confidentiality of student information, including medical information about the student.
5. The district shall make the [food allergy] management plan and guidelines **FOR STUDENTS WITH FOOD ALLERGIES AND/OR GLYCOGEN STORAGE DISEASE** available on the Board's website.

6. The district shall provide annual notice to parents and guardians regarding the [food allergy] management plan and guidelines **FOR**

STUDENTS WITH FOOD ALLERGIES AND/OR GLYCOGEN STORAGE DISEASE OR (DIABETES). Such notice shall be provided in conjunction with the annual written statement provided to parents and guardians regarding pesticide applications in the schools.

VI. Monitoring the district's plan and procedures

The district should conduct periodic assessments of its [food allergy] management plan and [procedures] **GUIDELINES FOR STUDENTS WITH FOOD ALLERGIES AND/OR GLYCOGEN STORAGE DISEASE OR DIABETES.** Such assessments should occur at least annually and after each emergency event involving the administration of medication to **A STUDENT WITH A LIFE-THREATENING FOOD ALLERGY** determine the effectiveness of the process, why the incident occurred, what worked and what did not work.

The Superintendent shall annually attest to the Department of Education that the district is implementing the [food allergy] management plan and guidelines **FOR STUDENTS WITH FOOD ALLERGIES AND/OR GLYCOGEN STORAGE DISEASE OR DIABETES.**

Legal References:

State Law/Regulations/Guidance

Conn. Gen. Stat. § 10-212a Administration Of Medications In Schools
Conn. Gen. Stat. § 10-212c Life-Threatening Food Allergies: Guidelines; District Plans
Conn. Gen. Stat. § 10-220i Transportation Of Students Carrying Cartridge Injectors
Conn. Gen. Stat. § 10-231c Pesticide Applications at Schools Without an Integrated Pest Management Plan.
Conn. Gen. Stat. § 19a-900 Use Of Cartridge Injectors By Staff Members Of Before Or After School Program, Day Camp Or Day Care Facility.

Conn. Gen. Stat. § 52-557b "Good Samaritan Law." Immunity from Liability For Emergency, Medical Assistance, First Aid Or Medication By Injector. School Personnel Not Required to Administer or Render.

Regs. Conn. State Agencies § 10-212a-1 through 10-212a-7 Administration of Medication by School Personnel

Public Act [09-155, "An Act Concerning the Use of Asthmatic Inhalers and Epinephrine Auto-Injectors While at School] 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."

Guidelines For Managing Life-Threatening Food Allergies In Connecticut Schools, Connecticut State Department of Education (2006).

Federal Law:

Section 504 of The Rehabilitation Act of 1973, 29 U.S.C. § 794

Individuals with Disabilities Education Act, 20 U.S.C. § 1400 Et Seq.

The Americans with Disabilities Act of 1990 (Ada), 42 U.S.C. § 12101 Et Seq.

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: April 30, 2014
SUBJECT: Proposed Revised School Calendar – 2014/2015

Attached for your review is the proposed school calendar for 2014-2015. The calendar has 183 school days with the first day of school being August 27, 2014. Eight additional Professional Development half-days have been added to the calendar bringing the total to eleven half-day sessions falling on September 24, October 29, January 14, January 28, February 25, March 11, March 25, April 29, May 13 and May 27. The tentative last day of school falls on Monday, June 15, 2015.

The proposed calendar was reviewed by the Policy Committee at its meeting of April 9, 2014.

The Administration recommends approval of the 2014-2015 school calendar.

WDG:jp

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			

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		

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			

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

October (21 days)				
M	T	W	TH	F
6	7	1	2	3
13	14	8	9	10
20	21	15	16	17
27	28	22	23	24
		HD	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

April (16 days)				
M	T	W	TH	F
6	7	1	2	3
13	14	8	9	10
20	21	15	16	17
27	28	HD	23	24
			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 T.B.D.
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
January 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 11 K-12 Teacher Inservice
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



TO: Members of the Board of Education

FROM: William D. Guzman

DATE: April 30, 2014

**SUBJECT: Board Policy 6092 – Board Policy and Administrative Regulation
6092 – On-Line Coursework**

Attached please find the above referenced Board Policy. This policy was reviewed by the Policy Committee on March 19, 2014. The language to be deleted is in brackets and new language is in uppercase and bolded.

Board Policy 6092 – On-Line Coursework

The intent of this policy is to allow students to take online courses for credit recovery or to take a supplemental course, which is not offered in the current school course catalogue. In the case of supplemental course work, the committee is proposing that the scope of the policy also include courses that are not available to a student due to an enrollment conflict.

WDG:jp

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: ON-LINE COURSEWORK

NUMBER: 6092
INSTRUCTION

APPROVED:

PURPOSE

THE TOLLAND BOARD OF EDUCATION RECOGNIZES THE IMPORTANCE OF TECHNOLOGY IN EDUCATION AND THE GROWING POPULARITY AND USE OF ONLINE COURSEWORK. IN THAT REGARD, AND IN ACCORDANCE WITH CONNECTICUT GENERAL STATUTES 10-221A, THE BOARD SANCTIONS THE RECEIPT OF ONLINE COURSE CREDIT TO BE USED TOWARD HIGH SCHOOL GRADUATION REQUIREMENTS, IN ACCORDANCE WITH THIS POLICY.

STATEMENT OF POLICY

TO RECEIVE CREDIT FOR ONLINE COURSES TO BE USED TOWARD HIGH SCHOOL GRADUATION REQUIREMENTS, STUDENTS MUST, PRIOR TO REGISTERING FOR THE COURSE, RECEIVE APPROVAL FROM THE HIGH SCHOOL PRINCIPAL OR HIS/HER DESIGNEE. THE DECISION OF THE PRINCIPAL OR HIS/HER DESIGNEE WITH REGARD TO ONLINE COURSE CREDIT APPROVAL IS FINAL.

APPROVED ON-LINE COURSES TAKEN SUCCESSFULLY BY STUDENTS IN GRADES NINE THROUGH TWELVE WILL COUNT FOR CREDIT RECOVERY OR FOR ELECTIVE CREDIT TOWARDS GRADUATION FROM TOLLAND HIGH SCHOOL, CREDIT BEING 0.5 FOR A SEMESTER COURSE AND 1.0 FOR A YEAR LONG COURSE. NO MORE THAT 2.0 CREDITS MAY BE APPLIED DURING ANY ONE SCHOOL YEAR. IN ADDITION, THE FOLLOWING GUIDELINES MUST BE FOLLOWED:

1. ALL ON-LINE COURSES INCLUDING SUMMER SCHOOL ON-LINE COURSES ARE TO BE COMPLETED BY THE STUDENT AND MONITORED BY THE STUDENT AND/OR HIS/HER PARENT OR GUARDIAN.
2. THE AWARDING OF CREDIT SHALL BE THE RESPONSIBILITY OF THE PRINCIPAL OR HIS/HER DESIGNEE.

3. ON-LINE COURSE GRADES WILL NOT BE TAKEN INTO CONSIDERATION FOR GRADE POINT AVERAGE OR CLASS RANK.
4. ALL COURSES SPECIFICALLY REQUIRED FOR GRADUATION MUST BE TAKEN AT TOLLAND HIGH SCHOOL.
5. ANY EXPENSES INCURRED FOR TAKING ONLINE COURSES SHALL BE THE RESPONSIBILITY OF THE STUDENT AND SHALL NOT BE THE RESPONSIBILITY OF THE BOARD OF EDUCATION.
6. IF A COURSE IS TAKEN DURING THE SCHOOL YEAR AND DURING SCHOOL TIME, THE STUDENT MUST BE ENROLLED IN THREE REGULAR CLASSES DURING THAT TIME.
7. COURSES MUST BE TAUGHT BY TEACHERS WHO ARE CERTIFIED IN CONNECTICUT OR ANOTHER STATE AND HAVE RECEIVED TRAINING ON TEACHING IN AN ONLINE ENVIRONMENT, OR OFFERED BY INSTITUTIONS OF HIGHER EDUCATION THAT ARE ACCREDITED BY THE DEPARTMENT OF HIGHER EDUCATION OR REGIONALLY ACCREDITED.

LEGAL REFERENCES

CONNECTICUT GENERAL STATUTES 10-221A (AS AMENDED BY PUBLIC ACT 10-111, SECTION 16)

**TOLLAND PUBLIC SCHOOLS
TOLLAND, CONNECTICUT**

ADMINISTRATIVE REGULATION

REGARDING: ON-LINE COURSEWORK

Number: 6092
Instruction

Approved: 3/23/11
Revised: 1/9/13

In order to recover credit (**GRADES NINE THROUGH TWELVE**) and/or extend their course choices and educational opportunities, (**GRADES NINE THROUGH TWELVE**) students attending Tolland High School in grades nine through twelve, may apply to take and receive credit for on-line courses provided by an approved on-line course provider.

A. Application process:

1. A student wishing to take an on-line course needs to fill in an application form. Course listings/catalogs will be available in the counseling office.
2. Upon receipt of the completed application, the principal or his/her designee will review the application and inform the student of its status. Final approval rests with the principal and/or his/her designee and must be received prior to beginning coursework.

B. Credit:

All approved on-line courses taken by students in grades nine through twelve will count as credit towards graduation from Tolland High School, credit being 0.5 for a semester course and 1.0 for a year long course. No more than 2.0 credits may be applied during any one school year.

All on-line courses including summer school on-line courses are to be monitored by his/her parent or guardian.

A **JUNIOR OR SENIOR** student taking a course during the school year for the purpose of extending their educational opportunities must take at least three regularly scheduled Tolland High School courses.

On-line course grades will not be taken into consideration for grade point average or class rank.

Credit for the on-line course will only be granted once a transcript from the program is received, reviewed and approved by the Director of School Counseling.

C. Funding:

Costs for students taking courses for credit recovery are the responsibility of the student and/or his/her parent(s)/guardian(s). The costs for students taking courses to extend educational opportunities are subject to budget appropriations. If no such funds are available, costs are the responsibility of the student and/or his/her parent(s)/guardian(s). If funds are limited, funding decisions will be made by the principal and/or his/her designee.

TO: Members of the Board of Education

FROM: Williams D. Guzman
Jane A. Neel

DATE: April 30, 2014

SUBJECT: Transportation Services 2014-2019 – Bid Award

The Board of Education developed a bid proposal for student transportation services for five (5) years beginning July 1, 2014 and ending June 30, 2019.

The proposal was advertised in the Journal Inquirer and Hartford Courant on February 28, 2014.

Proposals were sent to the following transportation vendors:

- Premier Limousine
- Illinois Central School Bus, Inc.
- Student Transportation-America
- M & J Bus, Inc.
- Specialty Transportation
- Double A Transportation
- Durham School Services
- CTS, Inc.
- First Student
- DATTCO, Inc.

A mandatory pre-bid conference was held on March 10, 2014. Eight (8) vendors attended the pre-bid conference. Clarifications and responses to questions to the bid document were addressed and sent to all vendors who attended the meeting.

The bid opening occurred at the Board of Education office on Monday, March 24, 2014 at 2:00 p.m.

Submitted proposals were received from the following vendors:

- First Student
- M & J Bus, Inc.
- DATTCO, Inc

Based on the alternate bid specifications for "Regular Runs" Current Three-Tier Schedule (including All Day Kindergarten)" the 5-year term results are as follows:

First Student

Year 1	\$ 1,967,997
Year 2	\$ 2,022,135
Year 3	\$ 2,077,760
Year 4	\$ 2,134,885
Year 5	\$ <u>2,193,581</u>
	\$10,396,358

M & J Bus, Inc.

Year 1	\$ 1,991,230
Year 2	\$ 2,050,973
Year 3	\$ 2,102,249
Year 4	\$ 2,154,788
Year 5	\$ <u>2,208,675</u>
	\$10,507,915

DATTCO, Inc.

Year 1	\$ 2,071,194
Year 2	\$ 2,120,238
Year 3	\$ 2,174,772
Year 4	\$ 2,227,476
Year 5	\$ <u>2,283,108</u>
	\$10,876,788

First Student is low bid for the requested bid services for transportation over the 5-year period.

The Administration recommends Board approval of this award to First Student effective July 1, 2014.

WDG/JAN/jp
attachments

Current Contract: First Student		2013-14		2013-14		Per Bus/Per Day Cost					Annual Cost					Total Five Year Contract Value	

MEETING MINUTES
TOLLAND TOWN COUNCIL
HICKS MEMORIAL MUNICIPAL CENTER
6th FLOOR COUNCIL ROOM
APRIL 8, 2014 – 7:30 P.M.

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

MEMBERS ABSENT: Ben Stanford

OTHERS PRESENT: Steven Werbner, Town Manager; Lisa Hancock, Director of Finance and Records; Michael Wilkinson, Director of Administrative Services; Clem Langlois, Public Works

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

David Barrow of 291 Buff Cap Road – (the owner of the bike shop in town) – He spoke of the misconceptions from the previous meeting. There was litigation and action against the town of West Hartford, although there is now legislation in place to protect towns against accidents of this nature. The average mountain bike goes 6 mph, not 30 mph. Mountain biking use right now is low. In the 90's, it was huge and everyone had a mountain bike. Since then, mountain biking has been on the decline. It is actually the lowest product that they sell.

Al Tinti, a Board member of the Central Connecticut Chapter of NEMBA (lives in Glastonbury) – The NEMBA organization is big. They have 5,000 members throughout New England, and 26 of them are from Tolland. He read NEMBA's mission statement. He commended Tolland for preserving so much open space. He said he reviewed the Conservation Commission's matrix, and he was impressed with the work put into it. Some trails can be used by mountain bikers and some can't.

Ken Hankinson of 54 Johnson Road – He has spent much time on the trails in the last fourteen years, and has not seen many bikes on them. He recently walked the five properties that allow mountain biking. Shafran is the only trail that had any sign that someone had gone through there. He thinks the Conservation Commission should be commended on their work, and believes this system is working very well.

Gene Koss of 59 Kate Lane – Member of Conservation Commission – A point he wanted them to reflect on was that the matrix they created was a very lengthy analytical thought process. A thorough process was gone through that leads to these recommendations.

John Durand of 309 Sugar Hill Road – He was at the last meeting and expressed his opinions on conservation lands, open space, parks, and their distinction. A flaw he sees is that the Commission can do work, come to the Council with a suggestion, and the Council can approve it without a public hearing. That is a flaw that should be thought about. Thinking long term, there could be a problem if the wrong groups are in place. He would like to suggest that the Council think long term, and they should be specific. He is not saying let's eliminate biking, but wants to change the terms.

Roseann Kellner Gottier of 120 Bald Hill Road - She had a conversation with Allison Clark, who works in the department at DEEP that oversees open-space grants. She reviewed DEEP's rules for open space grants. She is not against mountain biking, but maybe some special trails can be built for mountain biking. She hopes the Council does not allow for biking on this conservation land. She had a letter, which she presented to the Council, from Al Shindler. He and his sister sold the Shindler/Schmidt property to the town. He is not in favor of seeing mountain biking.

Donato DiGenova of 50 Torry Road - Vice Chair of the Conservation Commission – He's been with the Commission for about 15 years. He spoke about the distinction between preservation and conservation. The Commission is there to serve the duty of the Council. They are there for conservation, not preservation. Also, by the definition of the grants that have paid for a number of the properties, passive recreation can include mountain biking among other things.

Richard Knight of 31 Bonair Hill Road - He has looked at the state statutes. This is ultimately up to the Council. The issue is what is right for the land and what the greater community expected when this journey was started.

Kevin Boule of 30 Forest Lane - He is at the meeting tonight as an avid cyclist and mountain biker. His philosophy is live, work, play. He does all three in this community. He thinks it would be unfortunate to close off conservation properties to the enjoyment of many for the privilege of just a few. He sees a small group of individuals who are offering their opinion, not fact, on the uses of these properties that deny use to others who are members of the community. He believes this to be fundamentally unfair. The needs of the one, or the few, do not outweigh the needs of the many.

Deb Campbell of 274 Hunter Road – When Tolland was first looking at the Campbell property, (her parents' property), her parents were delighted to have her husband (who is now the Steward) walk them across the property. The reason he could do this was because he created all the mountain bike trails and hiking trails. Her parents never had a problem with those wanting to use the property. When that group was encouraging the town to buy it, they certainly didn't have a problem with the mountain biker using it and didn't say that activity needed to be stopped.

Sam Adlerstein of 164 Pine Hill Road – He loves mountain biking, and he hopes they continue to maintain access for it.

Chris Beaudoin of 274 Hunter Road – He has been the Steward of the Campbell Property for 9 years. As a mountain biker, he took the job of Steward hoping to speak and work for mountain bikers, and to maintain access for mountain bikers.

6. PUBLIC HEARING ITEMS: None.

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

7b. REPORTS OF TOWN COUNCIL LIAISONS: None.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

- 8.1 Chapter 112 Town Code – Revision to exclude open space parcels from the ordinance and set a public hearing for April 15, 2014.

Mr. Werbner said this is to set a public hearing to make a slight change in Chapter 112 of the Town Code. The Conservation Commission provides management oversight for Conservation Areas through Management Plans, which are adopted by the Town Council. Chapter 112 establishes rules for parks and recreation areas. Open Space parcels should not fall under that particular provision. The wording of 112.2 Definition of "Park" should be revised to add "**Excluding from coverage herein are lands under the delegated management oversight of the Tolland Conservation Commission.**"

George Baker motioned that the following resolution be introduced and set down for a public hearing on April 15, 2014 at 7:30 p.m. in Tolland Town Council Chambers:

BE IT RESOLVED by the Tolland Town Council that it hereby sets a Public Hearing date for April 15, 2014 to revise Chapter 112 of the Town code to exclude open space parcels in the definition of "Park".

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

8.2 Consideration by the Town Council of a resolution to endorse the Mountain Biking/
Horseback Riding matrix and authorize the Conservation Commission to have management oversight of
Crystal Peat & Humus.

Jan Rubino said she was heavily involved with Conserving Tolland in the beginning, and at no time does she recall them ever speaking of preservation. Never did she believe that the majority of people wanted the property left alone. She really believes the majority of people that came out wanted the property for passive recreation. We have 33 miles of trails that get used. This property is not for 3, 4 or 7 people to decide not to use it. There are restrictions. This Conservation Commission has done a lot of work to put the matrix together. They have made the determination of what part of the property should be used and for what because of the makeup of the land. She trusts them to make their decisions. She is on the trails a lot. Most of the people who talked at the last meeting she has never seen at a trail cleanup. She is not in support of taking away mountain bike privileges.

Mr. Krasusky said the matrix is not banning biking all together. Dorothy Mickiewicz of the Conservation Commission stood up and confirmed this. She reviewed the matrix with the Council, and why certain properties are being restricted.

Mr. Baker commended the Commission for all their work on this. He said when he reads the e-mails and listens to the speakers, and has both sides objecting for their own reasons; he looks at the process and is troubled by it. Not the work that has been done, but the input of the various groups that are impacted by this. Maybe it should be sent back and those groups should have more of a say in the development end of it. So that when it comes to the Council, there is more of a consensus. He thinks more people need to be involved in the process and have more say. He doesn't know if he can endorse this without having more input from people who really have more of a stake in it.

Ms. Rubino did not agree with Mr. Baker. She believes that if people wanted to have their input considered, they could have attended meetings to voice their concerns.

Mr. Field said the people of the town should be allowed to use conservation lands. The town spent a lot of money on this, and the townspeople should be able to enjoy it. With regard to Mr. Baker's comments, he believes the people did have input to the Commission. The reason he says that is because they have not heard anything from them, so they've been happy. It's only until they thought they were going to get tossed off the land that they have heard from them. He thinks the tripping point here is the word "mountain". Maybe they should just remove the word "mountain". There are stewards on the properties and they watch their properties. He is in favor of letting the people use the land.

Mr. Scavone asked why the Council has to endorse this. We have the Conservation Commission. They are doing a phenomenal job. It is their matrix, and these are the people who are entrusted with making decisions. Mr. Werbner said the Council adopts the Management Plans and these are technically revisions to the Management Plans that have been presented to them. Mr. Werbner also commented that the back-up memo provided by Dorothy Mickiewicz is much more detailed in terms of the reasons why a decision was made to allow or not to allow, where to allow and where not to allow. He would hope that if something is adopted that the revised Management Plan would include that sort of detail and not just the matrix.

Mr. Eccles said he is always in favor of having something where the decisions and rationale are objective and not subjective. He looked at the matrix, and it is a wonderful piece of work that clearly delineates what the conditions are that are required for having either horseback or mountain biking. There is always going to be someone else somewhere else who is going to have the exact opposite response, but where there is data that justify one course of action or the other, he chooses for the data generally.

Mr. Krasusky is in support of the matrix, but not of the ban. The matrix should be adopted as is.

Mr. Eccles said we trust the judgment of the Conservation Commission and Conservation Corps.

Ms. Rubino made a motion that the Tolland Town Council hereby endorses the Mountain Biking/Horseback Riding matrix as presented by the Conservation Commission; Seconded by Bill Eccles. Jack Scavone; William Eccles; Richard Field; Paul Krasusky and Jan Rubino were in favor. George Baker abstained.

Jan Rubino motioned to authorize the Conservation Commission to have management oversight of Crystal Peat & Humus property off of the abandoned Portion of Cook Road; Seconded by Bill Eccles. All in favor. None opposed.

- 8.3 Consideration by the Town Council of an offer to donate 3 acres of land at 87 Johnson Road and setting of a public hearing for April 15, 2014.

Mr. Werbner said PAW Properties, LLC, owners of 87 Johnson Road and developers of Mountainview Estates at Gottier Farms fronting on Johnson and Sugar Hill Roads, has offered to donate a 3 acre parcel to the Town. The Council asked the Conservation Commission to further review this donation. They have reviewed the parcel and sent a letter endorsing the acceptance of this parcel and citing the importance of preserving this parcel due to connectivity and wildlife corridor protection.

George Baker motioned that the following resolution be introduced and set down for a public hearing on April 15, 2014 at 7:30 p.m. in Tolland Town Council Chambers:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the donation of 3 acres owned by PAW Properties, LLC and to authorize the Town Manager to enter into a Letter of Intent pertaining to the donation and subsequent closing documents.

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

- 8.4 Consideration of a resolution to transfer the appropriation of \$25,000 from Parks and Facilities – Professional Services (16106072-722000) in the General Fund for remedial work to be done on Parker School to the Capital Projects 2050 Fund.

Mr. Werbner commented that this is a request to take money that Council had appropriated for work intended at Parker School when the BOE turned the facility back to the town. Mr. Langlois' crew, with minimal amount of expenditures, has been able to secure the facility, but there was also some intent to take down the canopy, and some other work. Now, that they are moving ahead with the possibility of elderly housing, they'd like to see if that work can be wrapped up into the project rather than having to expend the money ourselves. They would like to put this money in the capital accounts, because there will be some work that will need to be done in conjunction with that project, particularly related to parking. It will carry over from one fiscal year to another.

George Baker read the following resolution:

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby approves to transfer the appropriation of \$25,000 from the Parks and Facilities – Professional Services (16106072-722000) to the Capital Projects 2050 Fund – Parker School Project.

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

- 8.5 Appointments to vacancies on various municipal boards/commissions.: None.

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 reminded that the next Council meeting is April 15th, and that the meeting scheduled for April 22nd has been canceled due to religious holidays.

11. **ADOPTION OF MINUTES**

- 11.1 March 20, 2014 Special Meeting Minutes
- 11.2 March 25, 2014 Regular Meeting Minutes
- 11.3 March 26, 2014 Special Meeting Minutes

11.4 April 1, 2014 Special Meeting Minutes

George Baker moved to adopt the minutes from March 20th, March 26th and April 1st, 2014 Town Council meetings; Seconded by Rick Field. All in favor. None opposed.

Bill Eccles moved to adopt the minutes from the March 25, 2014 Town Council meeting; Seconded by Jan Rubino. All in favor. None opposed. Richard Field and Paul Krasusky abstained.

12. CORRESPONDENCE TO COUNCIL

- 12.1 E-mail from John Isch of 90 Branden Way re: the banning of mountain bikes on Tolland conservation property;
- 12.2 Letter from Bob Abbate, President, Tolland Little League Baseball/Softball re: field preparations for upcoming season and resource cuts due to the impending budget proposal;
- 12.3 E-mail from Michael Gannon of 135 Old Kent Road North re: conserving Tolland vs. bicycles;
- 12.4 E-mail from Steve Lamont of 466 Gehring Road re: mountain bike use on Tolland conservation land;
- 12.5 E-mail from Brenda Falusi of 72 Pepperwood Drive re: support of budget;
- 12.6 E-mail from Brenda Falusi of 72 Pepperwood Drive re: mountain biking; and
- 12.7 E-mail from John Durand re: mountain biking is not a bike ride in the woods.

13. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS: None.

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

Ken Hankinson of 54 Johnson Road – He thinks the Council made a great decision on the mountain biking issue by supporting it. The Conservation Commission is the group that protects the properties.

15. ADJOURNMENT: Rick Field moved to adjourn the meeting; Seconded by Paul Krasusky at 8:41 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk

Scavone, Jack

From: john isch <johnisch@hotmail.com>
Sent: Tuesday, April 08, 2014 9:08 AM
To: jscavone@tolland.org
Subject: Banning of Mountain bikes on Tolland Conservation property

Jack:

I have been a Tolland resident for over 4 decades, I was raised here, my wife and I moved back to town to raise our children. Part of the reason we decided to live here is the rural feel of the town and the recreational opportunities presented by the open spaces (I'm using that term generically) in which to recreate. Growing up here I spent much of my free time in the woods on foot and bike and that has developed my love of the outdoors that exists to this day. I am happy to say my children enjoyed the same growing up here.

I have both ridden mountain bikes and hiked on Tolland Conservation property over the years, I am extremely happy that Tolland has conserved property in town, its a great alternative to more development. The properties the town has chosen to conserve are true gems for all of us to enjoy, encouraging our children and families to get out and enjoy these properties should be our primary concern, not restricting reasonable access.

After watching the video from the last Town Council meeting I wanted to address the concerns raised:

- Conservation of the trails - I took a ride around town on my road bike this weekend and all of the conservation properties I passed had large parking areas, which seems to be in contradiction with the idea that the property is to be conserved and not spoiled by humans. I would also say that if conservation is indeed the purpose of these parcels, then I was misled about the purpose during the referendums and other discussions about why the town was purchasing these parcels. If "passive recreation" is allowed, as I understood, then mountain bikes should be allowed where appropriate, as it is passive recreation. I completely agree and support an initiative to assess the properties and deciding on bike access based on the conditions of each property individually.
- Valley Falls and mountain biking 20 years ago - I was riding at Valley Falls during this era and I certainly saw the trails getting worn down. First it should be noted that attitudes of mountain bikers has evolved greatly regarding trail use and construction since then. Valley Falls used to have 8-10 miles of legal trails that made for a nice trail ride (that is no longer the case due to development of certain parcels that split the trail system up) - none of the concerned properties in Tolland have anywhere near that distance of trails, making them less than desirable as a serious mountain bike destination. The real destruction at Valley Falls came from an ill-advised mountain bike race that was held there, having a large number of riders do laps around the park was not a good idea.
- Mountain bikes going 30mph - while it is possible to go 30mph on a mountain bike, its very unusual around here due our terrain. It would require a smooth, straight trail with a long downhill. I have walked and biked on some of the parcels in question and none that I saw would enable that kind of speed. For comparison my average speed over a typical mountain bike ride is 5 or 6 mph, only slightly faster than an average walking speed. I understand that someone not familiar with mountain biking may find a bike coming down the trail intimidating - I would offer that the average mountain biker around here is middle-aged "cross-country" style rider, the image presented on television is not at all representative of riders in Connecticut. I would posture that mountain biking on the parcels in question will certainly be casual and not by serious mountain bikers as the length of the trails means they will never be a destination for serious bikers.
- I believe some of the conservation land was purchased using state grants. Current state grants state "The easement will include a requirement that the property be made available to the general public for appropriate recreational purposes.". Based on this statement, and assuming it was in the grants

used to purchase the land, I presume it would be incumbent on the town to prove that mountain biking was not an "appropriate recreational purpose" for the particular land. Universally banning mountain biking would go against this clause in the grant.

Unfortunately I am traveling for business on April 8th when the next Town Council meeting is scheduled so I can not be there in person. I trust these points will be raised as part of the meeting on my behalf.

I am more than happy to meet with the concerned parties directly to try and work out a solution that is amenable to all.

Thank you for your consideration

John Isch

90 Branden Way

Tolland, CT

Tolland Little League Baseball/Softball



P.O. Box 73 • Tolland, CT 06080

April 7, 2014

Tolland Town Council Members

Dear Council Members:

My name is Bob Abbate and I am the President of Tolland Little League, Baseball and Softball. I am writing this letter on behalf of the Tolland Little League Board of Directors, the parents and the kids of the league to ask for your help. Recently, at our TLL March Board meeting, Clem Langlois from Tolland Works Dept. came to discuss field preparations for our upcoming season. Unfortunately, the TLL board and myself were quite surprised to learn from Clem that his department was having resource cuts due to the impending budget proposal. This news is very disturbing to our league that includes almost 500 registered kids. Cuts to Tolland Works inhibits their ability to prepare the fields in the necessary manner and degrades our ability to properly offer the kids of this town the appropriate and safe facilities to play baseball and softball.

In the past, Tolland Little League has been able to absorb cuts to Tolland Works ability to purchase materials such as clay and fertilizer for the fields. We have set aside funds where necessary every year to provide for those materials, as well as pay for summer help, as our season now extends through the Summer and Fall with programs we offer. Our League cannot afford to absorb the current proposed cuts as outlined by Clem. While his department will still be able to mow the grass, their ability to ensure the infields are properly cared for and potential safety issues addressed will no doubt over time leave these fields in tough shape. As you are aware, this past winter was extreme and I have no doubt that finding monies to sustain the levels of town services are challenging, but like most, I have volunteered my time for this league because I can see the value and potential in our kids and this program. Similar to our schools our league provides, in our opinion, solid teaching, coaching and preparation for playing these sports in line with our surrounding towns in our district that are bigger. Our ability to keep registration fees stable for the past couple of years and still compete at the CT State tournaments level is a testament to our league volunteers, parents and to the town for their support.

Opening Day for our league is Saturday April 26th at Tolland High School. It represents a time for all of us to celebrate Spring and marks the beginning of the baseball/softball season, which all of us have come to enjoy. I do plan on mentioning the town's budget constraints at our Opening Day because I believe I have a responsibility to be open and transparent to the parents and to make them aware of this situation. On the same day we will also be involved in the dedication of the new concession stand at the Cross Farms complex when TLL will donate the building plaque. Tolland Little League has been working with Mr. Werbner and Mr. Aisnworth to have Tolland Little League have the stand open and operational not only for Opening day, but also for Saturdays and certain nights during the week. Our league's commitment to this town is unwavering when it comes to supporting our youth and our town facilities.



Therefore, I ask you, the Town Council, to look for any means necessary to avoid having these budget cuts move forward. I will be more than happy to have a further conversation with any of you regarding this issue. On a personal note I have lived in Tolland for 10years and my wife and I are currently raising 3 boys; I did not grow up in this town, but have the same desire as people who have, to see the children of this town grow to be prosperous and it be desirable place to live.

The Tolland Little League Board appreciates your service, time and attention to these issues and all of the concerns that currently face our town.

Sincerely,

A handwritten signature in black ink that reads 'Bob Abbate'. The signature is written in a cursive, flowing style.

Bob Abbate

President, Tolland Little League – Baseball & Softball

Cc: Tolland Little League Executive Board

Scavone, Jack

From: Michael Gannon <MikeG@BVHis.com>
Sent: Monday, March 31, 2014 12:56 PM
To: jscavone@tolland.org; gbaker@tolland.org; rfield@tolland.org; weccles@tolland.org; bstanford@tolland.org; pkrasusky@tolland.org
Cc: Steve Werbner (swerbner@tolland.org)
Subject: Conserving Tolland vs. Bicycles

Dear Town Council Members:

I am writing to comment on a request you've had from Conserving Tolland members to ban the use of mountain bikes on conservation property. Let me start out by saying that I support the work that Conserving Tolland does. I believe that the preservation of open space is very important. So important that I voted in favor of the three town referenda that allowed the acquisition of this open space. If I had known at that time that bicycling would be banned from these properties, I would not have supported the referenda.

I was very surprised to hear mountain bikers being characterized by the Conserving Tolland folks as careless, environment damaging hellions (Tolland TC meeting, 3/25/14, Public Participation). I've been mountain biking for 25 years, and there are several key guidelines that have always been echoed amongst the mountain bike community. Among them are: always respect the environment and yield to other trail users. I'm sure isolated incidents that go against these guidelines may exist, but the general riding public shouldn't be penalized.

The person referring to the current ban on bikes in Valley Falls Park in Vernon failed to mention that, before the ban took place, the town allowed mountain bike races right in the park. These races involved several hundred people on a given day and damage was done to the trails as a result. This is obviously not the type of passive recreation we're talking about here, but the Friends of Valley Falls had to play catch up. There are still numerous trails in the Valley Falls area without a biking restriction, only the park itself has been affected.

Let us not forget that we're talking about bicycles, not motorized vehicles. Bicycling is a passive activity, just like hiking or trail running, which I also enjoy. You shouldn't exclude one form of recreation in lieu of another, just because it's not something you happen to enjoy. Please do not ban bicycles from the conservation areas in question. An all-out ban would be unfair, unnecessary and ineffective.

Thank you for your consideration with this matter.

Michael Gannon
135 Old Kent Rd North, 860-875-1943
Tolland Resident
Member, Tolland Energy and Facilities Task Force
Bicycling Enthusiast

Scavone, Jack

From: Steve Lamont <steve525x@gmail.com>
Sent: Friday, March 28, 2014 11:22 AM
To: town council@tolland.org
Subject: Mountain Bike use on Tolland Conservation land

Dear Council Members:

I have just learned of the desire of some people in the community to ban the use of mountain bikes from the four parcels of land which the residents of Tolland purchased for open space and community use. In the past I have supported the purchase of open space and have enjoyed hiking most of the properties. I do believe that these are community assets and appreciate the dedication of the people who have helped make these properties available to the residents of Tolland. I am very concerned that now some of those people want to restrict resident use beyond what was originally proposed when the bonding was approved. I very much oppose this and if it does come to pass will work vigorously to oppose any future open space purchases.

I have been associated with the mountain biking community locally, regionally and nationally and have always found that community to be good stewards of the land. Restricting land use to hikers to me is an elitist mentality and has nothing to do with protecting the land or maintaining peaceful enjoyment of open space.

Steve Lamont
466 Gehring Road
Tolland, Ct

Scavone, Jack

From: Brenda Falusi <bfalusi@aol.com>
Sent: Wednesday, March 26, 2014 9:50 AM
To: boardofeducation@tolland.k12.ct.us; townccouncil@tolland.org
Subject: Support of the Budget

Good Morning!

I am truly sorry I will not be attending the meeting this evening.

First, I want to say thank you to the wonderful work the BOE has done with examining the budget and communicating with residents. Coming from a military family, I understand and appreciate that these members have taken on the duty as civilian volunteers and dedicated themselves to giving their all to the Town of Tolland. Your sacrifices are truly appreciated. I believe that this is one of the first years I haven't heard excuses of new term members, and haven't felt that they are being held back. I think we have taken an important first leap into forging strong bonds, and are striding towards a unified government body.

I think that it is easy to see that parents in town know the schools are lacking. Look at all the support they give the PTO and fundraisers. I believe you can tell that the PTO is funding basic needs to the school that should be covered by the budget. It's wonderful to see the dedication of the parents and kids to improving their schools through those means, but it's heartbreaking to know that instead of funding extras and supplementing the schools, they are giving the schools required items.

I have heard in the past that our budgets are not sustainable, and I have spoken out in support of higher budgets. I truly believe that for the past 4-5 years, we weren't cutting fat, we were digging into the backbone of our Town. Everywhere I look, I see signs of decay.

I strongly support this budget (I do wish it was more!). I will vote in favor of this budget, but please know, that if you were to add some more money to address some of the decay we have seen in Town, I would support that too.

Thanks again for all your hard work
Brenda Falusi
72 Pepperwood Drive

Scavone, Jack

From: Brenda Falusi <bfalusi@aol.com>
Sent: Tuesday, April 08, 2014 3:03 PM
To: town council@tolland.org
Subject: Mountain Biking

Hello all!

I was a bit concerned when I saw the meeting video concerning the Conservation Commission and Mountain Biking. I always support the purchase of space for passive recreation and/or conservation. I understand that for passive recreation, the State does allow mountain biking, and I support those who do this sport, along with hiking, walking etc.

I see an opportunity here. I think it is unfortunate when I see a group of people deciding a course of action that will limit and change the rules of another without first trying to come to an agreement together. Instead of the Conservation Commission trying to work with mountain bikers, and maybe even get some help on their side, they have decided to limit the access of the the group. I would also like to point out to you that the arguments used to try to persuade the Town Council were grossly exaggerated (mountain bikers do not do 30 MPH, try up to 3-6 MPH and anyone can sue the Town if they get injured whether on a mountain bike or on foot.)

Instead of an opportunity for the Conservation Commission to get new members, do some education, gain some volunteers, they are creating a division between the two groups. I feel an education campaign, a volunteer drive and even a fund raising drive, can support conservation efforts inside of Tolland and create a group of people from across various interests that would strengthen the Town instead of creating division. I would like to see the rules for existing properties to stay the same, and I would like to see some representation on the Conservation Commission for all types of passive recreation that are acceptable under the state rules for such.

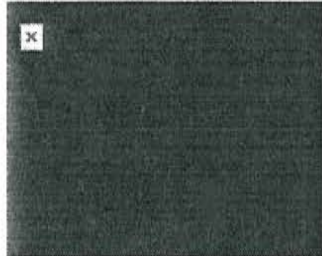
Brenda Falusi
72 Pepperwood Drive

Scavone, Jack

From: J D <porchejd@yahoo.com>
Sent: Tuesday, April 08, 2014 4:20 PM
To: jscavone@tolland.org; gbaker@tolland.org; rfield@tolland.org; jrubino@tolland.org; weccles@tolland.org; bstanford@tolland.org; pkrasusky@tolland.org
Subject: a matter of language mountain biking is not a bike ride in the woods

Dear Council members,
At tonight's TC meeting I'd like to address the matter of language. I'm objecting to allowing "mountain biking" please see below video and once there pick any in the side bar. You'll see that mountain biking is an activity which is done for the challenge and excitement. It is not a "bike ride in the woods", following foot paths etc.
I apologize for the late email. This meeting snuck up on me.
Thank you for your attention,
John Durand

Miller's Pond Mountain Bike - Durham, Connecticut



Miller's Pond Mountain Bike -
Durham, Connecticut

[View on YouTube](#)

Preview
by
Yahoo

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM APRIL 15, 2014 – 7:30 P.M.

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

MEMBERS ABSENT: Richard Field and Ben Stanford

OTHERS PRESENT: Steven Werbner, Town Manager; Clem Langlois, Public Works; Linda Farmer, Director of Planning and Community Development; Linda Palmer, AG Commission

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

- 6.1 Chapter 112 Town Code – Revision to exclude open space parcels from the ordinance.

Mr. Werbner said this is a minor change in the ordinance in terms of park and recreation land to exclude coverage land under the delegated management oversight of the Tolland Conservation Commission.

George Baker motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the revision of Chapter 112 of the Town code to exclude open space parcels in the definition of “Park”.

Jan Rubino motioned to open the public hearing; Seconded by William Eccles. All in favor. None opposed.

No public comment. A straw poll was conducted of all those in favor of this resolution: 4 in favor. 0 opposed.

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

The motion was seconded by William Eccles. All in favor. None opposed.

- 6.2 Consideration by the Town Council of a donation of 3 acres of land at 87 Johnson Road.

Mr. Werbner said PAW Properties, LLC, owners of 87 Johnson Road and developers of Mountainview states at Gottier Farms fronting on Johnson and Sugar Hill Roads have offered to donate a 3 acre parcel to the Town. The Conservation Commission has reviewed this parcel and sent a letter endorsing the

acceptance of this parcel, including the importance of preserving this parcel due to connectivity and wildlife corridor protection.

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

No public comment. A straw poll was conducted of all those in favor of this resolution: 4 in favor. 0 opposed.

Jan Rubino moved to close the public hearing; Seconded by Paul Krasusky. 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 donation of 3 acres owned by PAW Properties, LLC and to authorize the Town Manager to enter into a Letter of Intent pertaining to the donation and subsequent closing documents.

Seconded by William Eccles. All in favor. None opposed.

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

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Jan Rubino updated on the BOE meeting: Most of the discussion had to do with the Resource Officer. She is aware of a meeting between Mr. Werbner, the BOE and Todd Stevens. Mr. Werbner said they had a good meeting. There were representatives there from the BOE, BOE Administration, principals, staff and Sargent Stevens. There were a lot of positives on how to implement the school resource officer program. One of the biggest items of concern from the BOE was the selection of the officer. Werbner explained that we are somewhat limited by the State Police contract. The only person, who can be assigned to be the Resource Officer, can only be one of the existing four state troopers that we have assigned to Tolland. It is his understanding that one individual is interested. There would be a complete interview process. He said they all want the program to succeed. There is a Memorandum of Understanding that will need to be worked out. It is their hope that a person will be appointed by the end of June. Ms. Rubino asked if there will be coordination amongst schools that have implemented this program already. Mr. Werbner said the individual would most likely reach out to communities who already have this in place, stating that Vernon is one highly thought of. The State Police also has a two week training program. Mr. Krasusky said with regard to the process, some of the feedback he is seeing is the frustration with the 'jam down their throat' aspect of how this was delivered. He is hopeful that those who continue to feel frustration by the process are open to educating themselves, or looking at the bigger picture. Mr. Krasusky asked Mr. Clark if he could comment on the BOE's current feel after the culmination of the meeting that Mr. Werbner attended with Sargent Stevens. He was wondering if there still were frustrations. Mr. Clark said they haven't had any discussion as a Board since the combined meeting, because they have not met since then. They did see a summary though of what had taken place. Mr. Krasusky also updated that the BOE had discussion on technology and the suggested use of iPads. People are questioning whether chrombooks may be a better option.

Linda Palmer, AG Commission, commented that they wanted to make a recommendation that the Town Council enter into a Licensing Agreement with Bahler Farms so that they may continue chopping hay on the field located on Hunter Road. They don't want it to grow up and become a problem. This practice has been in place in prior years. Until the lease program is worked out, the licensing agreement can just continue as it has from year to year.

Ms. Farmer added that there is no licensing agreement with the Bahlers currently, although time is of the essence. Mr. Werbner suggested that a motion be made to follow the current practices.

Jan Rubino motioned to continue current practices with Bahler Farms; Seconded by Paul Krasusky. All in favor. None opposed.

Ms. Farmer mentioned a Conservation Innovation Grant with Mansfield, Coventry and Tolland is being looked at by the AG Commission. They will be getting a letter in support to them by next Tuesday. It is a comprehensive grant that works with landowners. The match for the town is in-kind services, which is a meeting a month that Ms. Palmer and her will take care of, along with two mailings. Ms. Palmer commented that UConn Extension is overseeing the whole project. Ms. Rubino asked what we receive if we are awarded this grant. Ms. Palmer said it is to build a stable farmland base in Connecticut's eastern uplands, ten year conservation and restoration. This gives us a bigger opportunity to work with two other towns and the University. Ms. Farmer and Ms. Palmer will keep the Council informed.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Discussion and approval of Field Rental Policy.

Mr. Werbner said this was Mr. Stanford's initiative, which turned into a Council goal. The initiative was to find ways to maximize potential rental revenue from the use of town fields in addition to the artificial turf field at the High School. This concept does have some challenges based upon the limited number of fields that we have and the large number of private groups that we are in are relationship with that use the fields on a regular basis. Liability issues are always a concern when renting public space. The cost for insurance for user groups sometimes limits access to public facilities for those people not affiliated with a larger entity that may already carry insurance. We do not own the amenities at fields such as soccer goal posts, flags etc. Those are owned either by the BOE or private groups. Most of these groups take the goal posts down after their use due to potential vandalism. Also, we do not have the staff to line fields for use by renters nor provide porta johns.

Mr. Werbner went on to say that discussion had occurred internally, and they were able to identify one field, the former lower football practice field at the Middle School. This field is no longer in use by anyone. They were proposing that field be used initially as the rental field. They would line the outside boundaries but there would be no internal markings. We would not provide goal posts or corner flags. If use exceeds the availability of this field, they would have to look to use other town fields.

The impediment to that thought was when the Superintendent informed Mr. Werbner that the suggested field is a BOE field. It is under the jurisdiction of the BOE, even though they don't maintain it or use that particular field. Before anything could be done, there would need to be an agreement with the BOE in terms of a field use policy. Mr. Werbner does not want to get into any type of agreement like this. His suggestion was that if someone wanted to use that field, they could go to the BOE directly to make a request. If the BOE wants to grant the request, they can do so, because they control that particular field. As of now, the town does not feel they have a field to rent out at this point in time based upon use.

Ms. Rubino would like to table this item. She suggested that either Mr. Krasusky or her bring it up at the next BOE meeting, and ask that it be put on their agenda for discussion. The Council members agreed they would take this item off the Council's agenda and put it back on at a later date.

8.2 Discussion and approval of revisions to the Policy concerning the sale of signs at the High School Artificial Turf Field.

Tom Ainsworth said they have not had much luck in selling signs at the new field. They are trying to give themselves and the businesses in town some more options. New pricing would be: one year \$500.00; smaller signs would be \$300. They had started out at \$1,500 for two years. Mr. Werbner believes the upfront commitment is too much. As of now, there are only two signs, and there is space for 50-60 signs.

Mr. Baker's concern is for those who have already bought their signs. Mr. Ainsworth said something will be worked out for those who bought at the higher price.

Jan Rubino read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the revised All Weather Field Advertising Sign Policy.

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

8.3 Appointments to vacancies on various municipal boards/commissions: None.

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 reminded that the public hearing on the budget is April 23rd @ 7:30 p.m. at THS. The next day, a presentation will be given at 12:30 p.m. at the Senior Center.

➤ Mr. Werbner updated that they did receive the final forensic accountant's report Blum Shapiro. They had commissioned them in association with allegations concerning the Public Works Department. They did a comprehensive audit of Public Works' invoices, bills, and records with regard to particular accounts. The conclusion that they reached, which is stated in their report, was that they found no credible evidence that Public Works officials knowingly approved false or inflated invoices on behalf of particular companies during the period of June 2008 through February 2013. They did not find anything that would bring fault to anybody that is working for the Town of Tolland, in particular Mr. Langlois, the Public Works Director. As far as Mr. Werbner is concerned, this matter is closed. The auditors did make several recommendations, and some of those have been addressed and implemented. Ms. Rubino said she thought it was a positive thing to have the audit done. She thinks Mr. Langlois does an incredibly good job for our community, and he is always trying to make everybody happy. She is sad that the accusations happened, and never believed them personally. She is very proud to have our Public Works Department in this community. They are outstanding. The rest of the Council echoed her sentiments.

11. **ADOPTION OF MINUTES**

11.1 April 8, 2014 Regular Meeting Minutes: George Baker moved to adopt the minutes; Seconded by Jan Rubino. All in favor. None opposed.

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

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

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

15. **ADJOURNMENT:** George Baker moved to adjourn the meeting; Seconded by Paul Krasusky at 8:10 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk