

TOLLAND BOARD OF EDUCATION
Hicks Municipal Building
Council Chambers

Tolland, CT 06084

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
January 11, 2012

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
December 14, 2011 – Regular Meeting
- C. PUBLIC PARTICIPATION (2 minute limit)
The members of the Tolland Board of Education welcome members of the public to share their thoughts and ideas at this time. When appropriate to do so, members of the Board and the administration may respond to comments during "Points of Information." However, in consideration of those in attendance and in an effort to proceed in a timely manner, follow-up discussion may need to take place outside of the meeting setting.
- D. POINTS OF INFORMATION
- E. STUDENT REPRESENTATIVE REPORT
- F. SUPERINTENDENT'S REPORT
 - F.1. Health Insurance Presentation
 - F.2. Request for Additional 1.0 Special Education Paraprofessional
 - F.3. Fire Marshall Report
 - F.4. Enrichment Programs
 - F.5. Board Policies
 - Policy and Administrative Regulation 4030 - Non-Discrimination
 - Administrative Regulation 4041 - Use of Social Media
 - Policy 4050 - Employment Checks
 - Policy and Administrative Regulation 4110 - Employee Use of the District's Computer System
 - Administrative Regulation 5130 - Suicide Prevention Intervention
 - F.6. Superintendent of Schools Fiscal Year 2011-2012 Budget (no enclosure)
- G. COMMITTEE & LIAISON REPORTS
- H. CHAIRPERSON'S REPORT
- I. BOARD ACTION
- J. PUBLIC PARTICIPATION (2 minute limit)
Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Council Workshop Minutes of December 6, 2011, Town Council Minutes of December 13, 2011
- Tolland Named Sun Team of the Week Media Advisory

M. OLD BUSINESS – Strategic Plan Update

N. FUTURE AGENDA ITEMS

O. EXECUTIVE SESSION – Personnel Matters

P. ADJOURNMENT

**TOLLAND BOARD OF EDUCATION
Tolland, CT****MINUTES – December 14, 2011**

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

Administrators Present: Mr. William Guzman, Superintendent of Schools; Dr. Kathryn Eidson, Director of Curriculum and Instruction; Ms. Dominique Fox, Principal, Tolland High School; and Mrs. Jane Neel, Business Manager.

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

APPROVAL OF MINUTES

Mr. Clark motioned and Ms. Riley Vincent seconded to approve the minutes of the regular meeting of November 9, 2011. Mr. Frattaroli, Mr. Clark, Ms. Riley Vincent, Mr. Powell, Mr. Pagoni, Mrs. Kramer and Mrs. Gill in favor. Dr. Block abstained. Motion carried.

PUBLIC PARTICIPATION

Robin Shea of 240 Sugar Hill Road requested a formal review of the “pay to play” program currently in use at Tolland Middle and Tolland High School. She and other parents find the pay to play program detrimental to the future of the district athletic teams. Mrs. Shea has three daughters who love to play multiple sports and because of the cost, a choice was made to have one play for the school team and the other two not play on a school team. She stated that the developmental benefits of playing school sports are endless-life lessons.

Melissa DeLoreto of 169 Wildwood Road stated that the pay to play program was placing unnecessary pressure on the kids, coaches, administrators, and parents. She felt that although pay to play is not unique to Tolland, there are districts that take the position that athletics and other co-curricular activities are essential components to the overall educational experience and that is what Tolland should strive to be. Although she understands the difficulties in passing the budget, programs that provide direct services to students should not be impacted and should be non-negotiable items to cut.

POINTS OF INFORMATION

Mr. Powell stated that it becomes a matter of funding and the efficiency to provide a full spectrum of services to students. The increase in the pay to play program and reductions in other co-curricular activities was not taken lightly by any members of the Board of Education. The Board would have loved to have fully funded sports.

Mr. Pagoni stated that in his eight years on the Board of Education there has never been level services and sports was one of the areas that has been on the way down. He also believes that sports provide for area for lifetime learning.

Dr. Block stated that if everyone with children came out and voted for the first referendum, this situation would not exist.

STUDENT REPRESENTATIVE REPORT

Kim Kostant introduced herself to the new members of the Board of Education. She reported that the November Food Drive collected over 1,500 cans and other non-perishable items. The first block classes with the most items were Mrs. Manning's criminology class and Mr. Blais's AP Art Class. The November Bravo award went to all the staff involved in the Names Can Really Hurt Us Program and included Ms. Fox, Mrs. Martello, Mrs. Manning and Mr. Meyer.

Kate-Lynn Walsh reported on the Tolland Idol program that was sold out. There were 16 acts hosted by Colton Bridge and Matt Susca and judged by Mr. Powell, Mr. Weldon and surprise guest, Mrs. Leary. Mr. Blais and Mrs. Morrison as well as the Freshmen class officers were the masterminds and leaders of the whole show. The proceeds go to the Freshmen Class. On December 1, 2011 the Names Can Really Hurt Us program, sponsored by the Anti-Defamation League, involved the Freshmen and Sophomore classes with great results. It was an all day program and involved students in the Voices program as well as teachers.

The Madrigal Dinner was held on the weekend of December 9 and 10, 2011 and included a student brass quintet, a flute trio, the Women's Chorus as well as the Madrigal singers. This week is also Spirit Week with the rescheduled Homecoming Dance on December 17, 2011.

SUPERINTENDENT'S REPORT

F. 1. Madrigal Singers

Mr. Guzman introduced Linda Tracy, music teacher, who presented the Madrigal Singers. The members of the Madrigal Singers are:

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

Gabby Hurlbut
Kaitlyn Leibowitz
Kristen Machuga

Sophomore
Sophomore
Sophomore

The group performed a variety of holiday music.

F.2. Recognition of Board Members – Karen Bresciano

Mr. Guzman reported that Mrs. Bresciano was ill and not able to attend the meeting. Mrs. Bresciano will be invited to the January meeting.

F.3. Recognition of Tolland's Project Graduation 25th Anniversary

Mr. Guzman introduced Dan Fontaine, member of the Tolland Project Graduation committee that is currently planning the 25th safe graduation party for the Tolland High School Senior Class. Mr. Powell read and presented Mr. Fontaine with a proclamation from the Board of Education citing the efforts and successes of Project Graduation. Mr. Fontaine said that he was very happy to be at the meeting and that many of the committee were also in attendance.

F.4. Tolland High School Boys Cross Country Team

Mr. Guzman introduced Brandon Elliott, coach of the Boys Cross Country Team, who presented the members of the Tolland High School Cross Country team and provided highlights of the season. Members of the Cross Country Team are:

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

Mr. Powell read and presented Mr. Elliott with a proclamation from the Board of Education citing the highlights of the season.

F.4. Tolland High School Girls Cross Country Team

Ms. Judi Lafontaine, coach of the Girls Cross Country Team, was unable to be present at the meeting. Ms. Fox, Principal, Tolland High School asked the two Co-Captains to

come forward and present the members of the Tolland High School Girls Cross Country team and the highlights of the season. Members of the Cross Country Team are:

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

Mr. Powell read and presented the Co-Captains with a proclamation from the Board of Education citing the highlights of the season.

F. 6. Status of the Budget – December 5, 2011

The Superintendent presented the status report of the budget for fiscal year 2011-12 as of December 5, 2011. As of December 5, 2011, expenditures and encumbrances total \$33,996,531 leaving an unexpended balance at this time of \$665,826.

A budget freeze was implemented on November 28, 2011 and purchasing restrictions have been put into place. All program accounts are being closely monitored. The implementation of the budget freeze does not affect the instructional programs nor the health and safety of students and staff.

Mr. Guzman announced that on December 15, 2011, he will be making a presentation to the Town Council on various aspects of the Board of Education budget. Members of the Board and the community are invited to attend.

COMMITTEE & LIAISON REPORTS

- **Finance and Facilities Committee – November 21, 2011**

Mr. Powell announced that Mr. Frattaroli had joined the Finance and Facilities Committee. There was a tour of the school facilities on Monday December 12, 2011 with the Town Council and Board of Education. The tour also included the Parker Memorial School. The current position on bonding for technology was also discussed along with changing the implementation year of some of the projects in the Capital Improvement Plan. The potential uses of Parker were discussed. The plan for CREC to use it as a magnet schools and to revitalize the building was reviewed. The TEPTO sponsored playscape at Tolland Intermediate School was also reviewed.

- **Policy Committee – December 14, 2011**

Ms. Riley Vincent reported that the Policy Committee met and reviewed several policies. Most were slight changes in verbiage and not substantive. They will be on the agenda at the next meeting of the Board for a first reading. The success of the Names Can Really Hurt Us program was also discussed. An update of the Strategic plan and the need for members of the community to take a survey that was on the websites of the District and each of the four schools. The Town Manager will also send out an e-blast. The survey will be available until January 10, 2012. The NESDEC representatives have met with the teachers to get their input into the process. In January, the school nurses will conduct a concussion awareness programs in their buildings.

- **Great Path Academy – December 7, 2011**

Ms. Riley Vincent reported the at the meeting a committee was formed to review the bylaws and that the NEASC site visit was rescheduled to the fall. The next meeting will be held in January.

- **Town Council Liaison – December 13, 2011**

Mr. Clark reported that nothing concerning the Board of Education was discussed.

CHAIRPERSON'S REPORT

Mr. Powell discussed funding and the impact that it had on activities. He indicated that the reductions in programs and personnel is something that he thinks about often. He reported that at a meeting with Town and Board personnel, the need to better provide services in times of emergencies such as the devastation during Storm Alfred was reviewed.

BOARD ACTION**I.1. Board Policies**

- **Board Policy 4100 – Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability**

- **Board Policy and Administrative Regulation 5010 – Student Attendance and Truancy**
- **Board Policy 5081 – Bullying Prevention and Intervention Policy with Safe School Climate Plan**

Dr. Block motioned and Ms. Riley Howard seconded to approve Board Policy 4100, 5010 and 5081. Mr. Clark asked about the modifications made to the Safe School Plan and the Superintendent responded that they were minor changes and not substantive. Mrs. Kramer asked if Public Act 11-132 was another unfunded mandate and Mr. Guzman replied that it was. All in favor. Motion carried.

I.2. Cancellation of December 28, 2011 Board Meeting

Mr. Pagoni motioned and Dr. Block seconded to approve the cancellation of the December 28, 2011 Board Meeting. All in favor. Motion carried.

I.3. Proposed Revisions to the 2011/2012 School Calendar

The Superintendent distributed emails from parents with their comments concerning the proposed revisions to the 2011/2012 school calendar for their review. He indicated that after reviewing the concerns, he would like to amend the proposal to keep President's Day as a school holiday. Dr. Block was fine with that, but indicated that all other options should be reviewed.

Dr. Block motioned and Mr. Clark seconded to change February 22, 2012 to an instructional day and to change the number of instructional days from 183 to 180. All in favor. Motion carried.

I.4 Request for Unpaid Leave of Absence

The Superintendent distributed a request for an unpaid leave of absence for a permanent substitute at Tolland High School from January 2, 2012 to the end of March 2012. All in favor. Motion carried.

PUBLIC PARTICIPATION

Melissa DeLoretto of 169 Wildwood Road stated that money for athletics must be reinstated or the Board will lose all votes of parents with student athletes.

POINTS OF INFORMATION

Mr. Pagoni indicated that there was just not enough money and programs will continue to be reduced. Mrs. Kramer indicated that one of the reasons she ran for the Board was because her daughter had been on the Color Guard team when it became necessary to pay to play or not have the program.

The Superintendent explained that for the last two years he had included all sports programs in his budget proposal at the original \$125 participation fee, but when the lesser budget amount was approved at referendum, it had been necessary to raise the fees or not have any sports programs. In the budget two years ago, the district lost 22 positions including 15 teachers. It is a town wide obligation to provide these programs.

Mr. Clark introduced Jan Rubino, who will be the liaison from the Town Council. Mrs. Rubino of 296 Weigold Road stated that voting yes on the first referendum was very important. If the budget fails, it will never be presented again at an increased amount.

Mr. Pagoni stated the importance for citizens to attend Town Council meetings during the budget process.

CORRESPONDENCE

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

OLD BUSINESS

M.1. Enrichment Programs

Mr. Guzman reported that at Birch Grove, Tolland Intermediate and Tolland Middle Schools the principals were working with staff to provide an afterschool enrichment program. At Birch Grove there is a flyer that will be going home with program information. More will be forthcoming from the other schools.

M.2. Strategic Plan

The Superintendent restated that a Strategic Plan survey was available from NESDEC, the facilitating agency, until January 10, 2012. The Town Manager will send out an e-blast and the Friends of Tolland Schools will contact as many people as possible to provide input. There will be another community meeting sometime in January. When the specific date is available, it will be on the website.

FUTURE AGENDA ITEMS

1. Board Policies
2. Budget 2012/2012

ADJOURNMENT

Mr. Pagoni motioned and Ms. Riley Vincent seconded to adjourn at 9:05 p.m. All in favor. Motion carried.

Respectfully submitted,

Cheryl J. Abbott
Board Clerk

F.1.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: January 11, 2012

SUBJECT: Health Insurance Presentation

Mr. Steve May, Senior Health Benefits Consultant, with Milliman Insurance will be at the Board meeting to discuss the reason for the projected premium increase for the 2012/2013 fiscal year.

WDG:ca

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: January 11, 2012

SUBJECT: Request for Additional 1.0 FTE Special Education Paraprofessional

Currently, all district special education paraprofessionals are assigned to positions of need across the district.

Birch Grove Primary School requires an additional special education paraprofessional for a preschool aged child preparing to enter the district's Preschool Applied Behavior Analysis (ABA) Program. The reasons are twofold:

1. To provide the support determined by the Planning and Placement Team (PPT) that acknowledged the very involved special needs of this child.
2. To maintain this child in their school of origin in the Least Restrictive Environment (LRE), whenever possible, as is the responsibility of the district, and the mandate of the Individuals with Disabilities Education Act 2004 (IDEA'04).

At present, one full time paraprofessional is required for a child scheduled to enter the district through the Birth-3 system late January 2012. This child has very specialized needs and requires a paraprofessional trained in the elements of ABA. The district provides this ongoing training through on site consultation and supervision from Capitol Region Education Council (CREC) Board Certified Behavior Analysts (BCBAs). The one-to-one paraprofessional will provide discrete trial instruction, support during group instructional time, recess and individual speech sessions, will implement individualized behavior and learning programs, record data taken each day, and prepare instruction for the next day under the supervision of a Birch Grove certified special education teacher.

The estimated cost associated with hiring a full time paraprofessional from late January 2012 through the remainder of this school year is \$12,397. Funds for this position will come from savings in the transportation program as a result of the reduction in the FY 2011-12 school calendar.

Also, I am informing you that two additional very young children, with similar needs, may be entering the district in late March 2012. While the respective parents have not yet completed Planning and Placement Team referrals, the district has held Birth-3 transition meetings with the families. Therefore, once the district receives the required request for a PPT from the parents, the special education process

commences. It is quite probable that in late March 2012 two more paraprofessionals will be required for the same reasons noted above.

The Administration recommends approval of this request.

F.3.

TO: Members of the Board of Education

FROM: William D. Guzman

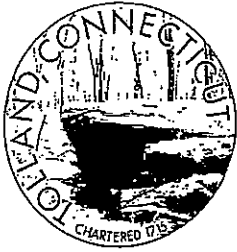
DATE: January 11, 2012

SUBJECT: Fire Marshall Report

Public Act 09-227, An Act Concerning School Inspection Reports, requires the local fire marshal to submit written reports of every school inspection to the local board of education. Attached are:

- (1) November 31, 2011 inspection report by Fire Marshal Richard Munichiello, and
- (2) January 4, 2012 response to inspection report.

WDG:ca



Richard M. Munichiello
Fire Marshal
860-871-3675
rmunichiello@tolland.org

Mr. William Guzman
Superintendent of Schools
51 Tolland Green
Tolland, CT 06084

11-30-11

Dear Mr. Guzman

I inspected each school in the middle of October. Irene and Alfred prevented an earlier summary report. There were no conditions that posed an imminent risk to school occupants. The Principals are cognizant of their responsibilities and provide a safe and secure environment for their students.

My primary concerns this year are portable fire extinguishers and electrical hazards. With the opening of THS and move of TMS, six (6) year servicing of many extinguishers was delayed and a large number need to be tested and re-certified. I have worked out a plan with John Carroll that reduces the impact on his budget and keeps us compliant. The electrical issues are mainly in the two older buildings. Like in today's homes, a much greater need for power around the entire perimeter of rooms is warranted. I hope you can address the need for electrical upgrade in both the TMS and TIS buildings. This would greatly reduce, if not eliminate, the need for extension cords which pose tripping, shock and fire hazards.

Birch Grove School

- 1) Left panel of gym door binds on the floor. It should be self closing.
- 2) Extinguisher last inspected in '09
- 3) Storage room shall maintain 18in. clearance around sprinkler head.
- 4) First floor storage room shall not be used as a classroom.
- 5) Room E-14 extension cords are hazardous.
- 6) Room B-3 extension cord used to power projector.
- 7) Hall B side exit obstructed by rack. Nothing shall be stored in the means of egress.
- 8) ABA Room has extinguisher on counter top. It shall be hung properly.
- 9) ABA Room side exit with accumulation of articles which pose a hazard.
- 10) Means of egress shall not contain obstructions.

High School

- 1) Extinguisher bracket broken.
- 2) Storage on power equipment and flammable liquids shall be in the garage.
- 3) The flammable storage cabinet in Room 57 Tech area shall be closed when unattended.
- 4) Art Room non-flammable turpenoid a disposal problem.

Page 2

Intermediate School

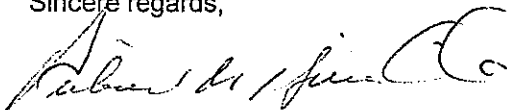
- 1) Maint. Area extinguisher tagged 2008.
- 2) First floor hall extinguisher tagged 2009.
- 3) Room 118 wiring.
- 4) Room 116 wiring.
- 5) Room 116 wiring.
- 6) Room 114 wiring.
- 7) Electrical vault next to Room 137 extinguisher tagged 2008.
- 8) Room 127 wiring.
- 9) Room 129 wiring.
- 10) Stair tower contains lift which shall not be in the means of egress.
- 11) Upper level stair shall be free of all equipment.
- 12) Room 231 utility closet with exposed wiring.
- 13) Room 220 wiring.
- 14) Upper level stair shall be free of equipment.
- 15) Room 218 wiring.

Middle School

- 1) Gym hall shall be free of all storage items.
- 2) Extinguisher tagged '09.
- 3) Extinguisher tagged '09.
- 4) Extinguisher tagged '09.

I will forward a copy of this report to each school. Please have these issues addressed and get back to me upon completion. Thank you for the opportunity to inspect each building. I greatly appreciate the positive attitude and cooperation of your staff.

Sincere regards,



Richard M. Munichiello
Fire Marshal

Mr. Keithan



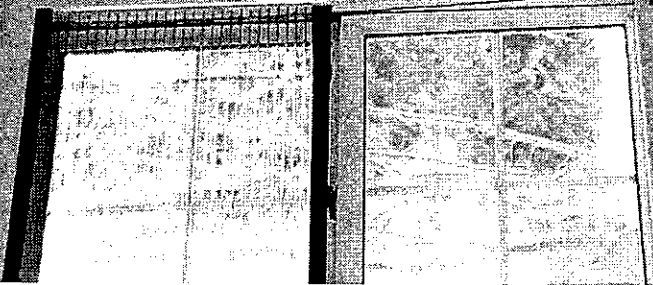
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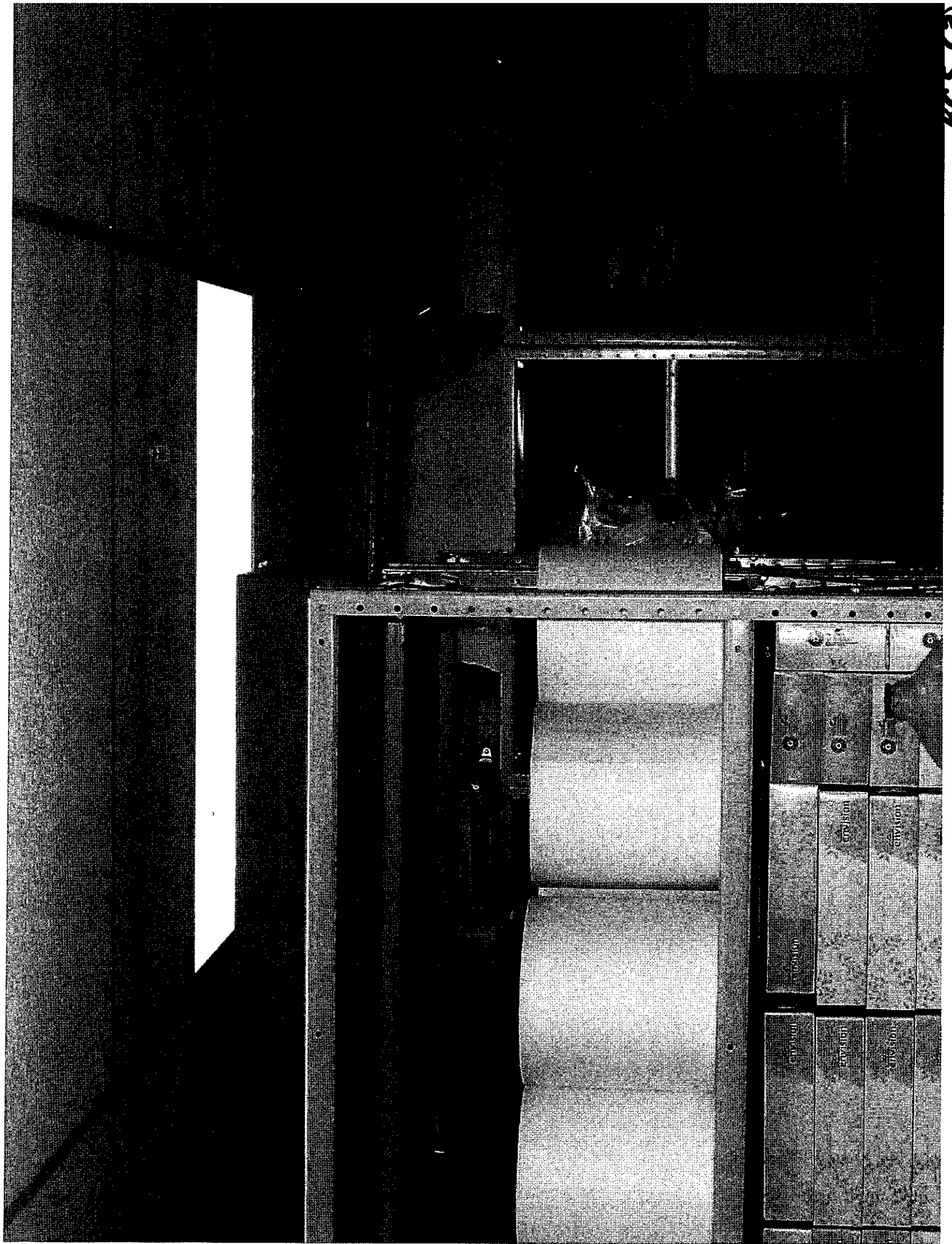
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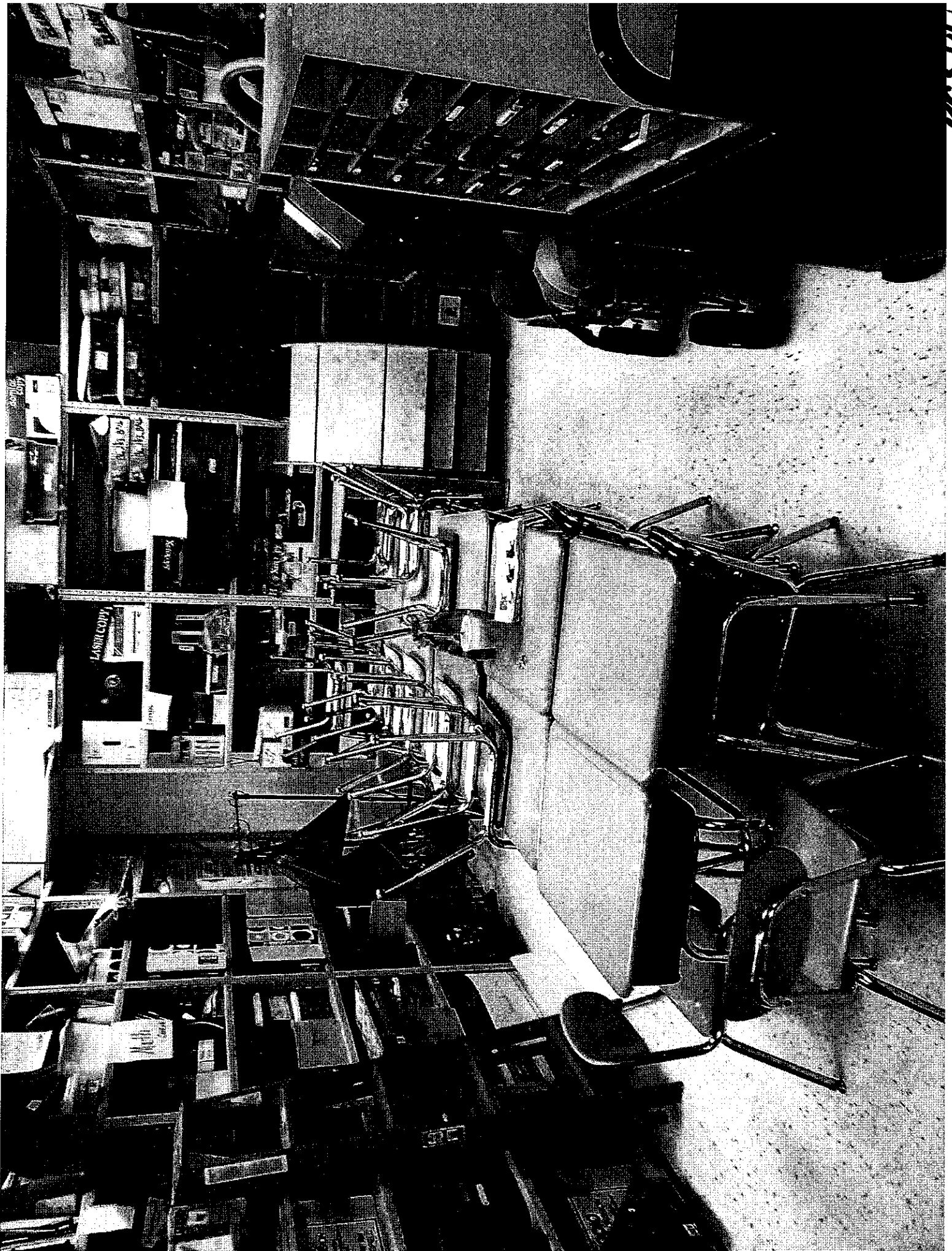
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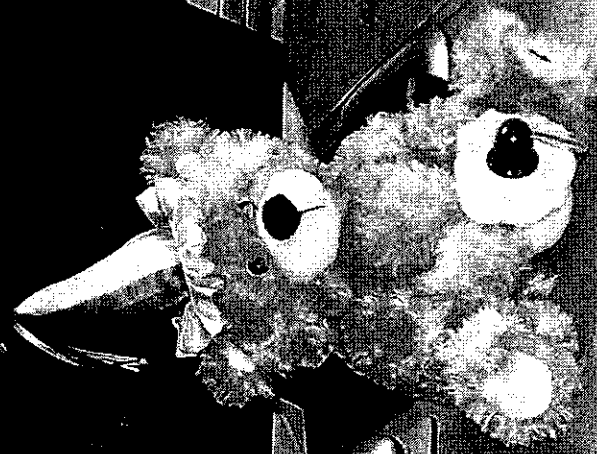
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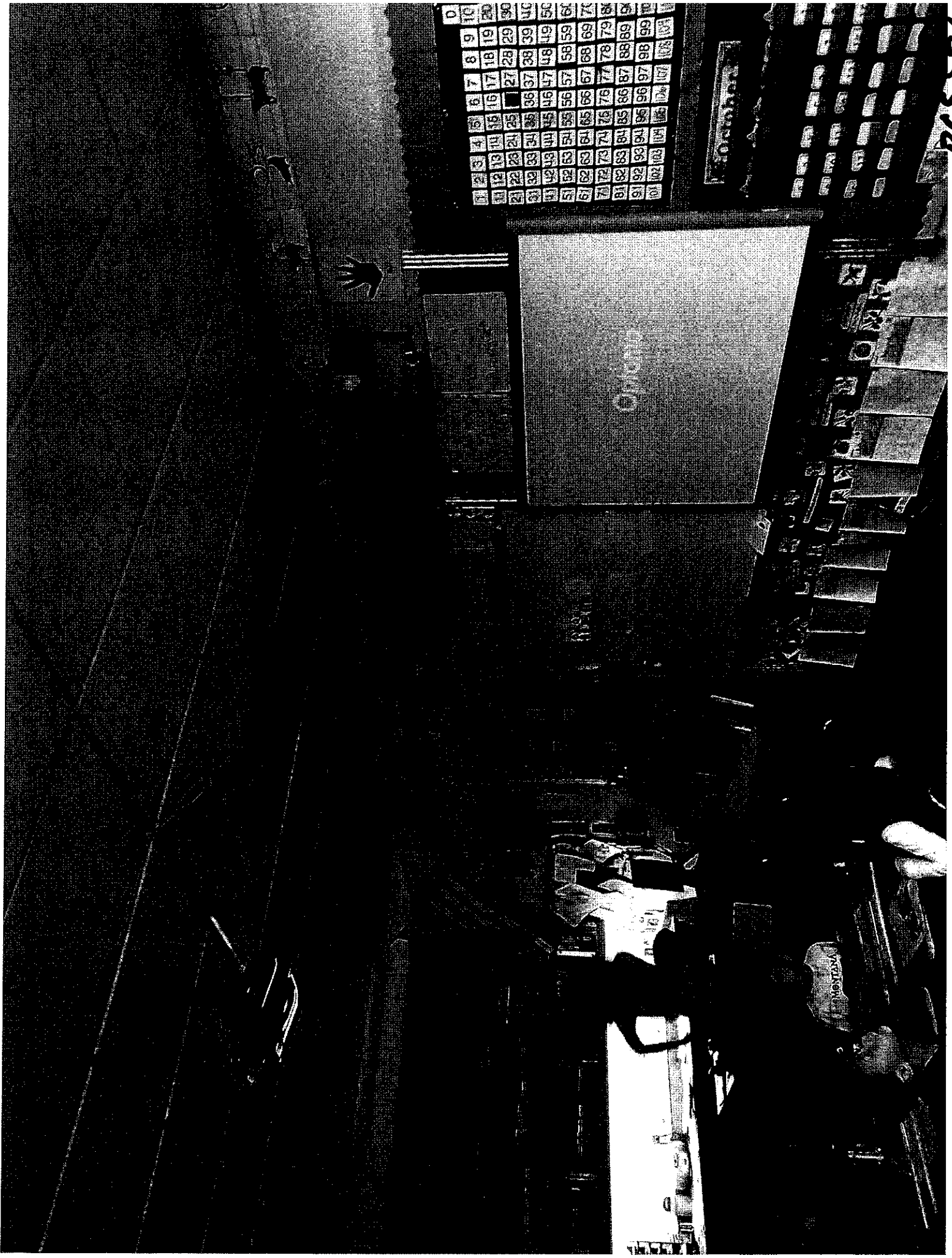




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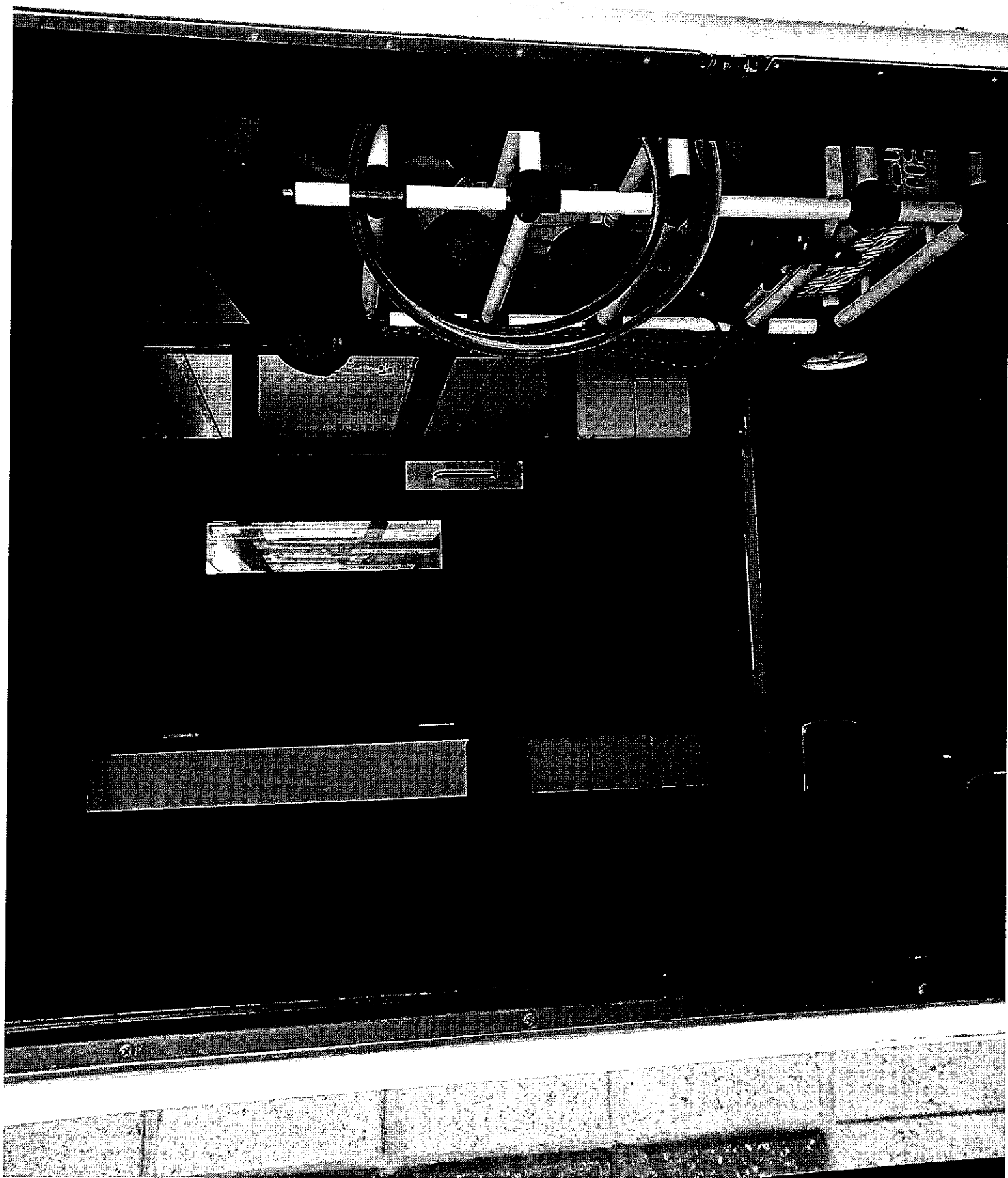






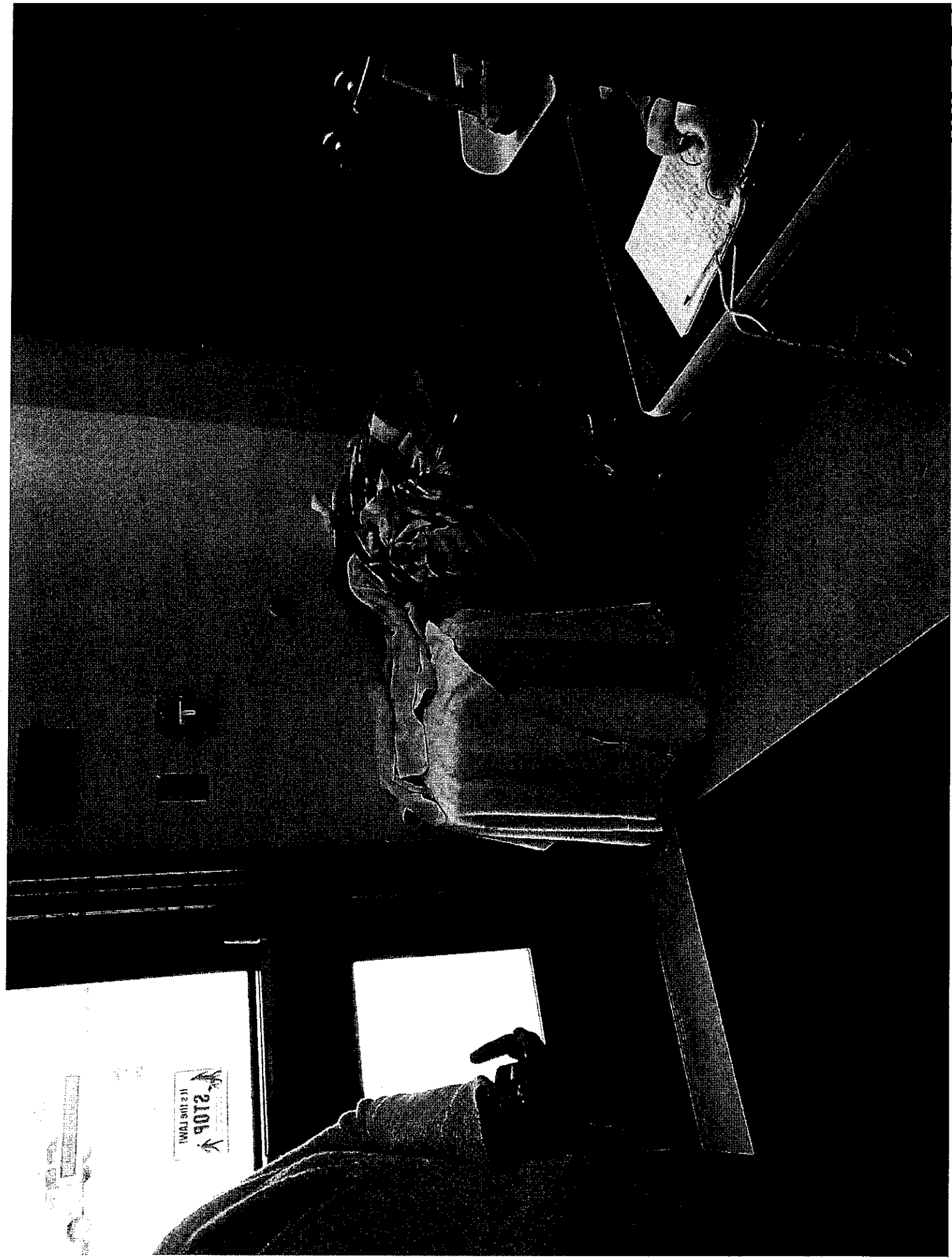
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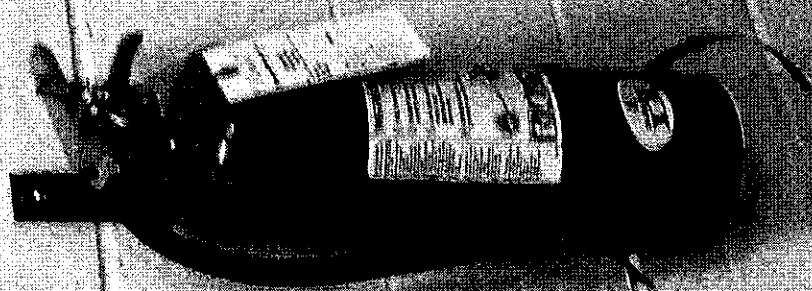


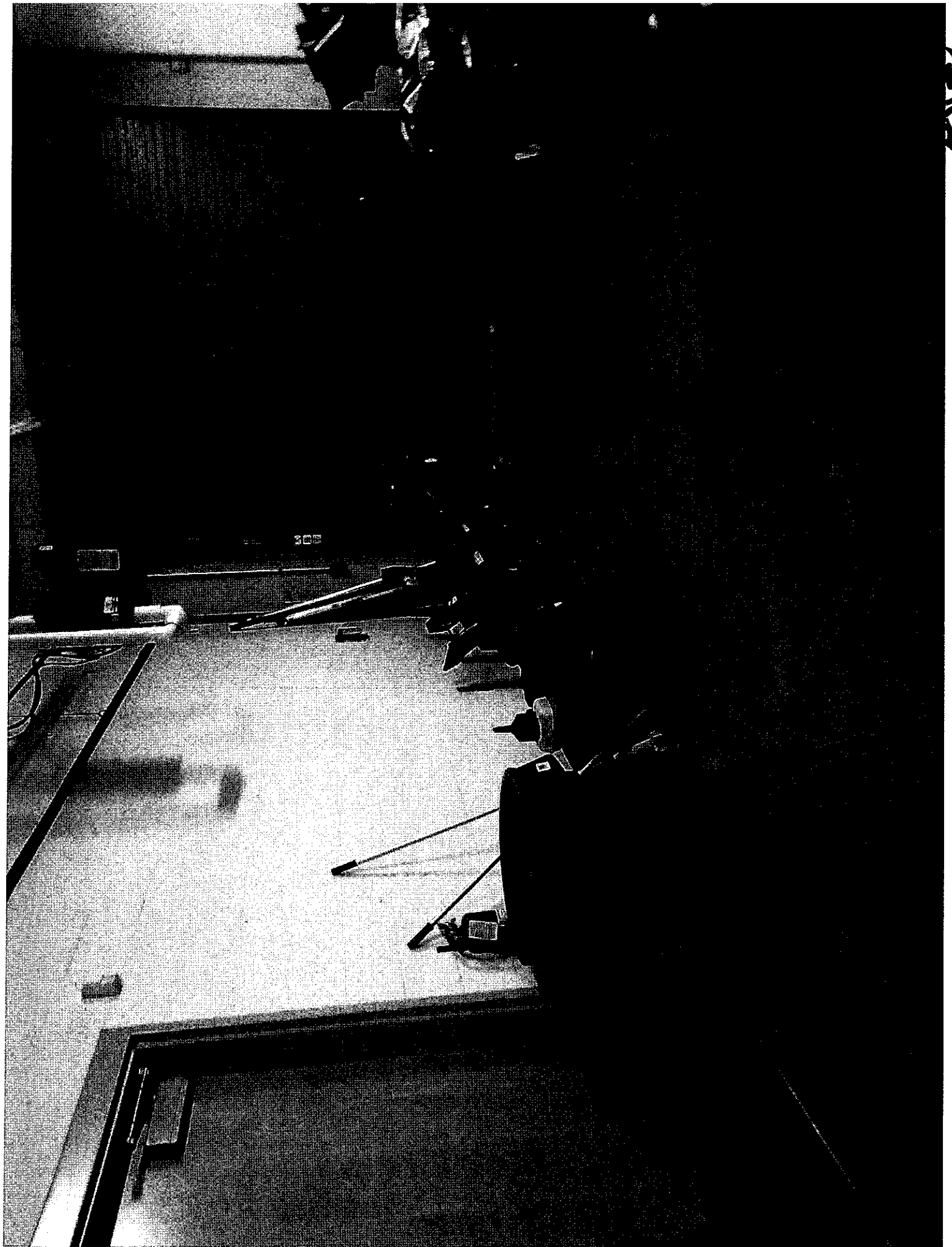


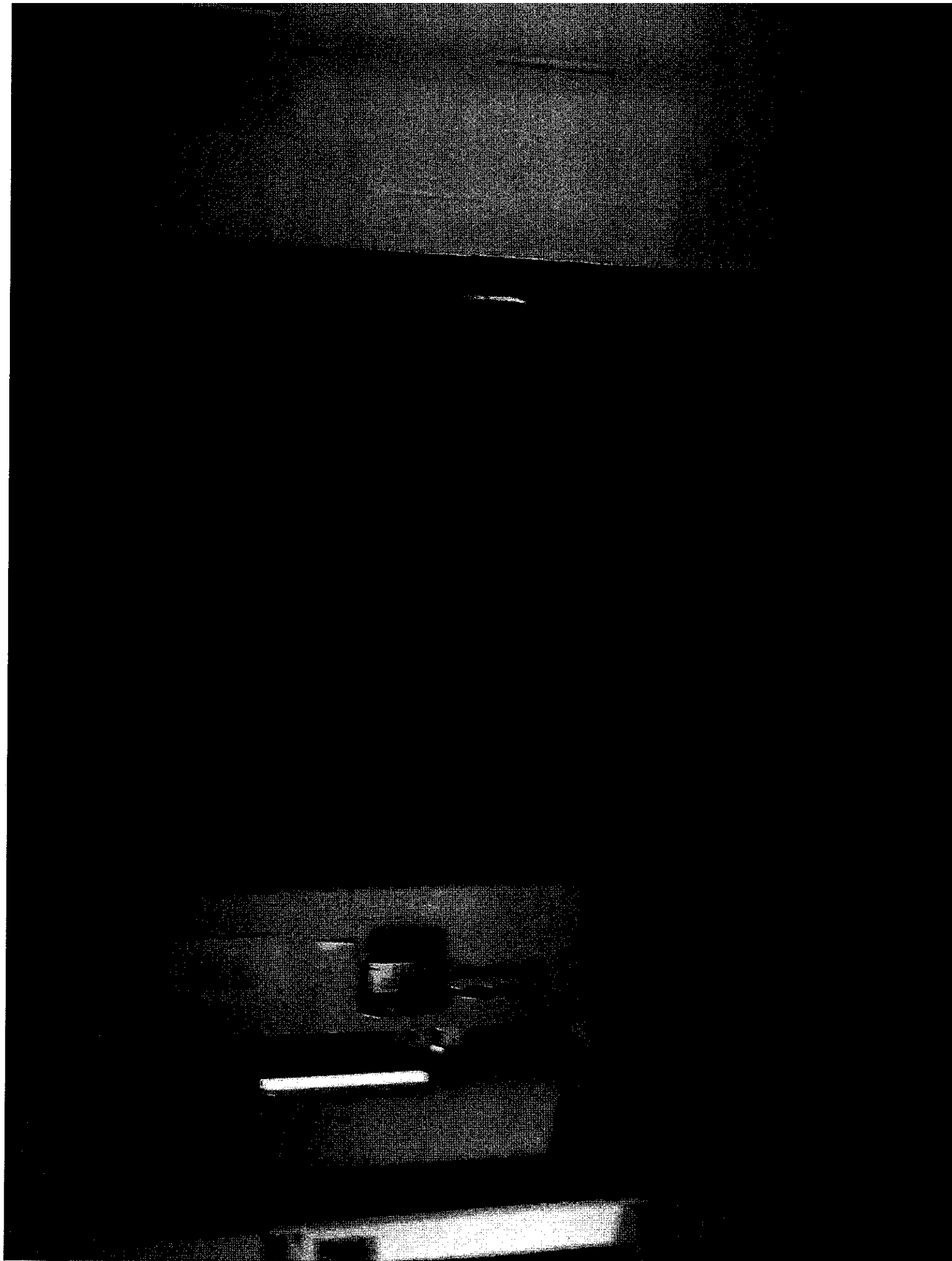
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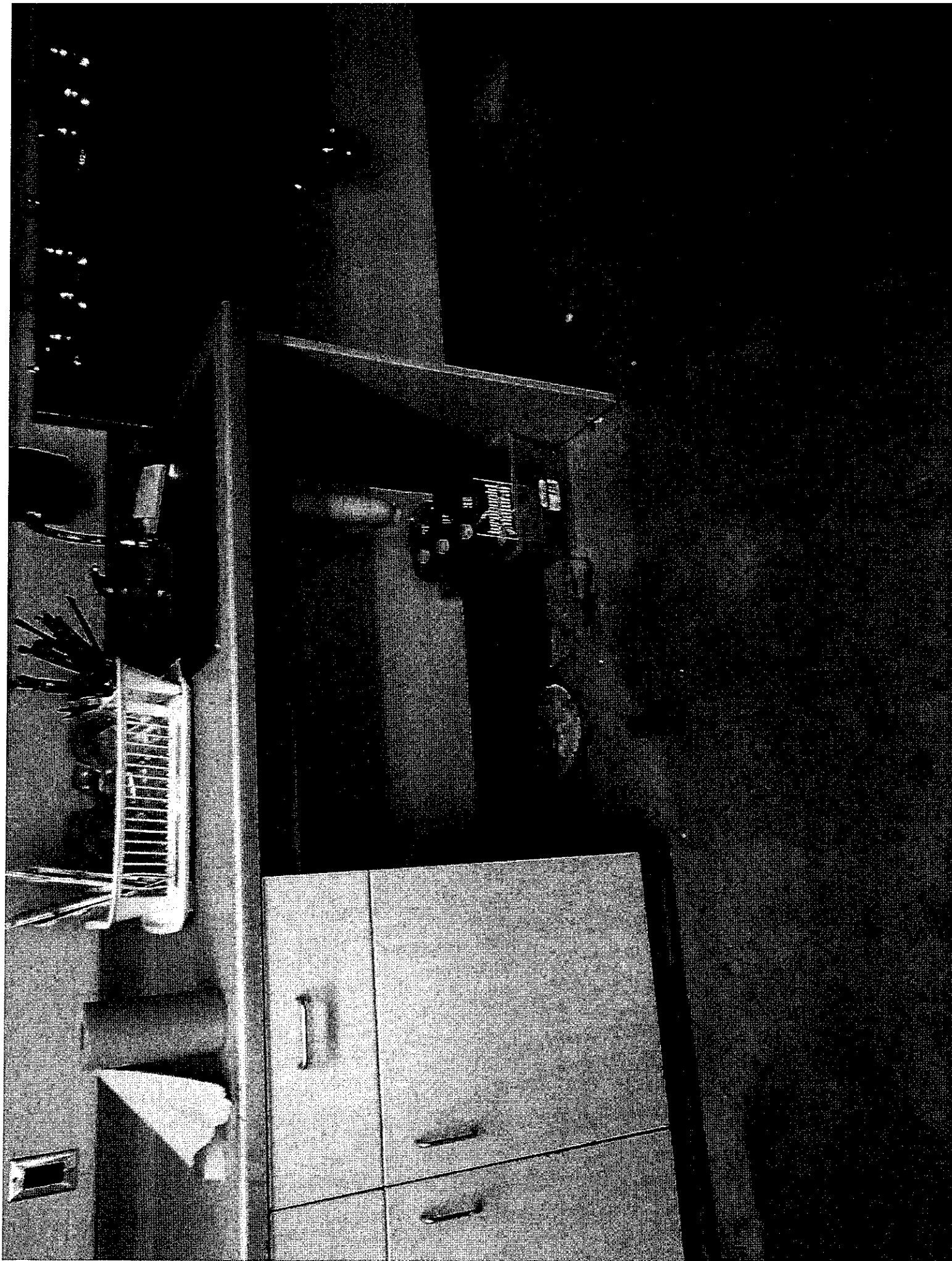


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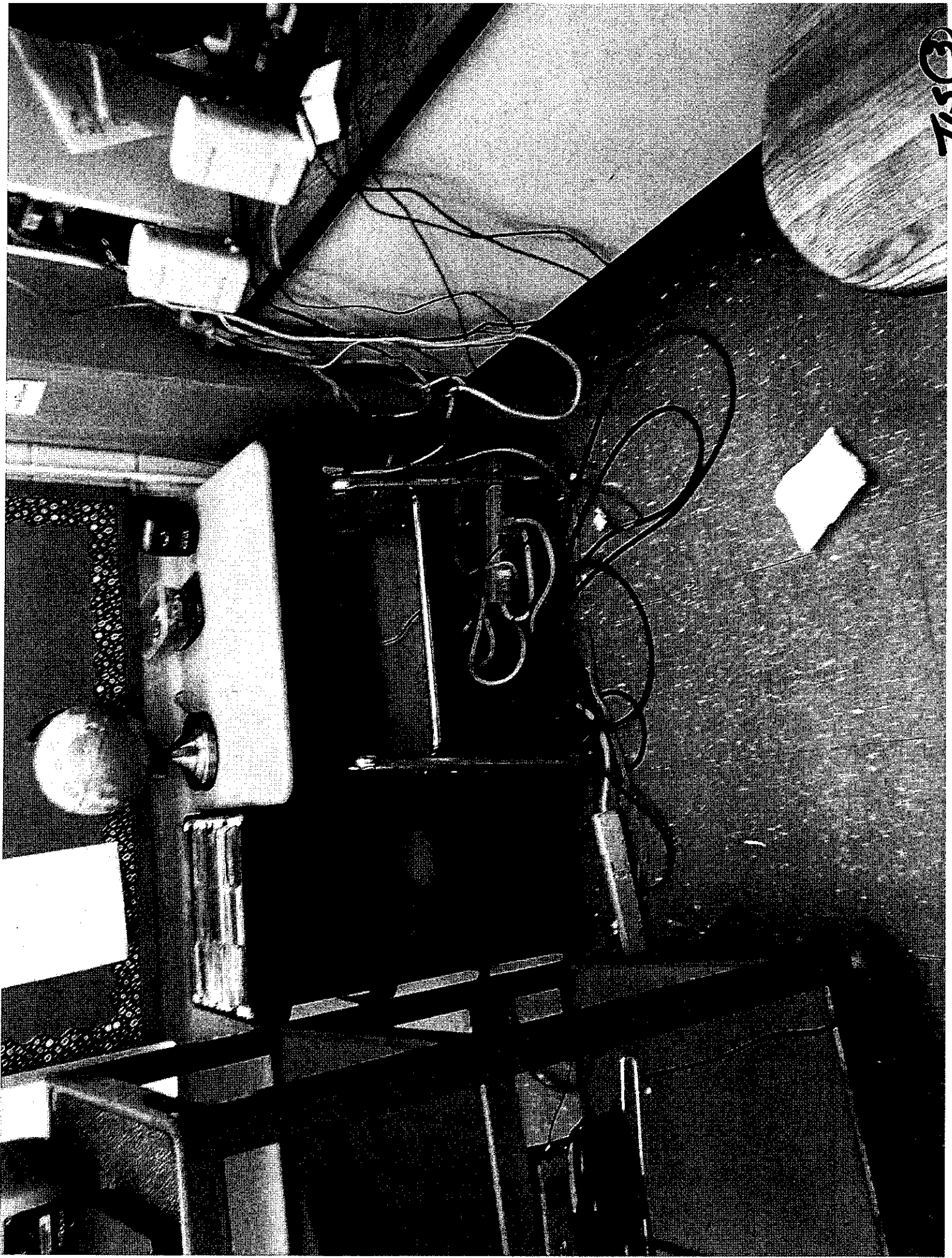












7/5/63





7/5/6



- ☐ FIRE HOSE
- ☐ WET AGENT SYSTEM
- ☐ RESTAURANT
- ☐ SYSTEM
- ☐ HALON 1301
- ☐ CARTRIDGE OPERATED
- ☐ DRY CHEMICAL SYSTEM
- ☐ _____
- ☐ SID DRY CHEMICAL
- ☐ CARBON DIOXIDE
- ☐ CLEAN AGENT
- ☐ PRESSURIZED WATER
- ☐ K CLASS
- ☐ CLASS D
- ☐ PURPLE K
- ☐ LOADED STREAM

SimplexGriffith BE SAFE

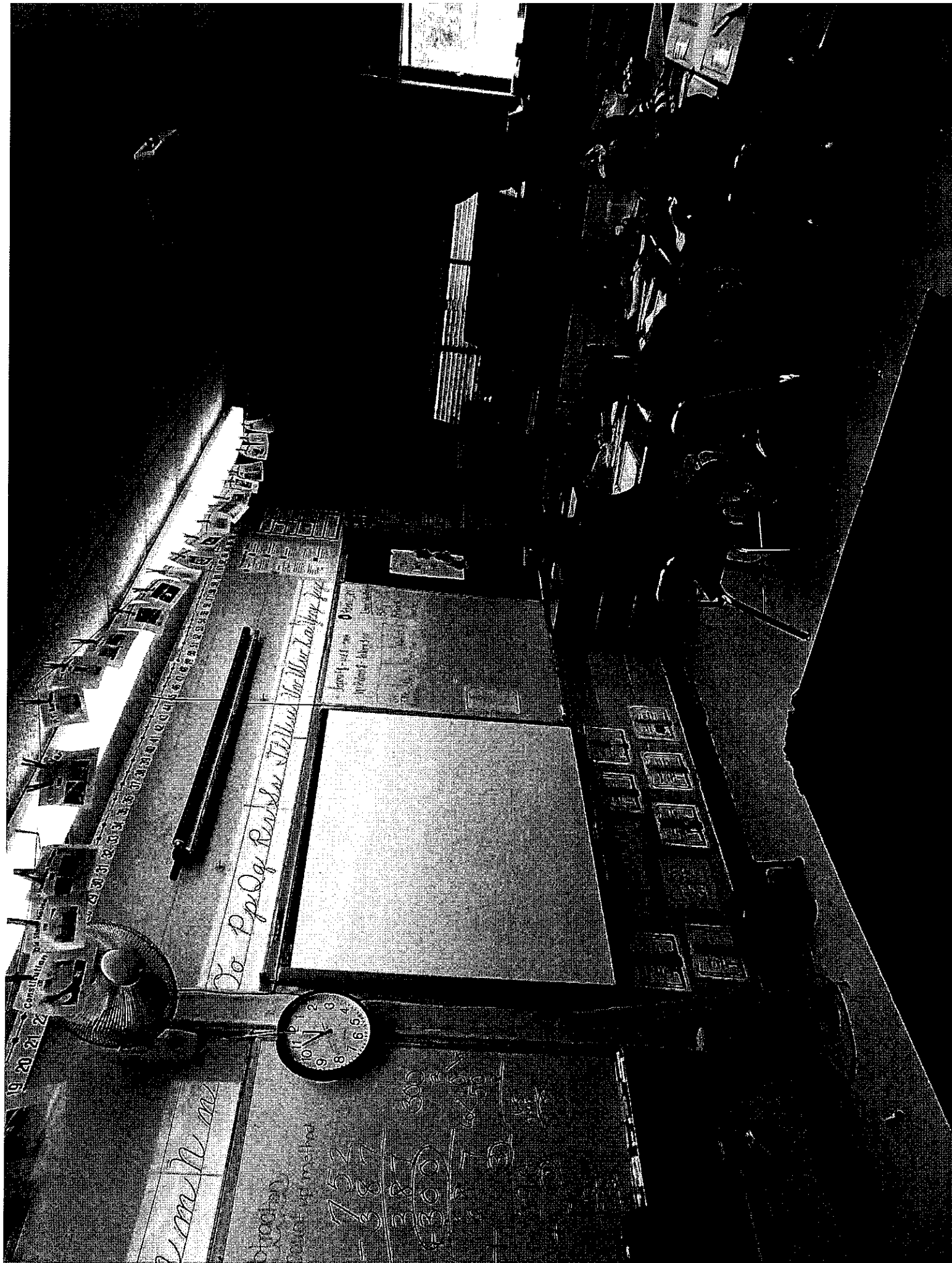
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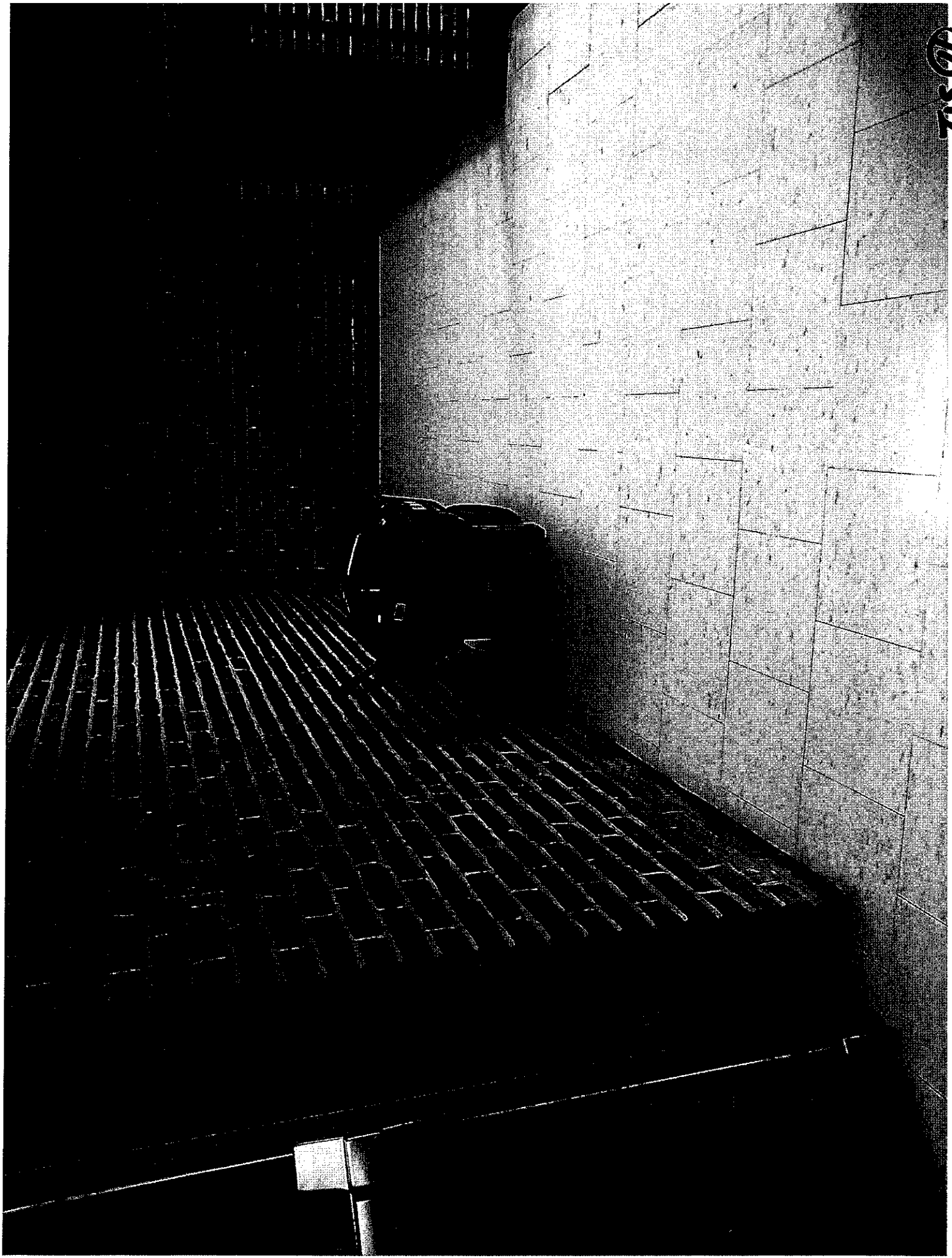
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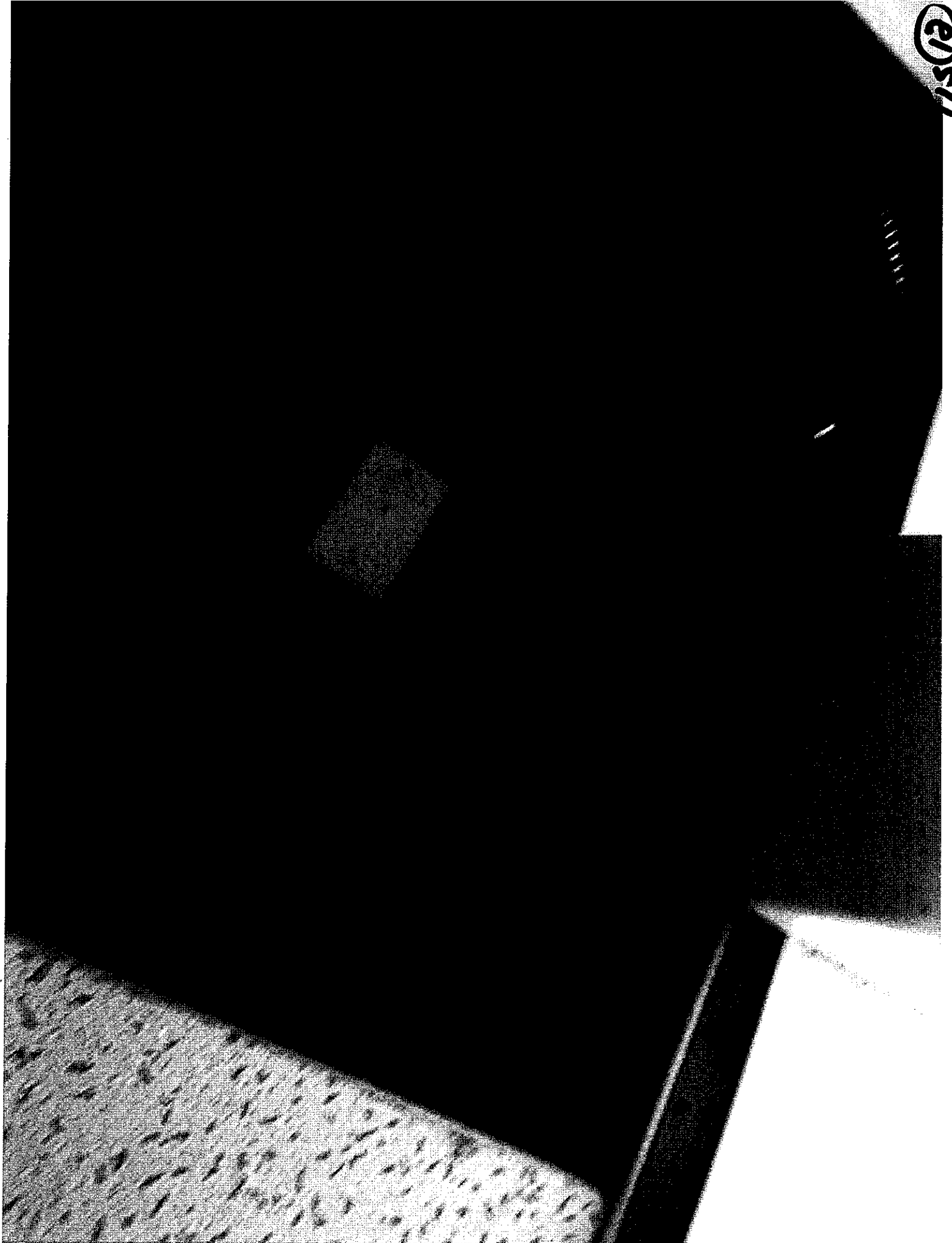


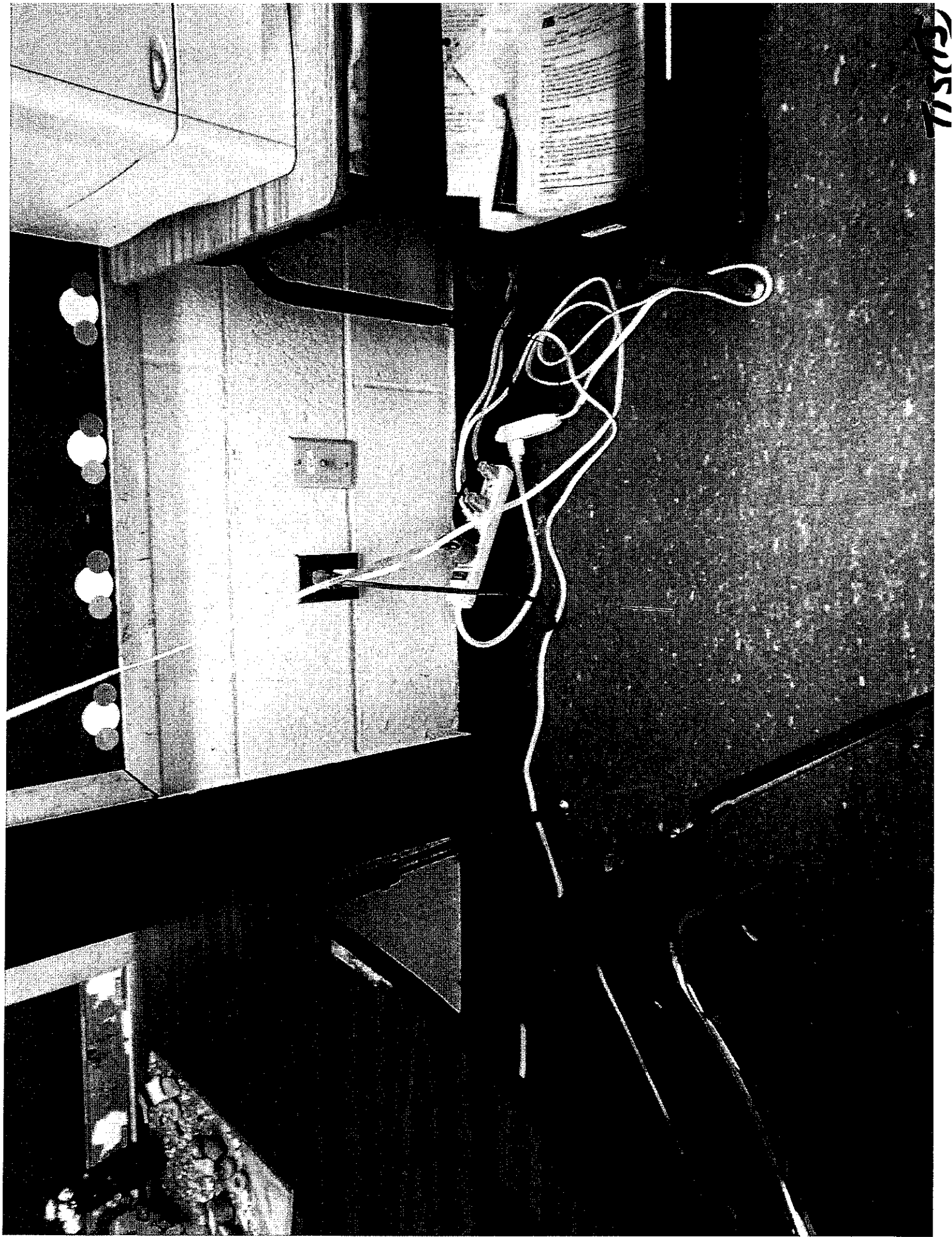
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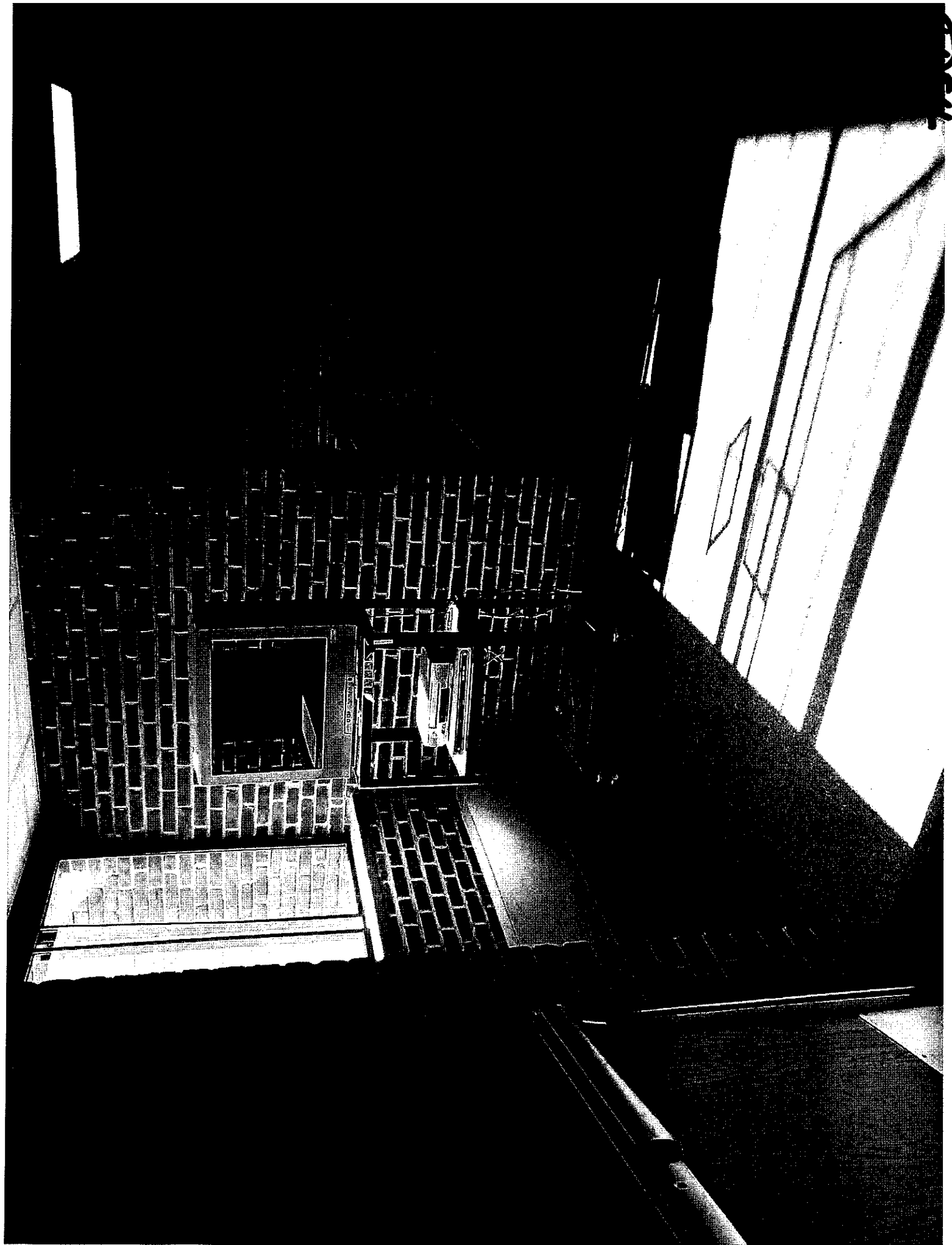




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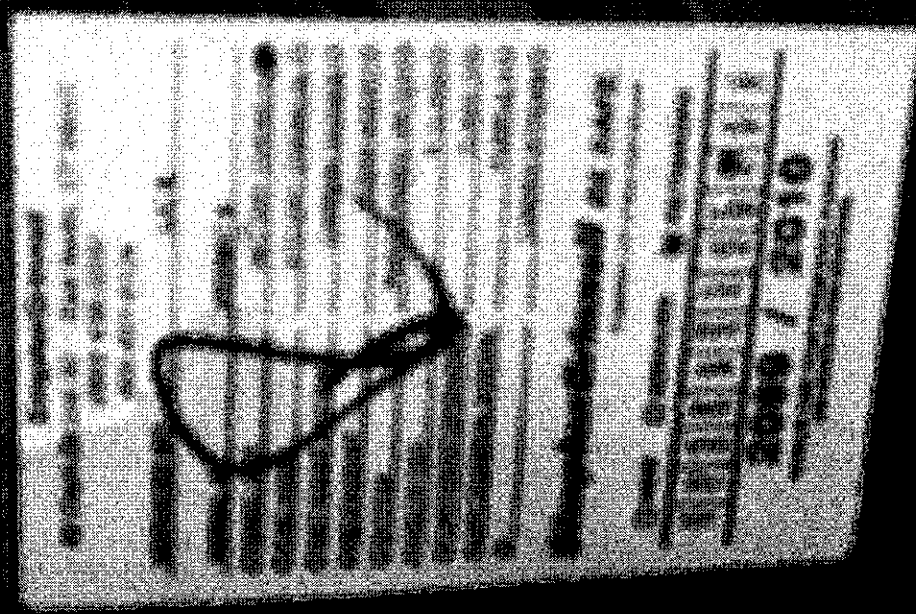


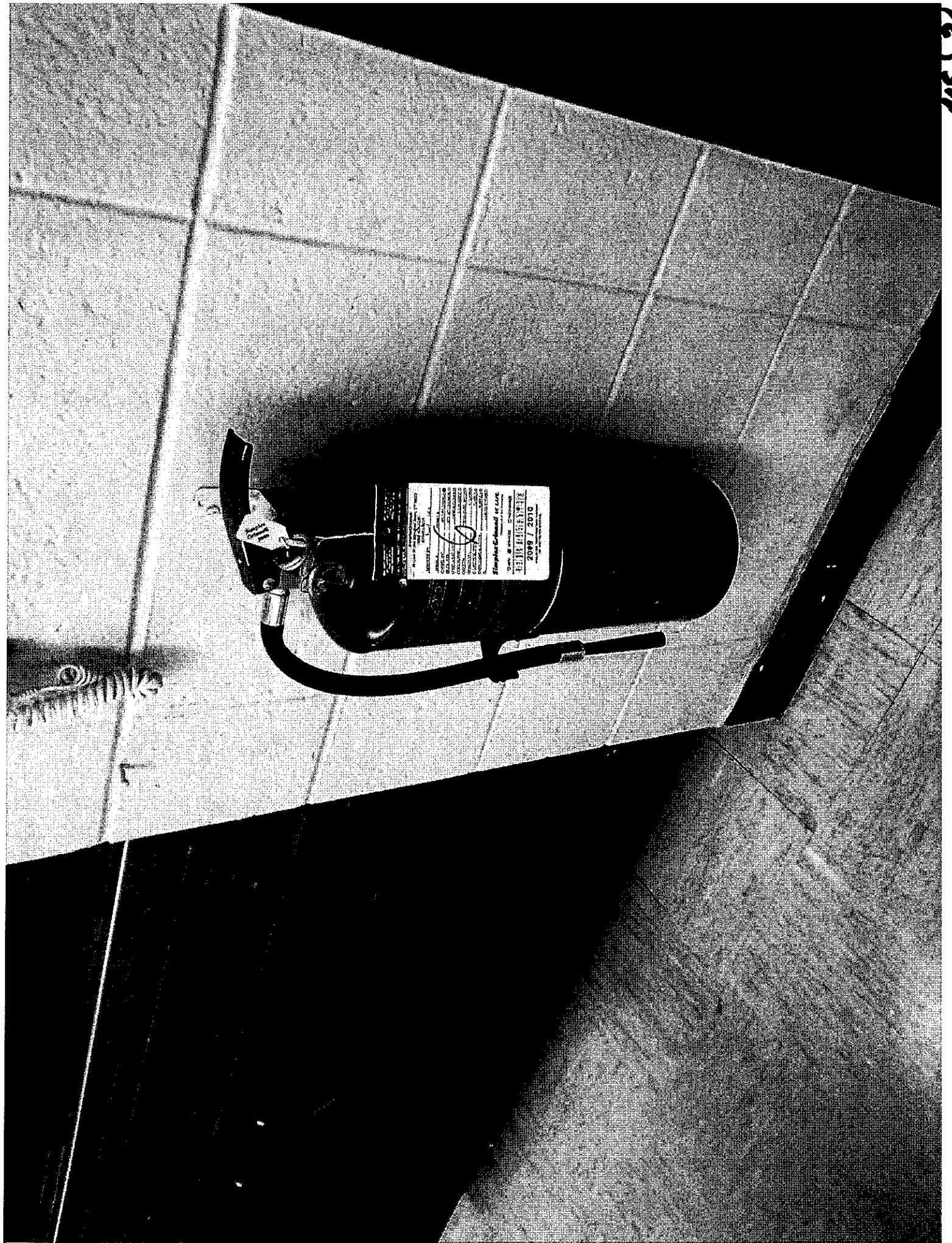


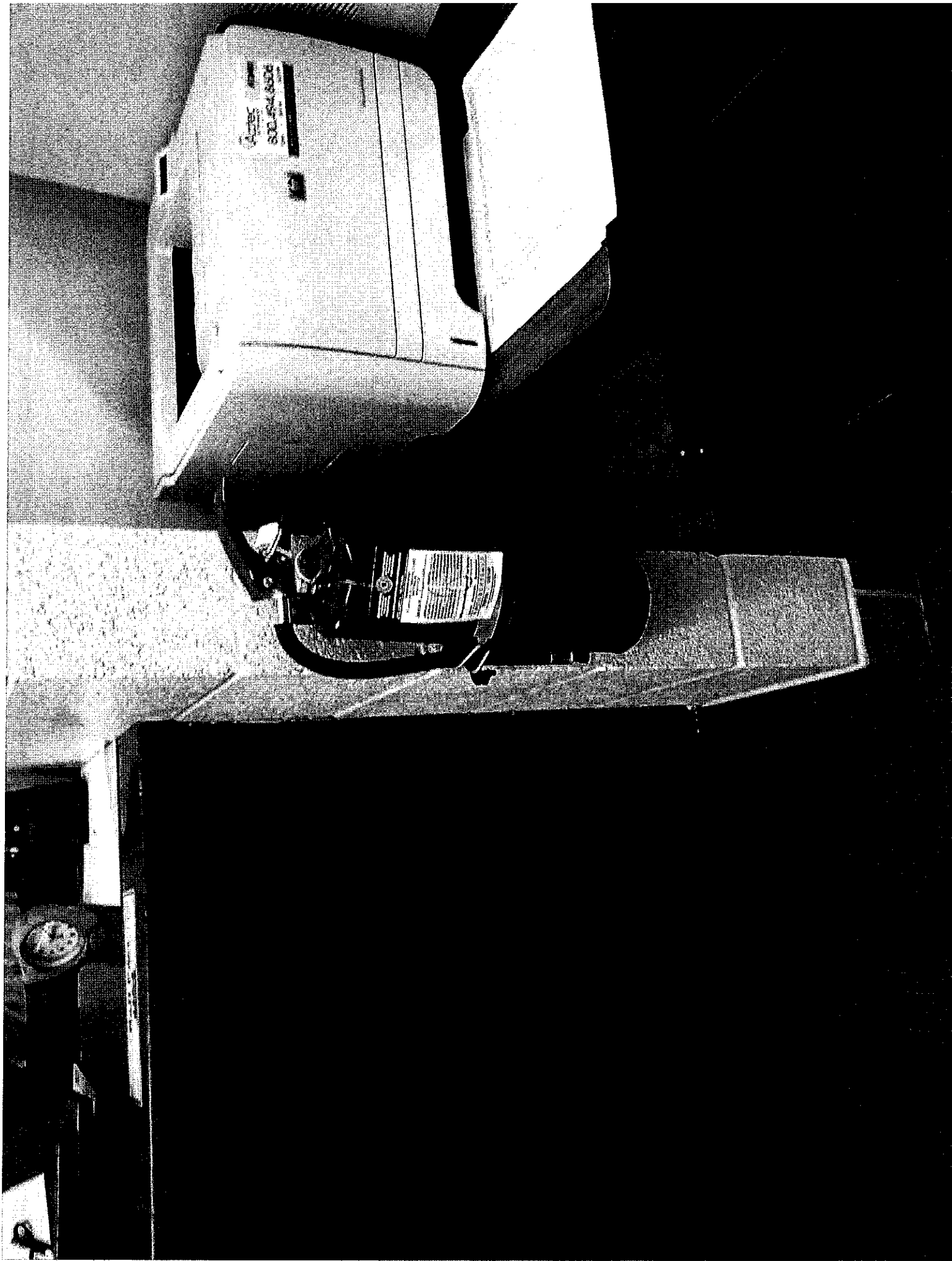














Tolland Public Schools

William D. Guzman, Esq.
Superintendent of Schools

51 Tollard Green
Tollard, Connecticut 06084

Tel: (860) 870-6850
Fax: (860) 870-7737
wguzman@tolland.k12.ct.us

January 4, 2012

Mr. Richard Munichiello
Fire Marshall
21 Tollard Green
Tollard, CT 06084

Dear Mr. Munichiello:

Attached please find a listing of the corrective actions taken at each school to address findings in your November 30, 2011 inspection report.

As you will note, several items (6) will be addressed through work orders for outside contractors. I will inform you when these have been corrected.

Please let me know if you have any questions.

Sincerely,

William D. Guzman
Superintendent of Schools

**Birch Grove Primary School
Fire Marshall Report 11/30/11**

Corrective Actions:

1. Left panel of gym doors binds on the floor. It should be self-closing. **(Work order submitted and the door appears to work freely now.)**
2. Extinguisher last inspected in '09. **(Extinguisher serviced during the winter break.)**
3. Storage room shall maintain 18" clearance around sprinkler head. **(Items have been moved)**
4. First floor storage room shall not be used as a classroom. **(Desks were stacked up and a notice was placed on the door stating no instruction in this room.)**
5. Room E-14 extension cords are hazardous. **(Teacher removed wind up cord and only has one power strip to power computer equipment.)**
6. Room B-3 extension cord used to power projector. **(Work order submitted and John Carroll had the electrician permanently wire this projector.)**
7. Hall B side exit obstructed by a rack. Nothing shall be stored in the means of egress. **(Teacher removed the table from this location.)**
8. ABA Room has extinguisher on counter top. It shall be hung properly. **(Work order submitted to mount the extinguisher)**
9. ABA Room side exit with accumulation of articles, which pose a hazard. **(Items have been moved)**
10. Means of egress shall not contain obstructions. **(The egress is clear and the recess cart has been placed in another location.)**

**Tolland Intermediate School
Fire Marshall Report 11/30/11**

1. Maintenance Area extinguisher tagged 2008. **(Extinguisher serviced during the winter break.)**
2. First floor hall extinguisher tagged 2009. **(Extinguisher serviced during the winter break.)**

3. Room 118 wiring. **(Wiring has been removed.)**
4. Room 116 wiring. **(Wiring has been removed from the floor and secured.)**
5. Room 116 wiring. **(Wiring has been removed from the floor and secured.)**
6. Room 114 wiring. **(Wiring is being removed from the floor and secured.)**
7. Electrical vault next to Room 137 extinguisher tagged 2008. **(Extinguisher serviced during the winter break.)**
8. Room 127 wiring. **(Wiring has been removed from the floor.)**
9. Room 129. **(Wiring – John Carroll has contacted an electrical contractor to install wire mold and a projector switch.)**
10. Stair tower contains lift which shall not be in the means of egress. **(Lift has been removed.)**
11. Upper stair shall be free of all equipment. **(Equipment has been removed.)**
12. Room 231 utility closet with exposed wiring. **(John Carroll has contacted an electrical contractor to repair the exposed wiring.)**
13. Room 220 wiring. **(Wiring has been removed from the floor and secured.)**
14. Upper level stair shall be free of equipment. **(Equipment has been removed.)**
15. Room 218 wiring. **Wiring has been removed from the floor and secured.)**

**Tolland Middle School
Fire Marshall Report 11/30/11**

1. Gym Hall shall be free of all storage items. **(Items have been removed from the hallway.)**
2. Extinguisher tagged '09. **(Extinguishers serviced during winter break.)**
3. Extinguisher tagged '09. **(Extinguishers serviced during winter break.)**
4. Extinguisher tagged '09. **(Extinguishers serviced during winter break.)**

**Tolland High School
Fire Marshall Report 11/30/11**

1. Extinguisher bracket broken. **(Work Order submitted to repair brackets.)**
2. Storage on power equipment and flammable liquids shall be in the garage.
(Flammable liquids out of the garage into the double bay garage near the athletic fields.)
3. The flammable storage cabinet in Room 57 Tech area shall be closed when attended. **(Teachers who utilize Room 57 were notified and the flammable storage cabinet now remains closed when unattended.)**
4. Art Room non-flammable turpenoid a disposal problem. **(Work order submitted to dispose of turpenoid properly.)**

F.4.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: January 11, 2012

SUBJECT: Enrichment Programs

Attached are the flyers announcing the afterschool enrichment programs developed by the elementary and middle school principals and Dr. Kathryn Eidson.

The programs will be monitored during the coming months to ascertain interest and effectiveness.

WDG:ca

Sessions Details

Each session takes place over a four week period of time. Students are asked to bring a snack. Pick-up is promptly at 5:00 on all days but the last day where parents are invited to attend a participation session from 5:00—5:45.



Adventures with Jack and Annie



Dates: 1/26, 2/2, 2/9, 2/16
Times: 3:45—5:00
Fees: \$10
Parent Sharing: 2/16, 5:00—5:45

Super Solvers



Dates: 3/8, 3/15, 3/22, 3/29
Times: 3:45—5:00
Fees: \$10
Parent Sharing: 3/29, 5:00—5:45

Math Magic



Dates: 4/26, 5/3, 5/10, 5/17
Times: 3:45—5:00
Fees: \$10
Parent Sharing: 5/17, 5:00—5:45

Application

Student's Name _____
Person(s) who will be authorized to pick up
the student after each session _____

Session(s) Chosen: Designate first choice
with a "1", second with "2" and third with
"3".

☐ Adventures with Jack and Annie

1/26-2/16

☐ Super Solvers

3/8-3/29

☐ Math Magic

4/26-5/17

If there are more applications than vacancies,
students will be chosen by lottery.

Applications Due: January 13, 2012

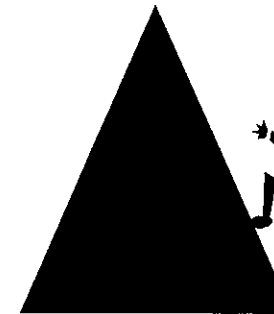


Tolland Public Schools

Adventures in Enrichment

Birch Grove Primary
247 Rhodes Road
Tolland, Connecticut 06084
(860) 870-6750

Adventures in Enrichment



Adventures with
Jack and Annie

Super Solvers

Math Magic

Super Solvers

Does it bother you when your pencil keeps falling off your desk?
Do you use up the eraser before the pencil is short?

Do your shoelaces keep coming untied?

How would you like to join our pretend company that invents new products to solve kid's problems?

You can be on our research and development team.

Whenever something annoys you and becomes a problem, you have the potential of creating a new invention.

So what are we waiting for? Let's start inventing!



Why After School?

Afterschool programs provide an environment that deepens students understanding of their regular academic school day learning. It is . . .

Fun with a purpose
A boost for confidence and curiosity
Exploring ones potential
Experiencing a low teacher/student ratio
Learning by doing
Creating lifelong learners
Building friendships with peers who have similar interests
Establishing trust and strong relationships

Math Magic

Do you enjoy playing math games, solving math puzzles and challenging your brain? You will become a math wizard. Each week you will learn new math tricks. Create your own mystical math game and devise the rules to go with it. Come along with us as we play chance, speed, and with win-strategies.



games of games of games nging

Adventures with Jack and Annie

Are you interested in learning about dogs that help people?
Have you ever wished you could go mountain climbing?

Come along with Jack and Annie to the highest pass in the Swiss Alps. You'll receive your own passport and the latest book in the Magic Tree House series, #46 Dogs in the Dead of Night. As the weeks go by, we will help Jack and Annie track the facts to find the solution to the mystery.



Adventures in Enrichment

Sheri Barna (Grade 2)
Krista Young (Grade 1)

Birch Grove Primary
247 Rhodes Road
Tolland, Connecticut 06084
(860) 870-6750

Session Details

There will be three sessions, one for each grade level, Thursdays after school in the science lab.

Each session takes place over a five week period of time. Students are asked to bring a snack. Sessions run 3:45 p.m. - 4:35 p.m. Students must be picked up promptly at 4:35 p.m.

Session one will be for fifth graders. January 26, February 2, February 9, February 16, and February 23.

Session two will be for fourth graders. March 8, March 15, March 22, March 29 and April 5.

Session three will be for third graders. April 26, May 3, May 10, May 17 and May 24.

Application

Student Name: _____

Parent Name: _____

Parent phone: _____

Pick up time is 4:35 p.m.

Fee = \$10.00 Please make checks out to

TIS SAA

Grade 5 Session

☐ 1/26, 2/2, 2/9, 2/16 & 2/23

Grade 4 Session

☐ 3/8, 3/15, 3/22, 3/29 & 4/5

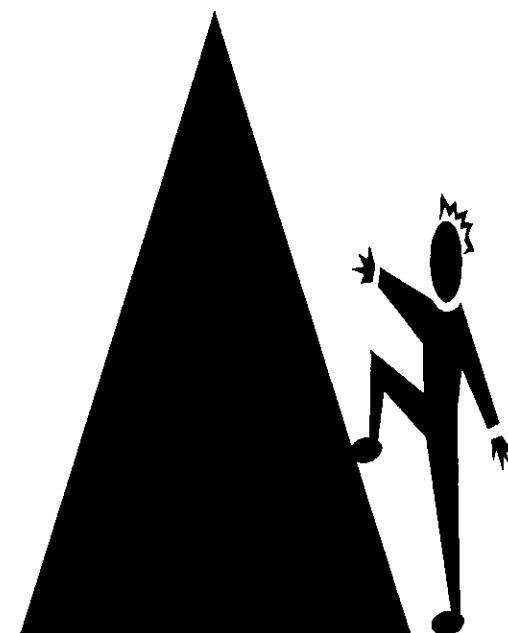
Grade 3 Session

☐ 4/26, 5/3, 5/10, 5/17 & 5/24

If there are more applications than vacancies, students will be chosen by lottery.

**Applications Due: January 13,
2012**

**Tolland
Intermediate
School
Presents**



**Adventures in
Science
Enrichment**

Science is Everywhere!

Science stimulates thinking and teaches an understanding of natural phenomena. The intent of the Adventures in Science Enrichment Club is to stimulate curiosity. The program will teach children methods of inquiry and investigation. Students will learn through exploration.

Children will learn to ask scientific questions and begin an understanding of the way science affects their world.

Through hands-on investigation, students participating in the Science Adventures in Enrichment Club will:

- Learn about the four steps of scientific inquiry:
- Observe
- Hypothesize
- Experiment
- Conclude
- Learn how to develop an investigation to answer
- scientific questions

HAVE LOTS OF FUN



**Ms. Lorrie Storozuk
Grade Five Teacher**

**Special Guest Appearances
by**

**Ms. Carolyn Tyl
Science Coordinator**

Tolland Intermediate School
96 Old Post Road
Tolland, Connecticut 06084
(860) 870-6885

Session Detail

Each session occurs from 2:45-4:10 PM Monday through Friday. Students who are participating may sign up for the late bus. Please contact the school with any questions at 860-870-6860 extension 1.



Rocketry

Dates: April 30th—May 4th, 2012

Time: 2:45—4:10 PM

Fees: \$25



Girl POWER!

Dates: February 13—February 17th, 2012

Time: 2:45—4:10 PM



CULINARY ADVENTURES

Dates: April 9—April 13th, 2012

Time: 2:45—4:10 PM

Fees: \$10

Application

Student Name & Grade: _____

Parent Name _____

Parent Phone _____

☐

Rocketry

☐

Girl Power!

☐

Culinary Arts

Please select the program you wish to request. If you are requesting more than one, please put a 1 in your first choice, a 2 for your second, and a 3 for your third choice.

You will be notified if your request can be fulfilled, and payment will be requested *at that time*. Checks can be made out to TMS SAA.

If there are more applications than vacancies, students will be chosen by lottery.

Applications Due: January 13, 2012



Tolland Public Schools

TMS Journeys and Adventures Program

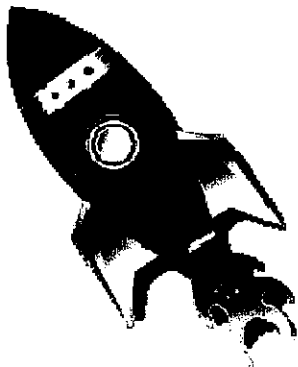


Tolland Public Schools

Rocketry

What goes up, must come down!

Explore the physics of rockets, trajectory, propulsion, and action and reaction in this exciting class! Students will learn by doing, creating rockets and launching them as a culminating activity!



Girl POWER! CHARGE!

Choose **H**ealthy **A**ctions, **R**elationships,
Goals & **E**xperiences



Through instruction, discussion, and reflection, middle school girls will explore the concept of self-empowerment, explore how women are portrayed in the media and culture, and identify ways to choose healthy actions, relationships, goals and experiences that will help them to develop into confident young adults and leaders among their peers.

CULINARY ADVENTURES

Take a trip through the land of éclairs, enchiladas, and even swans made from melons. This five day excursion will take you to Mexico, France, and other countries as students prepare a feast fit for a King or Queen. Students will acquire some new cooking skills to try with friends and family!



TMS Journeys and Adventures

Questions? Contact Principal Willett

Tolland Middle School
1 Falcon Way
Tolland, CT 06084
(860) 870-6860 ext. 1

F.5.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: January 11, 2012

SUBJECT: Board Policies

- **Policy and Administrative Regulation 4030 - Non-Discrimination**
- **Administrative Regulation 4041 - Use of Social Media**
- **Policy 4050 - Employment Checks**
- **Policy and Administrative Regulation 4110 - Employee Use of the District's Computer System**
- **Administrative Regulation 5130 - Suicide Prevention Intervention**

Attached please find Board Policy 4030, Non-Discrimination, Administrative Regulation 4041, Use of Social Media, Board Policy 4050, Employment Checks, Board Policy and Administrative Regulation 4110, Employee Use of the District's Computer System, and Administrative Regulation 5130 Suicide Prevention Intervention.

Policy and Administrative Regulation 4030, 4110, Policy 4050, Regulation 4040 and 5130 were reviewed by the Policy Committee on December 14, 2011.

Board Policies 4030, 4110, and 4050 are revised. The language to be deleted is in brackets and new language is in caps and is bolded.

The Administrative Regulations 4030, 4041, 4110 and 5130 are enclosed for your information and do not require Board approval.

WDG:ca

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Non-Discrimination

Number: 4030
Personnel

Approved: 2/28/01

Revised: 6/13/07

Revised: 6/11/08

REVISED:

The Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, gender, marital status, sexual orientation, national origin, ancestry, disability [or] **(INCLUDING PREGNANCY)**, genetic information, **OR GENDER IDENTITY OR EXPRESSION**, except in the case of a bona fide occupational qualification.

For the purposes of this policy, "genetic information" means the information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. **"GENETIC INFORMATION" MAY ALSO INCLUDE AN INDIVIDUAL'S FAMILY MEDICAL HISTORY, THE RESULTS OF AN INDIVIDUAL'S OR FAMILY MEMBER'S GENETIC TESTS, THE FACT THAT AN INDIVIDUAL OR AN INDIVIDUAL'S FAMILY MEMBER SOUGHT OR RECEIVED GENETIC SERVICES, AND GENETIC INFORMATION OF A FETUS CARRIED BY AN INDIVIDUAL OR AN INDIVIDUAL'S FAMILY MEMBER OR AN EMBRYO LAWFULLY HELD BY AN INDIVIDUAL OR FAMILY MEMBER RECEIVING ASSISTIVE REPRODUCTIVE SERVICES.**

FOR THE PURPOSES OF THIS POLICY, "GENDER IDENTITY OR EXPRESSION" MEANS A PERSON'S GENDER-RELATED IDENTITY, APPEARANCE OR BEHAVIOR, WHETHER OR NOT THAT GENDER-RELATED IDENTITY, APPEARANCE OR BEHAVIOR IS DIFFERENT FROM THAT TRADITIONALLY ASSOCIATED WITH THE PERSON'S PHYSIOLOGY OR ASSIGNED SEX AT BIRTH, WHICH GENDER-RELATED IDENTITY CAN BE SHOWN BY PROVIDING EVIDENCE INCLUDING, BUT NOT LIMITED TO, MEDICAL HISTORY, CARE OR TREATMENT OF THE GENDER-RELATED IDENTITY, CONSISTENT AND UNIFORM ASSERTION OF THE GENDER-RELATED IDENTITY OR ANY OTHER EVIDENCE THAT THE GENDER-RELATED IDENTITY IS SINCERELY HELD, PART OF A PERSON'S CORE IDENTITY OR NOT BEING ASSERTED FOR AN IMPROPER PURPOSE.

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d *et. seq.*.

Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.*

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, *et seq.*

Age Discrimination in Employment Act, 29 U.S.C. §621

Americans with Disabilities Act, 42 U.S.C. §12101

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

[Connecticut Fair Employment Practices Act, Connecticut General Statutes §46a-60]

TITLE II OF THE GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008, PUB.L.110233, 42 USC 2000FF; 34 CFR1635

Connecticut General Statutes §10-153. Discrimination on basis of marital status

CONNECTICUT FAIR EMPLOYMENT PRACTICES ACT, CONNECTICUT GENERAL STATUTES § 46A-60

Connecticut General Statutes §46a-81a. Discrimination on basis of sexual orientation: **DEFINITIONS**

[Public Act 07-62 An Act Concerning The Deprivation Of Rights On Account Of Sexual Orientation]

CONNECTICUT GENERAL STATUTES § 46A-81C SEXUAL ORIENTATION DISCRIMINATION: EMPLOYMENT

Public Act [07-245] **11-55** An Act Concerning [Family And Medical Leave For Municipal Employees And The Applicability Of Certain Statutory Provisions To Civil Union Status] **DISCRIMINATION.**

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION

REGARDING: Non-Discrimination

Number: 4030
Personnel

Approved: 6/11/08

REVISED:

It is the express policy of the Tolland Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability or genetic information. In order to facilitate the timely resolution of such complaints and/or grievances, any employee who feels that he/she has been discriminated against on the basis of these protected characteristics should file a written complaint with:

Office of The Superintendent
51 Tolland Green
Tolland, Ct 06084

860 870-6850

Preferably, complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints and/or grievances facilitates the investigation and resolution of such complaints and/or grievances.

Complaints and/or grievances will be investigated promptly and corrective action will be taken when allegations are verified.

Specifically, upon receipt of a written complaint of discrimination, the superintendent and/or his or her designee should:

1. Offer to meet with the complainant to discuss the nature of his/her complaint;
2. Provide the complainant with a copy of the board's [anti-] **NON-**discrimination policy and accompanying regulations;

3. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
4. Conduct the investigation in a confidential manner, to the extent practicable, adhering to the requirements of state and federal law;
5. Communicate the findings and/or results of any investigation to the complainant; and
6. Take appropriate corrective and disciplinary action, as deemed appropriate by the superintendent and/or his or her designee.

If the complaint involves an allegation of discrimination based on disability or sex, the complainant should be referred to the board's policies and procedures related to section 504 of the rehabilitation act (for claims of discrimination and/or harassment based on disability) and sex discrimination//sexual harassment (for claims discrimination and/or harassment based on sex).

For allegations pertaining to race, color or national origin discrimination, at any stage in this complaint procedure, the complainant has the right to file formal complaints regarding such matters with:

Boston Office
Office of Civil Rights
U.S. Department of Education
8th Floor, 5 Post Office Square, Suite 900
Boston, Ma 02109-3921
OCR.BOSTON@ED.GOV

If a complaint is filed with the office of civil rights, it must be filed in writing no later than one hundred eighty (180) days after the occurrence of the alleged discrimination.

A complainant may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 1229 Albany Avenue, Hartford, CT 06112 (telephone number 860 566-7710 and/or the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, Ma 0223 (telephone number 617 565-3200).

Discrimination Complaint Form
[(For Complaints Based On Race, Color, Religion, Age, Sex, Marital Status,
Sexual Orientation, National Origin, Ancestry, Disability Or Genetic Information)]
**(FOR COMPLAINTS BASED ON RACE, COLOR, RELIGION, AGE, SEX,
MARITAL STATUS, SEXUAL ORIENTATION, NATIONAL ORIGIN,
ANCESTRY, DISABILITY (INCLUDING PREGNANCY), GENETIC
INFORMATION, OR GENDER IDENTITY OR EXPRESSION)**

Name of the Complainant

Date of the Complaint

Date of the Alleged Discrimination/Harassment

Name or Names of the Discriminator(s) or Harasser(s)

Location where such Discrimination/Harassment occurred

Name(s) of any Witness(es) to the Discrimination/Harassment

Detailed Statement of the Circumstances Constituting the Alleged Discrimination
or Harassment

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION

REGARDING: USE OF SOCIAL MEDIA

Number: 4041
Personnel

Approved: 10/12/11

REVISED:

The Board of Education recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the first amendment, in certain circumstances, to speak out on matters of public concern. However, the board will regulate the use of social media by employees, including employees' personal use of social media, when such use:

- 1) interferes with the work of the school district;
- 2) is used to harass coworkers or other members of the school community;
- 3) creates a hostile work environment;
- 4) breaches confidentiality obligations of school district employees,
- 5) disrupts the work of the school district
- 6) harms the goodwill and reputation of the school district in the community; or
- 7) violates the law, board policies and/or other school rules and regulations.

Definitions:

Social media includes, but is not limited to, social networking sites, such as Twitter, Facebook, LinkedIn, Youtube, and MySpace.

Board of Education includes all names, logos, buildings, images and entities under the authority of the Board of Education.

Rules concerning personal social media activity

1. An employee may not mention, discuss or reference the Board of Education, the school district or its individual schools, programs or teams on personal social networking sites **IN A MANNER THAT COULD REASONABLY BE CONSTRUED AS AN OFFICIAL SCHOOL DISTRICT COMMUNICATION**, unless the employee also states that the post is the personal communication of the employee of the school district and that the views posted are the employee's alone and do not represent the views of the school district or the Board of Education.
2. Employees must use caution mentioning other Board of Education employees or other members of the school community (e.g., parents or others) on personal social networking sites, without such individuals' express consent unless the employee is addressing an issue of public concern and the employee's speech falls under applicable constitutional protections pertaining to same. Such postings are outside of the employee's job responsibilities, and employees are subject to potential liability as described in paragraph 6, below.

3. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, absent an unrelated special relationship (e.g. relative or family friend), it is not appropriate for a teacher or administrator to “friend” a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal social media, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school.
4. Unless given written consent, employees may not use the Board of Education’s logo or trademarks on their personal posts. Please note that this prohibition extends to the use of logos or trademarks associated with individual schools, programs or teams of the school district.
5. Employees are required to use appropriately respectful speech in their personal social media posts; and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Such posts reflect poorly on the school district’s reputation, can affect the educational process and may substantially and materially interfere with an employee’s ability to fulfill his/her professional responsibilities.
6. Employees are individually responsible for their personal posts on social media. Employees may be sued by other employees, parents or others, and any individual that views an employee’s social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. As such activities are outside the scope of employment, employees may be personally liable for such claims.
7. Employees are required to comply with all Board of Education policies and procedures with respect to the use of district computer equipment, networks or electronic devices when accessing social media sites. Any access to personal social media activities while on school property or using school district equipment must comply with those policies, and may not interfere with an employee’s duties at work.
8. The Board of Education reserves the right to monitor all employee use of district computers and other district electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any personal communication or post made through social media while using district computers, cellular telephones or other electronic data devices.
9. All posts on personal social media must comply with the Board of Education’s policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.
10. An employee may not link a personal social media site or webpage to the Board of Education’s website or the websites of individual schools, programs or teams; or post Board of Education material on a social media site or webpage without written permission of his/her supervisor.

11. All Board of Education policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to public trust, illegal harassment, code of conduct, and protecting confidential information.

Rules Concerning District-Sponsored Social Media Activity

1. If an employee seeks to use social media sites as an educational tool or in relation to extracurricular activities or programs of the school district, the employee must seek and obtain the permission of his/her supervisor prior to setting up the site.
2. If an employee wishes to use Facebook or other similar social media site to communicate meetings, activities, games, responsibilities, announcements, etc., for a school-based club or an school-based activity or an official school-based organization, or an official sports team, the employee must also comply with the following rules:
 - The employee must set up the club, etc. As a group list which will be "closed" (e.g. membership in the group is limited to students, parents and appropriate school personnel) and "moderated" (e.g. the employee had the ability to access and supervise communications on the social media site).
 - When Facebook is used as the social media site, members will not be established as "friends," but as members of the group list. When other social media sites are used, the employee will establish a similar parameter on the basis of the functionality of the social media site utilized.
 - Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee (e.g. teacher, administrator, supervisor or coach). Persons desiring to access the page may join only after the employee invites them and allows them to join.
 - Parents shall be permitted to access any site that their child has been invited to join.
 - Access to the site may only be permitted for educational purposes related to the club, activity, organization or team.
 - The employee responsible for the site will monitor it regularly.
 - The employee's supervisor shall be permitted access to any site established by the employee for a school-related purpose.
 - Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity.
3. Employees are required to use appropriately respectful speech in their social media posts on district-sponsored sites; and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.
4. Employees are required to comply with all Board of Education policies and procedures and all applicable laws with respect to the use of computer equipment, networks or devices when accessing district-sponsored social media sites.

5. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication or post made through social media while using district computers, cellular telephones or other data devices.
6. All posts on district-sponsored social media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.
7. An employee may not link a district-sponsored social media site or webpage to any personal social media sites or sites not sponsored by the school district.
8. An employee may not use district-sponsored social media communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purposes.
9. An employee may not use district-sponsored social media communications in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be construed as such.

Disciplinary Consequences

Violation of the Board of Education's policy concerning the use of social media or these Administrative Regulations may lead to discipline up to and including the termination of employment consistent with state and federal law.

Legal References:

U.S. Constitution, Amend. I
Conn. Constitution, Article I, Sections 3, 4, 14
Conn. Gen. Stat. § 31-48d
Conn. Gen. Stat. § 31-51q
Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250
Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

Policy References:

Policy 4060, Sex Discrimination and Sexual Harassment in the Workplace
Policy 4110, Employee Use of The District's Computer System
Policy 4120, Notice Regarding Electronic Monitoring
Policy 5050, Confidentiality and Access To Student Records
Policy 5051, Student Privacy

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION

REGARDING: Employee Use of the
District's Computer
Systems

Number: 4110
Administrative

Approved: 2/28/01
Revised: 4/26/06
Revised: 2/16/11

REVISED:

Introduction

Computers, computer networks, electronic devices, Internet access, and Electronic mail are effective and important technological resources. The Board of Education has installed computers, a computer network, including Internet access and an E-Mail system, and may provide electronic devices that access the system, such as PDAs, SmartPhones, mobile or handheld **ELECTRONIC** devices, to enhance the educational and business operations of the district. In this regulation, the computers, computer network, electronic devices, Internet access and E-mail system are referred to collectively as "the computer systems."

These computer systems are business and educational tools. As such, *they are being made available to employees of the district for district-related educational and business purposes.* All users of the computer systems must restrict themselves to appropriate district-related educational and business purposes. Incidental personal use of the computer systems may be permitted solely for the purpose of e-mail transmissions and **SIMILAR COMMUNICATION, INCLUDING** access to the internet on a limited, occasional basis. Such incidental personal use of the computer systems is subject to all rules, including monitoring of all such use, set out in these regulations. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

These computer systems are expensive to install, own and maintain. Unfortunately, these computer systems can be misused in a variety of ways, some of which are innocent and others deliberate. Therefore, in order to maximize the benefits of these technologies to the district, our employees and all our students, this regulation shall govern *all* use of these computer systems.

Monitoring

It is important for all users of these computer systems to understand that the Board of Education, as the owner of the computer systems, intends to monitor the use of the computer systems to ensure that they are being used in accordance with these regulations. The Board of Education intends to monitor in a limited fashion, but will do so as needed to ensure that the systems are being used solely for district-related educational and business purposes and to maximize utilization of the systems for such business and educational purposes. The Superintendent reserves the right to eliminate personal use of the district's computer systems by any or all employees at any time.

The system administrator and others managing the computer systems may access email or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason or no reason. Typical examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction. Further, the system administrator and others managing the computer systems can access or monitor activity on the systems despite the use of passwords by individual users, and can bypass such passwords. In addition, review of emails, messages or information stored on the computer systems, which can be forensically retrieved, includes those messages and/or electronic data sent, posted and/or retrieved using social networking sites, including, but not limited to: Twitter, Facebook, LinkedIn, YouTube, and MySpace.

Why Monitor?

The computer systems are expensive for the Board to install, operate and maintain. For that reason alone it is necessary to prevent misuse of the computer systems. However, there are other equally important reasons why the Board intends to monitor the use of these computer systems, reasons that support its efforts to maintain a comfortable and pleasant work environment for all employees.

These computer systems can be used for improper, and even illegal purposes. Experience by other operators of such computer systems has shown that they can be used for such wrongful purposes as sexual harassment, intimidation of co-workers, threatening of co-workers, breaches of confidentiality, copyright infringement and the like.

Monitoring will also allow the Board to continually reassess the utility of the computer systems, and whenever appropriate, make such changes to the computer systems as it deems fit. Thus, the Board monitoring should serve to increase the value of the system to the district on an ongoing basis.

Privacy Issues

Employees must understand that the Board has reserved the right to conduct monitoring of these computer systems and can do so *despite* the assignment to individual employees of passwords for system security. Any password systems implemented by the district are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.

The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes.

Employees must be aware that *they should not have any expectation of personal privacy in the use of these computer systems*. This provision applies to any and all uses of the district's computer systems, and electronic devices that access same, including any incidental personal use permitted in accordance with these regulations.

Use of the computer system represents an employee's acknowledgement that the employee has read and understands these regulations and any applicable policy in their entirety, including the provisions regarding monitoring and review of computer activity.

Prohibited Uses

Inappropriate use of district computer systems is expressly prohibited, including but not limited to the following:

- ♦ Sending any form of solicitation not directly related to the business of the Board of Education;
- ♦ Sending any form of slanderous, harassing, threatening, or intimidating message, at any time, to any person (such communications *may* also be a *crime*;
- ♦ Gaining or seeking to gain unauthorized access to computer systems;
- ♦ Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from supervisory personnel;
- ♦ Sending any message that breaches the Board of Education's confidentiality requirements, including the confidentiality rights of students;

- ♦ Sending any copyrighted material over the system;
- ♦ Sending messages for any purpose prohibited by law.
- ♦ Transmission or receipt of inappropriate e-mail communications or accessing inappropriate information on the internet, including vulgar, lewd or obscene words or pictures;
- ♦ Using computer systems for any purposes, or in any manner, other than those permitted under these regulations;
- ♦ [Using social networking sites such as Facebook, Twitter, MySpace and LinkedIn in a manner that interferes with the work of the school district; is used to harass coworkers or members of the school community; creates a hostile work environment; breaches confidentiality obligations of school district employees; disrupts the work of the school district; harms the goodwill and reputation of the school district in the community or otherwise violates the law, Board Policies and/or other school rules and regulations.]
- ♦ **USING SOCIAL NETWORKING SITES SUCH AS FACEBOOK, TWITTER, MY SPACE AND LINKEDIN IN A MANNER THAT VIOLATES THE BOARD'S SOCIAL NETWORKING POLICY.**

In addition, if a particular behavior or activity is generally prohibited by law and/or Board of Education policy, use of these computer systems for the purpose of carrying out such activity and/or behavior is also prohibited.

ELECTRONIC COMMUNICATIONS

THE BOARD EXPECTS THAT ALL EMPLOYEES WILL CONFORM WITH ALL APPLICABLE BOARD POLICIES AND STANDARDS OF PROFESSIONAL CONDUCT WHEN ENGAGING IN ANY FORM OF ELECTRONIC COMMUNICATION, INCLUDING TEXTING, USING THE DISTRICT'S COMPUTER SYSTEM, OR THROUGH THE USE OF ANY ELECTRONIC DEVICE OR MOBILE DEVICE OWNED, LEASED, OR USED BY THE BOARD. AS WITH ANY FORM OF COMMUNICATION, THE BOARD EXPECTS DISTRICT PERSONNEL TO EXERCISE CAUTION AND APPROPRIATE JUDGMENT WHEN USING ELECTRONIC COMMUNICATIONS WITH STUDENTS, COLLEAGUES AND OTHER INDIVIDUALS IN THE CONTEXT OF FULFILLING AN EMPLOYEE'S

Disciplinary Action

Misuse of these computer systems will not be tolerated and result in disciplinary action up to and including termination of employment. Because no two situations are identical, the Board reserves the right to determine the appropriate discipline for any particular set of circumstances.

Complaints of Problems or Misuse

Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the appropriate use of the computer systems, should report this to his or her supervisor or to the Superintendent of Schools.

Most importantly, the Board urges *any* employee who receives *any* harassing, threatening, intimidating or other improper message through the computer systems to report this immediately. It is the Board's policy that no employee should be required to tolerate such treatment, regardless of the identity of the sender of the message. *Please report these events!*

Implementation.

This regulation is effective as of [02/16/11].

NOTICE REGARDING ELECTRONIC MONITORING

In accordance with the provisions of Connecticut General Statutes Section 31-48d, the Board of Education hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While the Board may not actually engage in the use of electronic monitoring, it reserves the right to do so as the Board and/or the Administration deem appropriate in their discretion, consistent with the provisions set forth in this Notice.

"Electronic monitoring," as defined by Connecticut General Statutes Section § 31-48d, means the collection of information on the Board's premises concerning employees' activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems. The law does not cover the collection of information (A) for security purposes in any common areas of the Board's premises which are open to the public, or (B) which is prohibited under other state or federal law.

The following specific types of electronic monitoring may be used by the Board in its workplaces:

- Monitoring of e-mail and other components of the Board's computer systems for compliance with the Board's policies and regulations concerning use of such systems.
- Video and/or audio surveillance within school buildings (other than in restrooms, locker rooms, lounges and other areas designed for the health or personal comfort of employees or for the safeguarding of their possessions), on school grounds and on school buses and other vehicles providing transportation to students and/or employees of the school system.
- Monitoring of employee usage of the school district's telephone systems.

The law also provides that, where electronic monitoring may produce evidence of misconduct, the Board may use electronic monitoring without any prior notice when the Board has reasonable grounds to believe employees are engaged in conduct that (i) violates the law, (ii) violates the legal rights of the Board or other employees, or (iii) creates a hostile work environment.

Questions about electronic monitoring in the workplace should be directed to the Superintendent.

Legal References:

Connecticut General Statutes:
Section 31-48b
Section 31-48d

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION

REGARDING: Suicide Prevention
Intervention

Number: 5130
Administrative

Approved: 2/28/01

Revised: 2/16/11

REVISED:

Management of Suicidal Risk

The school cannot be expected to thoroughly evaluate and eliminate suicidal risk. Nevertheless, the Board is committed to respond in a supportive manner, both aggressively and immediately, to a student who has attempted, has threatened, or is seriously considering attempting suicide. The following procedures shall be implemented toward this end.

- I. Any staff member who becomes aware of a student who may be at risk of suicide must immediately notify the building principal or his/her designee. This must be done even if the student has confided in the staff person and asked that his/her communication be kept confidential. The principal or designee will then notify an appropriate Pupil Personnel Service, Crisis Intervention Team, and/or Student Assistance Team staff member. (Note: The principal may have multiple designees.)
- II. The Principal or Designee shall interview the student, consider available background information and determine whether the student is "at-risk" or in "imminent danger."
- III. If the student is assessed to be "at-risk":
A DETERMINATION BY THE PRINCIPAL/DESIGNEE IN CONJUNCTION WITH INFORMATION FROM PERSON(S) WHO CONDUCTED INITIAL ASSESSMENT WILL BE MADE ABOUT THE LEVEL OF IMMEDIACY OF THE THREAT.
 - A. The Principal or Designee shall notify the student's parent/guardian and request a meeting with them as soon as possible, preferably that same day.

- B. When the parent/guardian arrives at school, the Principal or Designee shall meet with him/her to discuss:
1. the seriousness of the situation;
 2. **IF THE STUDENT IS CURRENTLY SAFE TO REMAIN IN SCHOOL, HE/SHE WILL BE ALLOWED TO STAY IN SCHOOL AND ATTEND CLASSES AND FUNCTIONS WITH PARENT PERMISSION. SCHOOL COUNSELING WILL BE AVAILABLE TO THE STUDENT AS REQUESTED. THE PARENT WILL SCHEDULE A SESSION FOR THE STUDENT WITH AN OUTSIDE COUNSELOR TO MEET AS SOON AS POSSIBLE.**

IF THE STUDENT IS NOT SAFE TO REMAIN IN SCHOOL, THE NEED FOR AN IMMEDIATE SUICIDE RISK EVALUATION THROUGH EMERGENCY MOBILE PSYCHIATRIC (211) SERVICES AT A MEDICAL OR METAL HEALTH FACILITY, OR OTHER APPROPRIATE EVALUATION(S).
 3. the need for continued monitoring of the student at home if he/she is released following the evaluation;
 4. referral to appropriate professional services outside the school system; and
 5. a request for the parent/guardian to sign a release of information form permitting communication between the school and the facility to which the student will be taken, the student's therapist and other appropriate individuals.
- C. The Principal or Designee shall document in writing the course of events, including what transpired at the meeting, and the outcome.
- D. If the parent/guardian does not follow through, thereby leaving the student "at-risk", a medical referral to the Department of Children and Families (DCF) should be made (if the student is less than 18 years of age). The parent/guardian should be notified as soon as possible that such a referral has been made.
- E. The Principal or Designee may notify other staff, as necessary to protect the student and others.

- F. The Principal or Designee may refer student to the school's Child Study Team, Mental Health Team, Crisis Intervention Team, Student Assistance Team, Planning Placement Team or other staff as appropriate for further consultation and planning.
 - G. The Principal or Designee or the team shall monitor the student's progress and shall consult as necessary with family, outside professionals and school staff.
- IV. If the student is assessed to be "in imminent danger":
- A. The Principal or Designee shall ensure that the student is not left alone.
 - B. The Principal or Designee shall notify the parent/guardian and request that the student be picked up at school and contact either Emergency Mobile Psychiatric (211) services or taken to a medical or mental health professional for thorough suicidal risk evaluation.
 - C. When the parent/guardian arrives at school, the Principal or Designee shall meet with him/her to discuss:
 - 1. the seriousness of the situation;
 - 2. the need for an immediate suicide risk evaluation through Emergency Mobile Psychiatric (211) services or at a medical or mental health facility, or other appropriate evaluation(s);
 - 3. the need for continued monitoring of the student at home if he/she is released following the evaluation;
 - 4. referral to appropriate professional services outside the school system; and
 - 5. a request for the parent/guardian to sign a release of information form permitting communication between the school and the facility to which the student will be taken, the student's therapist and other appropriate individuals.
 - E. The Principal or Designee shall document in writing the course of events, including what transpired at the meeting, and the outcome.
 - F. The Principal or Designee shall inform the principal of the course of events and the outcome.

- G. The Principal or Designee may notify other staff, as necessary to protect the student and others.
- H. The Principal or Designee may refer the student to the school's Child Study Team, Mental Health Team, Crisis Intervention Team, Student Assistance Team, Planning and Placement Team or other staff as appropriate for further consultation and planning.
- I. If the parent/guardian is unable to come to school:
 - 1. The Principal or Designee shall provide over the telephone information as to available resources outside and within the school system, and shall plan follow-up contacts.
 - 2. The Principal or Designee will notify the parent/guardian of his/her intent to either contact Emergency Mobile Psychiatric (211) services or and arrange transport of the student to an appropriate evaluation/treatment site by means of emergency vehicle (e.g., ambulance or police cruiser).
 - 3. Police may be notified if the student poses a threat to the safety of him/herself or others, or as dictated by other circumstances.
 - 4. The Principal or Designee shall document in writing the course of events and the outcome.
 - 5. The Principal or Designee shall inform the principal of the course of events and the outcome.
- J. If the parent/guardian does not agree with the school's determination that the student is in imminent danger or for any other reason refuses to take action.
 - 1. The Principal or Designee shall meet with the building principal to develop an immediate plan focused on protection of the student.
 - 2. The Principal or Designee shall notify the parent/guardian of the plan and shall inform the parent/guardian that the Department of Children and Families (DCF) will be contacted and a medical neglect referral made, if the parent/guardian remains uncooperative (if the student is less than 18 years of age).
 - 3. The Principal or Designee shall contact Emergency Mobile Psychiatric (211) services or arrange for an emergency

vehicle to transport the student to the hospital or an appropriate mental health facility; shall inform hospital staff of the situation; shall plan follow-up in relation to hospital staff or mental health facility staff decisions as to how to proceed.

4. The Principal or Designee shall consult and cooperate with DCF as necessary.
 5. The Principal or Designee shall document in writing the course of events and the outcome.
- K. When a student assessed to have been "in imminent danger" returns to the school, the PPS staff member or the appropriate school-based team (if such referral has been made) shall coordinate consultation with outside professionals, supportive services in school, and changes in the instructional program, when necessary.

Suicide Education/Prevention - Students and Staff

- I. As part of the Tolland Schools' Health Education Curriculum and Developmental Guidance Curriculum, students will be educated regarding suicide risk factors and danger signals, and how they might appropriately respond if confronted with suicidal behavior, verbalizations, or thoughts.
- II. Annually, in-service training for school staff will be held in each school building to discuss suicide risk factors, danger signals, and the procedures outlined in these regulations.

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: [Fingerprinting,
Criminal History Records and
Employment Reference]
EMPLOYMENT CHECKS

Number: 4050
Personnel

Approved: 2/12/03

Revised: 5/11/05

REVISED:

Each applicant for a position with the district shall be asked whether he/she has ever been convicted of a crime [and], whether there are any criminal charges pending against him/her at the time of application[. Employees] **AND WHETHER THE APPLICANT IS INCLUDED ON THE ABUSE AND NEGLECT REGISTRY OF THE CONNECTICUT DEPARTMENT OF CHILDREN AND FAMILIES ("DCF") ("THE REGISTRY") OR AN EQUIVALENT DATABASE MAINTAINED IN ANOTHER STATE IF THE APPLICANT'S CURRENT OR MOST RECENT EMPLOYMENT OCCURRED OUT OF STATE. APPLICANTS** shall not be required to disclose any arrest, criminal charge or conviction that has been erased.

A. REFERENCE CHECKING PROCEDURES

Prior to hiring any person, the district shall make a documented good faith effort to contract previous employers of the [person] **APPLICANT** in order to obtain information and recommendations that may be relevant to the [person's] **APPLICANT'S** fitness for employment.

B. DCF REGISTRY CHECKS

PRIOR TO HIRING ANY PERSON FOR A POSITION REQUIRING A CERTIFICATE, AUTHORIZATION OR PERMIT ISSUED BY THE STATE BOARD OF EDUCATION, THE DISTRICT SHALL REQUIRE SUCH APPLICANT TO SUBMIT A RECORDS CHECK OF INFORMATION MAINTAINED ON THE REGISTRY CONCERNING THE APPLICANT.

PRIOR TO HIRING ANY PERSON FOR ANY OTHER POSITION, IF THE DISTRICT DOES NOT HAVE ACCESS TO THE INFORMATION ON THE REGISTRY WITHOUT THE CONSENT OF THE APPLICANT, THE DISTRICT SHALL REQUEST THAT THE APPLICANT PROVIDE THE DISTRICT WITH AUTHORIZATION TO ACCESS INFORMATION MAINTAINED ON THE REGISTRY

CONCERNING THE APPLICANT. REFUSAL TO PERMIT THE DISTRICT TO ACCESS SUCH INFORMATION SHALL BE CONSIDERED GROUNDS FOR REJECTING ANY APPLICANT FOR EMPLOYMENT.

ON AND AFTER JULY 1, 2012, PRIOR TO HIRING ANY PERSON FOR ANY POSITION, INCLUDING ONE THAT DOES NOT REQUIRE A CERTIFICATE, AUTHORIZATION OR PERMIT ISSUED BY THE STATE BOARD OF EDUCATION, THE DISTRICT SHALL REQUIRE SUCH APPLICANT TO SUBMIT TO A RECORDS CHECK OF INFORMATION MAINTAINED ON THE REGISTRY CONCERNING THE APPLICANT.

FOR ANY APPLICANT WHOSE CURRENT OR MOST RECENT EMPLOYMENT OCCURRED OUT OF STATE, THE DISTRICT SHALL REQUEST THAT THE APPLICANT PROVIDE THE DISTRICT WITH AUTHORIZATION TO ACCESS INFORMATION MAINTAINED CONCERNING THE APPLICANT BY THE EQUIVALENT STATE AGENCY IN THE STATE OF MOST RECENT EMPLOYMENT, IF SUCH STATE MAINTAINS INFORMATION ABOUT ABUSE AND NEGLECT AND HAS A PROCEDURE BY WHICH SUCH INFORMATION CAN BE OBTAINED. REFUSAL TO PERMIT THE DISTRICT TO ACCESS SUCH INFORMATION SHALL BE CONSIDERED GROUNDS FOR REJECTING ANY APPLICANT FOR EMPLOYMENT.

THE DISTRICT SHALL REQUEST INFORMATION FROM THE REGISTRY OR ITS OUT OF STATE EQUIVALENT PROMPTLY, AND IN ANY CASE NO LATER THAN THIRTY (30) DAYS FROM THE DATE OF EMPLOYMENT. REGISTRY CHECKS WILL BE PROCESSED ACCORDING TO THE FOLLOWING PROCEDURE:

1) NO LATER THAN TEN (10) CALENDAR DAYS AFTER THE SUPERINTENDENT OR HIS/HER DESIGNEE HAS NOTIFIED A JOB APPLICANT OF A DECISION TO OFFER EMPLOYMENT TO THE APPLICANT, OR AS SOON THEREAFTER AS PRACTICABLE, THE SUPERINTENDENT OR DESIGNEE WILL EITHER OBTAIN THE INFORMATION FROM THE REGISTRY OR, IF THE APPLICANT'S CONSENT IS REQUIRED TO ACCESS THE INFORMATION, WILL SUPPLY THE APPLICANT WITH THE RELEASE FORM UTILIZED BY DCF, OR ITS OUT OF STATE EQUIVALENT WHEN AVAILABLE, FOR OBTAINING INFORMATION FROM THE REGISTRY.

2) IF CONSENT IS REQUIRED TO ACCESS THE REGISTRY, NO LATER THAN TEN (10) CALENDAR DAYS AFTER THE SUPERINTENDENT OR HIS/HER DESIGNEE HAS PROVIDED THE SUCCESSFUL JOB APPLICANT WITH THE FORM, THE APPLICANT MUST SUBMIT THE SIGNED FORM TO DCF OR ITS OUT OF STATE EQUIVALENT, WITH A COPY TO THE SUPERINTENDENT OR HIS/HER DESIGNEE. FAILURE OF THE APPLICANT TO SUBMIT THE SIGNED FORM TO DCF OR ITS OUT OF STATE EQUIVALENT WITHIN SUCH TEN-DAY PERIOD, WITHOUT GOOD CAUSE, WILL BE GROUNDS FOR THE WITHDRAWAL OF THE OFFER OF EMPLOYMENT.

3) **UPON RECEIPT OF REGISTRY OR OUT OF STATE REGISTRY INFORMATION INDICATING PREVIOUSLY UNDISCLOSED INFORMATION CONCERNING ABUSE OR NEGLECT INVESTIGATIONS CONCERNING THE SUCCESSFUL JOB APPLICANT/EMPLOYEE, THE SUPERINTENDENT OR HIS/HER DESIGNEE WILL NOTIFY THE AFFECTED APPLICANT/EMPLOYEE IN WRITING OF THE RESULTS OF THE REGISTRY CHECK AND WILL PROVIDE AN OPPORTUNITY FOR THE AFFECTED APPLICANT/EMPLOYEE TO RESPOND TO THE RESULTS OF THE REGISTRY CHECK.**

4) **IF NOTIFICATION IS RECEIVED BY THE SUPERINTENDENT OR DESIGNEE THAT THAT THE APPLICANT IS LISTED AS A PERPETRATOR OF ABUSE OR NEGLECT ON THE REGISTRY, THE SUPERINTENDENT OR DESIGNEE SHALL PROVIDE THE APPLICANT WITH AN OPPORTUNITY TO BE HEARD REGARDING THE RESULTS OF THE REGISTRY CHECK. IF WARRANTED BY THE RESULTS OF THE REGISTRY CHECK AND ANY ADDITIONAL INFORMATION PROVIDED BY THE APPLICANT, THE SUPERINTENDENT OR DESIGNEE SHALL REVOKE THE OFFER OF EMPLOYMENT AND/OR TERMINATE THE APPLICANT'S EMPLOYMENT IF HE OR SHE HAS ALREADY COMMENCED WORKING FOR THE DISTRICT.**

[A.] C. Criminal Records Check Procedure

Each person hired by the district shall be required to submit to state and national criminal record checks within 30 days from the date of employment. Each worker placed within a school under a public assistance employment program, or employed by a provider of supplemental services pursuant to the No Child Left Behind Act, **OR IN A NONPAID, NONCERTIFIED POSITION COMPLETING PREPARATION REQUIREMENTS FOR ISSUANCE OF AN EDUCATION CERTIFICATE**, who performs a service involving direct student contact shall also be required to submit to state and national criminal record checks with 30 days from the date such worker begins to perform such service. Record checks will be processed according to the following procedure:

1) No later than ten calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent will supply the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the Tolland police department or by the police department, Resident Trooper, State Police Troop for the town in which the successful applicant resides. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks.

2) No later than ten calendar days after the Superintendent has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by the Tolland police department or by the police

department/Resident Trooper/State Police Troop for the town in which the successful applicant resides. Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.

3) Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks.

4) Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal record check.

5) Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.

[B.] D. Notice of Conviction

If, at any time, the board of education receives notice of a conviction of a crime by 1) a person holding a certificate, authorization or permit issued by the or permit issued by the State Board of Education, or 2) a person employed by a provided of supplemental services, the Board shall send such notice to the State Board of Education.

[C.] E. School Nurses

School nurses or nurse practitioners appointed by, or under contract with, the Board of Education shall also be required to submit to a criminal history records check in accordance with the procedures outlined above.

[D.] F. Substitute Teachers

A substitute teacher who is hired by the district must submit to state and national criminal history record checks according to the procedures outlined above, subject to the following:

1.) If the state and national criminal history record checks for a substitute teacher have been completed within one year prior to the date the district hired the

substitute teacher, and if the substitute teacher arranged for such prior criminal history record checks to be forwarded to the Superintendent, then the substitute teacher will not be required to submit to another criminal history record check at the time of such hire.

2.) If a substitute teacher submitted to state and national criminal history record checks upon being hired by the district, then the substitute teacher will not be required to submit to another criminal history record check so long as the substitute teacher is continuously employed by the district, that is, employed for at least one day of each school year, by the district.

[E.] G. Policy Inapplicable to Operators of School Transportation Vehicles.

- 1) This policy shall not apply to an operator of a school transportation vehicle who is already required to submit to a criminal history records check pursuant to Connecticut General Statutes § 14-44 (d).
- 2) This policy shall also not apply to a student employed by the local or regional school district in which the student attends school.

H. FALSIFICATION OF RECORDS

THE FALSIFICATION OR OMISSION OF ANY INFORMATION ON A JOB APPLICATION OR IN A JOB INTERVIEW, INCLUDING BUT NOT LIMITED TO INFORMATION CONCERNING ABUSE OR NEGLECT INVESTIGATIONS OR PENDING CRIMINAL APPLICATIONS, SHALL BE GROUNDS FOR DISQUALIFICATION FROM CONSIDERATION FOR EMPLOYMENT OR DISCHARGE FROM EMPLOYMENT.

Legal References: Conn. Gen. Stat. § 10-221d. Criminal history records checks of school personnel. Fingerprinting. Termination or dismissal.

Conn. Gen. Stat. § 10-212. School Nurses and Nurse Practitioners (As Amended by Public Act 04-181)

No Child Left Behind Act of 2001, Public Law 107-110

PUBLIC ACT 11-93, AN ACT CONCERNING THE RESPONSE OF SCHOOL DISTRICTS AND THE DEPARTMENTS OF CHILDREN AND FAMILIES TO REPORTS OF CHILD ABUSE AND NEGLECT AND THE IDENTIFICATION OF FOSTER CHILDREN WITHIN A DISTRICT.

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Employee Use of the District's
Computer Systems

Number: 4110
Personnel

Approved: 2/28/01

Revised: 5/10/06

Revised: 2/16/11

REVISED:

Computers, computer networks, electronic devices, Internet access, and E-mail are effective and important technological resources. The Board of Education provides computers, a computer network, including Internet access and an E-Mail system, as well as any electronic devices that access the network such as PDAS, Smartphones, mobile or handheld **ELECTRONIC** devices, (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to Board employees for business and education related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used only for appropriate business and education related purposes.

The system administrator and others managing the computer systems may access email or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason. Typical examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction. Further, the system administrator and others managing the computer systems can access or monitor activity on the systems despite the use of passwords by individual users, and can bypass such passwords. In addition, review of emails, messages or information stored on the computer systems, which can be forensically retrieved, includes those messages and/or electronic data sent, posted and/or retrieved using social networking sites, including, but not limited to, Twitter, Facebook, LinkedIn, YouTube, and MySpace.

Incidental personal use of the computer systems may be permitted solely for the purpose of e-mail transmissions and access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems,

however, is subject to all rules, including monitoring of all such use, as the Superintendent may establish through regulation. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

Users should not have any expectation of personal privacy in the use of the computer system or other electronic devices that access the computer system. Use of the computer system represents an employee's acknowledgement that the employee has read and understands this policy and any applicable regulations in their entirety, including the provisions regarding monitoring and review of computer activity.

Legal references:

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

Received December 12, 2011
Margaret DeVito
Town Clerk

WORKSHOP MINUTES

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

RECEIVED
Tolland Public Schools

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven R. Werbner, Town Manager; Beverly Bellody, Human Services; Clem Langlois, Public Works; Walter Lawrence, Assessor; Barbara Pettijohn, Library Services; Glen LeConche, Building Official; John Littell, Public Safety/Fire Chief and Michael Wilkinson, Administrative Services

1. **Call to Order:** Jack Scavone called the workshop to order at 7:31 p.m.
2. **Discussion of Town Council Goals and Objectives:**

Mr. Scavone suggested the members say what is on their mind regarding expectations and what should be on the goal list.

Josh Freeman – He liked the idea of starting with a proposal, rather than from scratch. He believes time needs to be spent with the Facilities Plan, elderly housing, and the BOE / Town relations.

Rick Field – He believes the Council should work at coming up with a time when all the budgets submitted to the public are understandable to layman people.

Mark Gill – He is committed to exploring every possible opportunity there is to reign in the year over year increase in the cost of doing business. The only way to do it is by examining line by line, process by process, through the town. His objective is *not* to cut any service, but to actually increase the level of service provided to our citizens, and to look at more cost effective ways of delivering that service. He would like to do so without adding more tax to the residents.

Sam Belsito – He agreed it was good to have some type of guide line to go by. Although, he didn't know which Town Council made the proposed listing. He believes there are too many goals listed and they are all over the place. He believes some of those listed are good. He agrees with Mr. Gill. There are a lot of areas in this town that can become more efficient on both sides of the spectrum (the BOE and the town).

Ben Stanford – He would like to see the increase in taxes, borrowing for things that we shouldn't be and bonding end. He thinks we need to do a thorough review of what the State mandates and make sure we get just reimbursement from them. They need to either remove the mandate or provide the funding. Looking at the facilities, where we need to invest money, and looking at assets that can be potentially sold or leased out to get revenue are priorities for him as well.

Jan Rubino – She would like to discuss having better communication with the public. She knows there were TC/BOE's hours and the e-blast system. She believes more of the community needs to be sitting in the audience. She does love the e-blast system, although the message is not getting out to all of the people, and they need to work on that.

Jack Scavone – He would like to see ‘coloring outside of the box’. There are better ways to do things. The Council needs to investigate and look at everything, try to do the right thing, offer a good sustainable education system, try not to cut services, and enhance services that need to be enhanced. They need to have 100% full disclosure of budgets from both the town and BOE, so that anyone can walk up and actually understand where our money is going and what we are getting for those goods and services.

Mr. Scavone said there is no way any Council would be able to do what is being proposed. He believes they should grab three goals, work on those and then grab another three.

Mr. Werbner explained that the town administration reviewed the past Council’s goals and provided them with suggestions. The present Council would have the opportunity to review. Over the last several days, they have refined what the staff’s recommendations were several times. They have prioritized what they felt were the top three in each of the categories. He discussed the process he planned to use at tonight’s meeting.

He read from a memo that was addressed to the Town Council from him dated December 6, 2011, explaining the goal setting process. He explained what they needed to do to establish effective goals, what the goals should reflect for the town, what well established goals should result in, and the ground rules that should be followed to set goals. You each should be able to answer the following question: Some years into the future a resident stops you and asks the following: “Weren’t you on the Town Council during the years of 2011 – 2013? What are you most proud of in terms of your accomplishments for the residents of the Town during that time?”

He read to the Council a mission statement that was created at a retreat with the staff when he came on board six years ago. If there is a strong feeling of changing it, that can be discussed.

He began by reviewing the ‘proposed goals’:
(Mr. Werbner’s general comments are in italics.)

Goal #1. – The Town Council will, through prudent management and oversight, strive to provide the best functioning and efficient local government possible.

- Aggressively pursue grants that will enhance the quality of life in Tolland including, but not limited to, grants for open space, economic development, new program endeavors, affordable and/or senior housing and infrastructure projects. *(PRIORITY)*

This has been listed as one of the Administration’s top priorities. This community has been very successful at this over a number of years.

- Establish priorities for future Town and/or BOE facility improvements or relocation. *(PRIORITY)*
They have been provided the previous Facilities Report and a tour was given last Saturday. A number of issues need to be discussed and priorities set.

- Support the utilization of traditional and non-traditional methodologies to ensure that Town employees are current on best practices within their areas of expertise. *(PRIORITY)*
This is professional conferences/training/web-cam training exercises.

- Town staff shall provide updated cost estimates for any capital projects listed in the first two years of the capital plan.
For the first two years, it has become standard that those numbers are firm. The last three years they are fuzzy, because the plan can change over the course of time.

Mr. Freeman is viewing these as objectives. Is there any way to measure these? Mr. Werbner said yes and gave the example of measuring the amount of money brought in by grants by the number of grants applied for.

Mr. Freeman said the Facilities Plan is missing a prioritization. His goal would be to move this 'facilities wish list' ahead.

- Review updated financial reports and investment and cash policies to reflect current practices and financial priorities of Town of Tolland on a yearly basis.

These are done yearly, and are done as a best practice of the staff.

- Maintain at least 80% fill rate on Town Boards and Commissions.

The Council has direct control over this.

- Review changes in the Health Insurance industry and implement revisions in the Town employees' program that maintain quality insurance benefits for employees at a reasonable cost.

This is big cost driver for the town/BOE. The Council wanted this information brought back to them yearly.

- Maintain communication with the Board of Education to assist in implementing revisions to the BOE's health insurance plans.

This came out of the discussion during the last budget year, in terms of the HSA's on the BOE side.

- Continue to have workshops with the Town Council and Staff to allow the Town Council to become more familiar with Town operations.

This came out of the last several meetings held prior. Meetings amongst town staff and Council will keep the lines of communication open.

- Work closely with State and Federal Legislators on issues of significant interest to Tolland including, but not limited to, the State budget and its impact on municipal aid, as well as the percentage of reimbursement from the State for the high school project.

1. Hold at least one meeting with legislators prior to the start of the legislative sessions; and
2. Maintain frequent contact during the legislative session.

Something that trying to get scheduled for January/February.

Mr. Field commented that Goal #1 had 13 goals underneath it. Mr. Werbner said they need to be narrowed down according to priority.

Mr. Freeman said one of his goals is **to identify ways for efficiency improvements, excluding eliminating staffing.**

Mr. Gill said he would like to **review contracts with vendors for possible cost savings, including possible rebids.**

Mr. Werbner said they have done this with health care providers, and broker services.

Mr. Scavone said he would like to see them **investigate performance contracting for utility services.**

Goal #2. – The Town Council will strive for the highest quality education for the children of Tolland, which the townspeople can afford.

- Enhance communication and cooperation with the Board of Education by holding at least 4 joint meetings per year on matters of mutual interest including, but not limited to, the budget.
(PRIORITY)

- Review with the BOE information, the impact of budgetary constraints on programs or staff reductions, and on the ability to achieve goals within the BOE's Strategic Plan and the identification of any new, significant expenses or savings for the next fiscal years.

The thought was that this would be done prior to the BOE solidifying their budget, in terms of their recommendation. There would be some discussion as to how they are allocated their resources.

- Continue the process of gaining a better understanding of educational resource needs during the budget process by holding joint budget workshops with the BOE when appropriate and use of liaisons and the dissemination of pertinent budget related material.

There is one mandated budget joint session with the BOE after their budget comes out.

- Identify a use for the Parker School. (PRIORITY)

This is for the remaining portion that we are not using.

- Identify ways that BOE staff and facilities can be better used during times of emergencies within the community. (PRIORITY)

The staff thought this was important based on the outcome of the last two significant weather events that we had.

- Encourage interdepartmental cooperation and efficiency by working with the BOE.

We do a lot of that, particularly in the public works area.

- In conjunction with the Board of Education, examine the methods used to share information with the public and see if there are ways to collaborate to better inform the public on services offered by the Town and BOE, current events of the Town and BOE and other important information.

The town has a master list on our e-blast system (1,500 residents / general in nature); the BOE has a list of 3,000 students. Is there a way to use both systems to hit a larger audience?

- Explore having student representatives on certain Boards and Commissions.

This was a suggestion from the past Council, although it never happened.

Mr. Freeman asked if there were limits on what we can put in the Parker School. Mr. Werbner said he didn't believe so. We lease out 8 classrooms.

Mr. Freeman asked if the Library was to go into there, would we need to buy the building. Mr. Werbner said if we had a use for the school, he believes the BOE would be willing to turn the building back over to the town. The town could then do what they wanted with it. As of now, we are in a no cost lease for a portion of the building. We just pay the utilities and upkeep of that part of the building we are using.

Mr. Scavone said the more joint meetings the better, the sooner the better. Mr. Werbner reminded there is one on December 15th.

Mr. Freeman asked if there was an Emergency Operation Plan that actually speaks of staff needs. Mr. Werbner said this needs to be discussed. The plan is updated every year. The allocation of staff is not currently identified in the Plan. For example, do we want the BOE to take over the

administration of a shelter operation that is in their school? Some towns do this. This all needs to be discussed.

Goal #3. – The Town Council will promote economic development in Tolland taking into consideration the input of townspeople, as well as facilitating the integration of its rural character with a business friendly environment.

- Support the Town Manager, the EDC and other Boards and Commissions in the marketing of Tolland for business development, expansion or relocation. *(PRIORITY)*

Hopefully, we are going to be pursuing a grant to help us with some economic development assistance, which would include marketing.

- Encourage the maximization of the Business Park, including but not limited to the sale of lots 2, 9 and 10. *(PRIORITY)*

We'd like to get some action on the remaining lots in the Business Park.

- Working with the EDC, Planning & Zoning and landowners to identify next steps to assist in moving forward development in the Tolland Village Area, Gateway Design District and Technology Zone. *(PRIORITY)*
- Encourage the EDC to hold coordinated meetings with business entities to solicit information on their concerns.
- Appoint a liaison to the EDC and Planning and Zoning Commission who will facilitate communication between the EDC, Planning and Zoning and the Town Council.

This has been done.

- Continue to participate in a structured business visitation program involving representatives from Town staff, Town Council and EDC.

This was started a couple of years ago, and continues on a yearly basis. They visit business to see how they are doing, and to see if there is anything we can do to assist them in terms of their development process.

Mr. Field would like to review permitting process to ensure they are business friendly.

Goal #4. – The Town Council will enhance and promote the safety and quality of life of all Town residents while working to maintain a safe, affordable environment.

- Identify possible locations for an additional affordable, senior housing development in Tolland. *(PRIORITY)*

Several of you mentioned this in your statements.

- Develop a network of volunteers to assist Town government in responding to Town wide disasters. *(PRIORITY)*

Again, this came out of the last two storms.

- Implement the road improvement plan for Tolland Green with primary focus on traffic calming and pedestrian safety. *(PRIORITY)*

We think we are the recipients of a \$2.5 grant. We should find out in the next week or so.

- As grant opportunities arise, investigate adding emergency back-up power systems at Old Post Village.

This might need some state assistance in terms of grants. This was a problem during the last storms.

- Continue to hold public forums to better inform the public on budgetary matters and other important Town information, as well as to prioritize goals and objectives for the next two years.

This is a catch all.

- Offer programs through the library at the Senior Center to enhance the seniors' skills with online resources available through the library and the Town.

This is something that Barbara and Human Services are discussing.

- Support the expansion of Library programs, including those that could be conducted at the Senior Center.

- Seek additional grants for speed control in Town.

You heard about this from Sgt. Smith.

- Continue to assess risk exposures in Town Facilities and take appropriate remedial action within budget limitations.

We have a review every year through our insurance company.

- Continue to increase use of volunteers for Town activities particularly area of the Fire Service.

This is the importance of our volunteers. To have programs to entice them to stay and to come into the town.

Mr. Field would like to see this as a priority.

Mr. Werbner commented that we have learned through FEMA that they will pay 75% of the costs and we are responsible for the rest. They give you a credit for their method of valuing all the volunteers' work that is done. So, there is a way of valuing all the volunteer work done and that will be a deduction from our portion. So, the more volunteer activity, the less we need to pay.

Mr. Freeman suggested annual neighbor helping neighbor program.

Mr. Field would like to promote Town Council meetings on TV.

Goal #5. – The Town Council will support open, thoughtful and effective communication among all facets of the Town government and its constituency.

- Increase the use of the web page, press releases, Tolland Patch, Town newsletter, Everbridge Reverse 911 System and handouts to better educate the public on issues of interest and concern to the townspeople. *(PRIORITY)*

We lost the Tolland Monthly. That was a great way to communicate.

- Meet on a regular basis with the leadership of the other Boards and Commissions. *(PRIORITY)*
 - Encourage the continuation of the communication between the Town Manager and the Superintendent of Schools.

They meet every other week, to review a variety of different things.

- Hold workshops with land use and other boards and commissions.
- Continue the use of Town Council liaisons to Land Use Boards and Commissions as well as the Board of Education.

A meeting with the utilities (WPCA and TWC) should be had sometime in January.

- Encourage public participation in Council meetings and discussions. *(PRIORITY)*

- Continue the use of Community Conversations when appropriate.

This was done heavily 4 years ago. It was a success, but it took up a lot of time. This is now done once a year before he begins his budget drafting.

- Continue to rely on Town Administration for providing factual information on items brought to the Town Council's attention.

They are there as a basis to provide information whenever it is needed.

- During Town meetings ensure that all speakers use the microphones or speak loud enough for all to hear.

A consultant will be brought in to see what can be done to make things better for the hearing impaired.

- Explore multiple public hearings at different times for significant issues.

This is usually done around the budget time.

- Explore ways including increased use of social media in accordance with Town policies and State FOI Laws to provide residents of the Town with information on Town services and information on Town Boards and Commissions.

We did draft a social media policy, but it never got to the point of being adopted by the last Town Council. It will come before the new Council sometime in January.

- Introduce on-line streaming video of all Town Council meetings.

This is being worked on.

- **Encourage all Boards and Commissions to use Town's EBlast, Facebook and Twitter accounts to make residents aware of important meetings, hearings and actions taken.**

Mr. Werbner would like to encourage this. Items would flow through the Manager's office.

Mr. Belsito suggested having a better way for public to speak on every item on the Agenda at Council meetings, and longer time limits. Mr. Werbner said the Council has the ability to suspend the Rules to allow the public to speak longer, etc.

Ms. Rubino would like the **grant funds received by the town identify for the Counsel and the public.**

Goal #6. – The Town Council will demonstrate prudent fiscal decision making.

- Adopt a Town wide budget that is within the economic feasibility of the taxpayers and, to the extent possible, maintains levels of service that are acceptable to the majority of the townspeople. *(PRIORITY)*

- Initiate discussions with the BOE regarding fiscal consistency among BOE/Town staff. *(PRIORITY)*

This is one that has been discussed since Mr. Werbner has been here. The concern is the differing of benefit packages between the BOE and town employees. There are not only fiscal issues, but moral issues associated with this.

- Approve a long-range plan for the library, especially in the area of physical layout and technology. *(PRIORITY)*

Technology has always been a goal.

- Continue to settle Town labor contracts prudently.

We don't have anything up until 2013.

- Continue to utilize the Computerized Pavement Management System to prioritize Capital Budget road projects adding culverts to the database.

- Review periodically the cost/benefit of local tax relief program for seniors and totally disabled homeowners.

It is always good for the Council to review these to see how close we are to the caps, what it means for lost tax revenue.

Goal #7. – The Town Council will implement conservation and energy efficiency policies that will provide short- and long-term fiscal and environmental benefits to the Town.

- Complete the replacement of the Town Hall HVAC system including the conversion to geothermal. *(PRIORITY)*

Obviously this is going to happen.

- Continue to preserve, identify and acquire open space that enhances and preserves the character of the Town in perpetuity. *(PRIORITY)*

We purchased over 1,000 acres of open-space. You'll need to make 2 appointments from the Council to the Land Acquisition Advisory Committee.

- Work with WPCA and TWC on issues impacting the functioning of the Commissions. *(PRIORITY)*

You heard that presentation last night at TWC meeting.

- Support the continued creation of pedestrian and bike pathways throughout the Town of Tolland.
- Finalize management plans and signage for acquired open space parcels.
- Continue the 4-day workweek schedule as a means to continue to reduce energy use.
- Continue to monitor the sand-free, winter storm management plan and assess the impact on water, plant and flora in the community and continue to be aware of alternatives to minimize the use of salt.
- Identify other buildings which might be suitable for alternative energy sources including BOE facilities.

They think this is the next step for the Energy Task Force to dive into.

Mr. Scavone would like to **aggressively pursue grants/funding for energy efficiencies.**

Mr. Werbner asked the Council members to mark the goals with a dot that they each believe are a priority. They were all given 5 dots to place on the flip chart papers. He wants to make sure the recommendations they've made are those that the Council believes are priority also.

Mr. Scavone said there are a lot of goals here. He thinks they should pick three to concentrate on. Once those are complete, they can choose three more to concentrate on, etc.

The Council members went up to the goals on the flip chart paper and prioritized what they wanted to see as priorities. Some examples of the goals that got the most dots were:

- Establish priorities for future Town and/or BOE facility improvements or relocation.
(PRIORITY)
- Working with the EDC, Planning & Zoning and landowners to identify next steps to assist in moving forward development in the Tolland Village Area, Gateway Design District and Technology Zone. (PRIORITY)
- Adopt a Town wide budget that is within the economic feasibility of the taxpayers and, to the extent possible, maintains levels of service that are acceptable to the majority of the townspeople.
(PRIORITY)
- Initiate discussions with the BOE regarding fiscal consistency among BOE/Town staff.
(PRIORITY)
- Work with WPCA and TWC on issues impacting the functioning of the Commissions.
(PRIORITY)

Mr. Werbner commented that they would put these all together, and send them back out for review.

3. Adjournment – Rick Field moved to adjourn the meeting; Seconded by Jan Rubino at 9:06 p.m. All were in favor.

Steven R. Werbner
Town Manager

Michelle A. Finnegan
Town Council Clerk

Received December 15, 2011
Margaret DeVito
Town Clerk

**MEETING MINUTES
TOLLAND TOWN COUNCIL
HICKS MEMORIAL MUNICIPAL CENTER
6th FLOOR COUNCIL ROOM
DECEMBER 13, 2011 – 7:30 P.M.**

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven R. Werbner, Town Manager; Clem Langlois, Public Works; Michael Wilkinson, Administrative Services; Agata Herasimowicz, Acting Director of Finance and Records

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

Rick Field motioned to open the public hearing; Seconded by Mark Gill. All in favor. None opposed.

Mr. Werbner commented that this is money coming to us from the CWC per an agreement with the Public Works Department. They would have been responsible for the paving on Torry Road, but because of our State bid prices, they are paying us in cash for what their cost would have been. We will be able to accomplish more with the dollars.

A straw poll was conducted of all those in favor of making an additional appropriation of \$100,979.36 to the Capital Improvements Streets and Roads Fund from CWC. 8 in favor; 0 opposed.

Rick Field motioned to close the public hearing; Seconded by Ben Stanford. All in favor. None opposed.

Richard Field read the following resolution:

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

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

7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** Jan Rubino commented on a facilities tour of Parker School (the side that was not previously seen). It is in back shape. Mr. Belsito commented on the EDC meeting: There is an individual who is interested in purchasing some property in the Industrial Park. He also commented on the Parker School tour. It is literally a trash dump. They destroyed the school before they left. They have caused a lot of work and money to clear that place up. The computers and screens could have been disposed of when they were here to do the recyclables program.

Mr. Clark commented that the BOE meeting will be in the Media Center at THS tomorrow night.

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** None.

8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**

8.1 **Endorsement of the Tolland Economic Development Action Plan.**

Mr. Werbner commented that the Plan was originally adopted in February 2002, and prepared by Brian Miller, Consultant. The Plan developed a vision for future economic development in town and made recommendations regarding marketing strategies, zoning regulations revisions, infrastructure improvements and economic incentives. The work that was done over the last 6 months was to update the Plan and modify it to reflect current times. The EDC has placed emphasis on updating their web page, developing property, continue business visitations, etc.

George Mantak, Chair of the EDC commented that things have changed dramatically. Given the lack of development that has occurred over the last few years, they went back and reviewed the document. They brought it into today's scenario. They brought back the same consultant, their members, PZC and liaisons with the Council. They believe the Plan should last for five years, and believe ten year plans are too long. The key element is that the Town of Tolland's commercially available land is 1% of the total land of Tolland; 20% of the land area is open-space. They don't want to change that. They want to find ways to better optimize the land that is already zoned and prepared for economic development. They believe in the Tolland Village Area, the Gateway Design District, and the work being done for the technology corridor along Rt. 195. They are here to ask for an endorsement from the Council for the Plan. They are trying to increase the Grand List numbers, and want to do it in a collaborative way. This Plan would be used as a guideline for the next five years. He introduced Kevin Bouley, Greg Williams and Chris Fields who were present to endorse the plan.

Mark Gill said the report was excellently constructed. He asked what the Council could do beyond giving their endorsement. Mr. Mantak commented that there is only so many dollars within the town. In the future, the Council may be approached to help assist in applications for grants, or assistance with funding a project down the road. Mr. Werbner commented that during the meetings in January, the Council will have to make some decisions regarding property for the Tolland Village area.

Ms. Rubino wanted to thank the members and said the report was wonderful.

Jan Rubino read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached "Tolland Economic Development Action Plan" as adopted by the Economic Development Commission on October 5, 2011.

Seconded by Rick Field.

Josh Freeman commented on the excellent job they did on the action plan, it was easy to understand the priorities. He appreciates all the effort.

Mr. Scavone said that out of all the documents in the pile in front of him, this was the easiest to read. He thanked them all for their time and efforts.

All in favor. None opposed.

8.2 Consideration of a resolution adopting a revised Model Plan Document for the 457 Plan offered by The Hartford.

Mr. Werbner commented that the Town allows the employees the opportunity to enroll in employer sponsored 457 plans. Periodically, the plans are updated as the Internal Revenue Codes change. The Hartford submitted updates to their plan, which the Council needs to approve. The plan has to be adopted no later than December 31, 2011. One of the changes had to do with people in the military. The town has never had a defined pension program.

Mr. Belsito asked who pays to administer this program. Mr. Werbner said a fee is paid out of investments that go towards the administration program from the employees. The town does make a financial contribution, but not in terms of administrative responsibilities. The town also hands out booklets to the employees. The change in this plan will not have any additional burden on the town.

Richard Field read the following resolution:

WHEREAS, the Town Council has previously approved and adopted the Town of Tolland 457 Deferred Compensation Plan ("Plan") through the Hartford

WHEREAS, the Town Council does hereby declare the intention of the Town of Tolland to continue the Plan, but reserves the right to terminate or amend the Plan at any time.

NOW THEREFORE BE IT RESOLVED, that the members of the Town Council are hereby authorized to take such actions and authorize the Town Manager to execute such documents that are necessary or desirable in order to carry out the intent of the resolution and to make the Plan fully effective in accordance with its terms and intent.

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

8.3 Consideration of a resolution to endorse the Regional Incentive Program to be submitted by the Capital Region Council of Governments as well as a program involving the Towns of Tolland, Coventry and Mansfield.

Mr. Werbner commented that there has been regional performance incentive grants authorized by the State of Connecticut to be administered primarily through the regional planning agencies, but towns can also get together and submit applications. The Capital Region Council of Governments has come up with several grant opportunities. We have expressed an interest in three of them: Expand our GIS Expansion, IT Application Sharing and Development and Regional Assessment Study. There is no cost to this. We have worked with Coventry and Mansfield on the sharing of an Economic Development Consultant. The services would be shared within the three town region. We are looking for your endorsement so that we can express an interest to move forward.

Jan Rubino read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby endorses the Regional Performance Incentive Program proposal referenced in Section 5 of Public Act 11-61 (An Act Concerning Responsible Growth) for the following projects to be submitted by the Capitol Region Council of Governments and for the grant involving the towns of Mansfield and Coventry for economic development consulting services and authorizes the Town Manager or designee to sign all necessary agreements and take all necessary actions to allow for the Town's participation in these programs:

CRCOG Projects

3. GIS Expansion
4. IT Application Sharing and Development
5. Regional Assessment Study

Project for Economic Development Consulting Services with the Town of Tolland, Coventry and Mansfield

Seconded by Rick Field.

Mr. Belsito wanted confirmation that there would be no cost to the town for this. Mr. Werbner said at this point in time, they do not know of any costs. If it was to come back and there was a cost, it would not be required that we participate. Mr. Belsito asked if the Consultant is hired, will he be required to work for the three towns, full-time, for one year. Mr. Werbner said we'd have a certain number of consulting hours that would be available to the three towns to share. We are asking for \$100,000 for the grant, for the consulting firm and expenses. After the grant runs out, the consultant would be released. Unless the Council determines the services were beneficial and if we wanted to continue in some fashion with the firm.

Mr. Freeman said we just endorsed the plan and it would be silly not to go after this.

All in favor. None opposed.

- 8.4 Consideration of a resolution making an additional appropriation of \$625,000 to the General Fund Storm Account from fund balance to cover actual and estimated future costs for clean-up after Storm Irene and Storm Alfred and the setting of a public hearing thereon for **January 10, 2012**.

Mr. Werbner commented this is a result from work done during Alfred and Irene. We've anticipated the expenses, as well as the handling of the debris at Cross Farms, to be \$625,000 +/- . We will submit this to FEMA for reimbursement. We believe that we will get 75%+ reimbursed. Since it may take time to get reimbursed, the funds will be appropriated out of fund balance. As the reimbursement is received, it will

get replenished into the fund balance account. Tolland has done extremely well in terms of clean-up and keeping costs down compared to other towns.

Jan Rubino motioned that the following resolution be introduced and set down for a public hearing on **January 10, 2012** at 7:30 p.m. in Tolland Town Council Chambers and read the following draft resolution:

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby approves an additional appropriation from fund balance to cover Storm Irene and Storm Alfred related expenditures.

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

- 8.5 Consideration of a resolution to appoint two Town Council members to the Land Acquisition Advisory Committee.

Mr. Werbner described the Land Acquisition Advisory Committee's responsibilities and duties.

Ben Stanford read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby appoints **Josh Freeman** and **Mark Gill** to the Land Acquisition Advisory Committee, joining current Committee members Steve Werbner, Town Manager, Linda Farmer, Town Planner, Lois Barlow-Cox of the Conservation Commission, and Richard N. Symonds, Jr., Alternate Member.

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

- 8.6 Discussion of the Town's Snow and Ice Control Plan.

Mr. Werbner read his Item Summary to the public:

ITEM SUMMARY: It has been requested that there be an agenda item to discuss the Town's snow and ice control plan. The Town in 2008 engaged a consultant to help prepare a comprehensive, state of the art snow and ice control plan. The goal of snow and ice control operations is to afford customers a reasonably safe and passable (not necessarily bare) road surfaces as much of the time as possible. To accomplish that, snow and ice accumulations will be removed as soon as possible, consistent with stated priorities and resources. To the extent possible, the bond of snow and ice to the pavement will be prevented by the timely application of ice control chemicals (anti icing strategy). The key is to ensure that the bond does not take place so that plow equipment can be safely deployed to remove snow and ice. It is important to remember that this is one of the most important public safety functions performed by the town. Roads must be passable for not only the motoring public, but for our snow equipment, school busses and emergency vehicles such as fire apparatus. In any given storm if not enough chemicals are used in the pretreatment stage and the bond occurs, in order to later break the bond to prevent dangerous conditions requires the use of almost double the amount of chemicals you would have normally used. Please see the table on page 38 of the plan which shows you that based on temperature range, temperature of the road, whether conditions are ice or snow can alter the salt application rate. After some four years of experience with the use of salt products, moving to treated salt, outfitting the trucks with application devices and road temperature devices it has been determined by Public Works personnel that the unbonded application rate in Tolland can be at the 150 LBS/LM. This could increase (not decrease) based on conditions and location such as on steep hills or major intersections.

We are continually looking for best practices in terms of this function. Most recently we have been informed by Cargill, manufacturers of the treated salt product that we started to use in 2009, that they have earned a distinguished EPA designation for their product. Their deicer is a mix of traditional sodium chloride which has been enhanced with a blend of salts and organic additives to provide increased performance while reducing the users' environmental impact. Lab data and experience shows this composition can help lower the amount of pure rock salt used per application by 30-40 percent which means less salt is distributed into the environment when compared with regular road salt. Prior to using this product we used pure salt sprayed with liquid calcium. I have attached a chart which shows that the amount of treated salt we are using now is only 700 tons more than when we used a combination of sand and salt.

In talking with other towns we can find no one who is at the reduced levels per lane mile that we currently use in Tolland. Most Towns are at 250-400 lbs. per lane mile. The State of Connecticut is at 300 lbs per lane mile as is the State of New Hampshire. Manchester and South Windsor, two relatively flat communities use 300 lbs and 400 lbs respectively. For public safety and liability reasons I cannot recommend using applications rates below those currently in place until products become available that would allow us to further reduce our application rates. As I have said before I wish it did not snow in New England and that we did not have to use any salt or expend time and money to remove snow. I have also said we are as concerned about the environmental impacts of salt and sand as anyone else. That is why we have had a yearly monitoring program through EHHD to ensure that conditions at designated sites post winter are within acceptable limits. The reality is however that we all have a responsibility to balance environmental concerns with our public safety requirements. You have professional staff who have years of experience in this field, have received advanced training in snow and ice operations, are supported by a wealth of information within this state and other states, and I would strongly urge that you rely on their guidance in terms of determining appropriate application rates for materials and methods of operation for the removal of snow and ice during the winter months.

Mr. Field said he believes Tolland has been pro-active and has taken this down to where we could.

Mr. Belsito said he's been an advocate of reducing the salt, but he wanted to thank the Administration for making every effort to provide the best and safest roads that we have. He said he has driven on June roads in January. In the interest of preserving our most valuable resource water, he asked if we could select a test area where we could cut the application from 150 lbs. per lane mile to 125 +/- . The experts had suggested upwards of 300 lbs. per mile. In our case 150 lbs. is working fine. The experts are standing there with their mouths open. It may be fine that 125 lbs. will work in some instances, not all.

Ms. Rubino said based on everything she has heard and read, and the fact that we are already pushing the limit, she wouldn't agree to a test area. What if there was an accident? She would not be in favor of pushing it down.

Mr. Gill applauds the efforts and asks them to continue to look for ways to reduce the salt, although he asks them not to put anyone in jeopardy in the process.

Mr. Field said the town has been pro-active, and asks that they continue that way and look for ways to reduce it.

Mr. Werbner said over the next couple of years they are hoping to see changes and improvement.

Mr. Scavone said he believes we should let the experts do what they do. None of us here are experts on the sanding and salting of the roads.

Mr. Langlois commented that every time you bring the poundage down, due to the mixture of salt, a piling occurs and pushes the door down on the truck. All this sticky stuff is trying to get through the door. We've reduced it as much as we can. He commented that Grant Hill, Sweet Heart Hill and other major routes with hills are at the minimums. It may look as if more mixture is being applied, but the molasses/salt treatment prevents the mixture from bouncing off the road. The equipment will not handle reducing it because of the salt mixture.

Mr. Belsito said he understood the problem with the vehicles and equipment; that it can't be adjusted enough to get the salt out. He'll go along with that. He then posed the question of reducing the amount applied in just a parking lot. Just to see what 125 lbs. would do consistently? Ms. Rubino said that in a parking lot, there isn't much traffic; it wouldn't have the same impact. Mr. Langlois said the trucks in parking lots are not calibrated.

Mr. Werbner said as new product becomes available and the equipment changes, we will continue to look to lower the amount. It's the environment, its dollars. Every time he sees trucks go by and he sees that stuff come down, it's like 'gold'. Mr. Belsito said he will go along with that. Considering the equipment will not handle it, he is willing to back off, and he very rarely ever does that.

8.7 Discussion of December 27, 2011 meeting date.

Discussion occurred amongst the members regarding the next Council meeting.

Rick Field motioned to cancel the December 27, 2011 regular meeting. Instead, a workshop was scheduled for that evening, starting at 7:30 p.m.; Seconded by Jan Rubino. All in favor. None opposed.

8.8 Appointments to vacancies on various municipal boards/commissions.

Ben Stanford motioned to appoint:

Mike Tully as an **Alternate** on the Planning and Zoning Commission;

Jan Rubino motioned to appoint:

Dave Flickinger as an **Alternate** on the Planning and Zoning Commission.

Seconded by Rick Field. All in favor; none opposed.

Ben Stanford moved to appoint:

Laura Gregory Roberts, 74 Nedwied Road, as a **Regular** member to the Board of Assessment Appeals;

Jan Rubino moved to appoint:

Eric Quinby as a **Regular** member to the Board of Assessment Appeals;

Tina McNickle as an **Alternate** to the Board of Assessment Appeals.

Seconded by Rick Field. All in favor; none opposed.

Ben Stanford motioned to make the following reappointments:

Lawrence J. Gramling, 15 Andrew Way to the Board of Recreation;

Casey A. McGovern, 24 Cider Mill Road to the Historic District;

Elizabeth R. Banning, 32 Browns Bridge Road; Lee A. LaFountain, 719 Shenipsit Lake Road; Joseph T. Bushey, 24 Cider Mill Road; and Arden S. Tanner, 693 Buff Cap Road to the Inland Wetlands & Watercourses Commission;

Susan H. Simons, 44 Glenn Drive; Jane F. Sutcliffe, 128 Eaton Road; and Betty-Jo Pakulis, 146 Virginia Lane to the Library Board; and

William K. Pakulis, 146 Virginia Lane as Tree Warden.
Seconded by Rick Field. All in favor. None opposed.

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

10. REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY): Mr. Werbner supplemented his report. A report from the Auditor has been completed and will be on-line tomorrow. The Auditor will come to the first meeting in January to give a verbal report. The finance office provided a 2011 year-end result on a budgetary basis. There was a surplus, mostly from higher tax collecting input. This will allow us to balance out on our fund balance usage and still have a surplus to go into fund balance as additional revenue. It is a good position to be in. Next week, the State will make announcements on the STEEP Grant. We have an application in for \$400,000+ for a concession stand and bathrooms at Cross Farms. Today, we received approval from the Capital Region Council of Governments Policy Board that we received approval from the Transportation Committee for a \$2.5m STP Urban Road Grant for the traffic calming elements of the Tolland Green work. That is a substantial grant authorization for the town. We have \$300,000 of federal money that has been earmarked for that project as well.

11. ADOPTION OF MINUTES

11.1 November 22, 2011 Regular Meeting Minutes – Rick Field moved to adopt the minutes;
Seconded by Josh Freeman. All in favor. None opposed.

11.2 December 1, 2011 Town Council Workshop Meeting Minutes – Rick Field moved to adopt the minutes; Seconded by Josh Freeman. All in favor. None opposed.

12. CORRESPONDENCE TO COUNCIL:

12.1 Mr. Scavone mentioned the e-mails, letters, etc. received regarding the Neighbor Helping Neighbor program.

12.2 Mr. Gill said he received correspondence from St. Mathew's Church regarding the timing of the tree lighting on the Green. Better timing in advance would be appreciated.

13. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:

Mr. Gill commented on the goals workshop: After having a chance to review the finished product of the minutes, he feels he is just not there yet. He is close. He believes they have some good ideas and excellent starting point. He didn't realize how structured they were going to be going into that session. He would like to have more discussion on some of the goals to crystalize exactly some of the themes that we want our Town Council to really be about. He thought the work that was done was excellent.

Mr. Belsito asked if there is any report on-line regarding what the potential uses could be for Parker School. Mr. Werbner said the primary uses were magnet school, elderly housing and library. There was no specific report prepared. There were cost estimates prepared for the Library. Mr. Belsito asked if there was a list of costs needed to repair that building. Mr. Werbner said the front portion of the roof and boiler are the two big ticket items and those will be in the 3rd year of the Capital Budget.

Ms. Rubino said Parker needs to be put on an Agenda and made a priority.

Mr. Field asked Mr. Werbner where the situation was regarding the stone wall on Rt. 74. Mr. Werbner reported that they have been in communication with the DOT. They said they would come out and look at



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Tolland Named Sun Team Of The Week

UNCASVILLE, Conn. (January 4, 2012) — Tolland has been selected as the Connecticut Sun High School Girls' Basketball Team of the Week, presented by Camaro Signs of Yantic, for the week of December 26-31st.

Tolland improved to 7-0 on the season by capturing the Avon Holiday Tournament last week, defeating Wethersfield 84-19 on December 27th and Northwest Catholic 53-35 on December 29th. Tolland is ranked ninth in the latest New Haven Register Top 10 poll.

This is the sixth season the Connecticut Sun has recognized a Team of the Week. Each winner will receive a commemorative plaque and a congratulatory letter from Connecticut Sun coach Mike Thibault.

The Team of the Week is part of a series of initiatives undertaken by the Connecticut Sun to highlight local high school girls' basketball, where future WNBA stars are already competing. The Sun have also hosted the CIAC Championship luncheon and the four state title games at Mohegan Sun Arena.

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it, but they would not be responsible to remove it. Mr. Field asked that this get put on the agenda for discussion.

Mr. Freeman congratulated the finance office and town staff for the distinguished budget award they received.

Mr. Field thanked Mr. Scavone for giving him the opportunity to present the Proclamation at the Eagle Scout Award ceremony.

Mr. Werbner reminded the Council members of the following meetings:

Thursday with BOE, Monday with Friends of Tolland, 7:00 p.m., Birch Grove, Tuesday the FOI workshop

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

Ken Hankinson of 54 Johnsonville Road – He commented that the Volunteer Day. It was amazing. It is a testimony to the town and staff that something like that could be thrown together so quickly. It was an overwhelming success and a job well-done.

Richard Bozzone of 9 Elm Road – He was glad to see that the salt issue has been resolved or that there is an understanding that there is problem at each end. He thinks we can be an advocate of some of these positions. We know what we are doing, because we have involved people. Mr. Werbner said it is not an accident that we are ranked 39. It is for these type of cutting edge items, for example the award received by the Finance Department. Other communities do call to see how we are able to produce what we do for the money we do. Mr. Bozzone was pleased to hear that we received the \$2.5m grant. He commended the Council, town staff and Mr. Werbner for coordinating the Volunteer Day. He didn't believe it was going to fly. It is amazing.

15. EXECUTIVE SESSION

Rick Field motioned to go into Executive Session at 9:15 p.m., thus ending the Regular Meeting of the Town Council; Seconded by Jan Rubino. All in favor. None opposed.

15.1 Executive Session to discuss the sale of land.

16. ADJOURNMENT – Rick Field moved to adjourn the meeting; Seconded by Mark Gill at 9:46 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk