

TOLLAND BOARD OF EDUCATION  
**PLEASE NOTE CHANGE IN LOCATION**  
**TOLLAND HIGH SCHOOL**  
**AUDITORIUM**  
Tolland, CT 06084

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA  
June 13, 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  
May 23, 2012 – 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. Rockville Vocational Agriculture Graduating Seniors
  - F.2. Tolland High School Girls Track Team – Class M State Champions
  - F.3. Tolland High School Boys Track Team – Class MM State Champions
  - F.4. Cancellation of Summer Board Meetings
  - F.5. Board Policy 5050 - Confidentiality and Access to Student Records
  - F.6. Leave of Absence Report
  - F.7. Enrichment Programs - Status
  - F.8. Status of the Budget – June 6, 2012
  - F.9. Recommended Budget Adjustments 2012/2013 Fiscal Year (no enclosure)

- G. COMMITTEE & LIAISON REPORTS
- H. CHAIRPERSON'S REPORT
- I. BOARD ACTION
  - I.1. Unpaid Leave of Absence Request
  - I.2. Tolland Middle School – Project No. 142-0079CV
  - I.3. Technology Plan – 2012/2015
- J. PUBLIC PARTICIPATION (2 minute limit)  
*Comments must be limited to items on this agenda.*
- K. POINTS OF INFORMATION
- L. CORRESPONDENCE
  - ♦ Town Council Minutes May 22, 2012
- M. FUTURE AGENDA ITEMS
- N. EXECUTIVE SESSION – Personnel Matters
- N. ADJOURNMENT

**TOLLAND BOARD OF EDUCATION  
Tolland, CT****MINUTES – May 23, 2012**

**Members Present:** Ms. Christine Riley Vincent, Secretary; Mr. Frank Tantillo; Mr. Steve Clark; Mrs. Karen Kramer; Mr. Thomas Frattaroli; Dr. Gayle Block; and Mrs. Althea Gill. Mr. Andy Powell, Chairman and Mr. Robert Pagoni, Vice Chairman arrived late.

**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 7:32 p.m.

**APPROVAL OF MINUTES**

Mr. Clark motioned and Dr. Block seconded to approve the minutes of the regular meeting of May 9, 2012. Mrs. Kramer noted that the time of the motion entering into Executive Session should be 8:56 p.m. and not 9:56 p.m. Mr. Frattaroli noted that on page 3 under Public Participation the name should be Barb Olson and not Barb Wilson. Mr. Frattaroli, Mr. Clark, Ms. Riley Vincent, Mrs. Kramer and Mrs. Gill in favor with changes. Dr. Block and Mr. Tantillo abstained. Motion carried.

**PUBLIC PARTICIPATION**

Sam Adlerstein of 164 Pine Hill Road who is President of the Friends of Tolland Schools stated that many emails were being written that contain misinformation regarding the budget. It would be better if there was a clearer picture of reductions in services and program.

Jackie Kolb of 34 Susan Drive, who is also involved with the Friends of Tolland Schools, agreed with Mr. Adlerstein that a clearer picture of the budget should be available.

Deidra Goldsmith of 21 Marlboro Glade was concerned about the possible reduction in the number of teachers in the grade 6 team and what that would mean to the students. As it is currently, it is a sound model to transition students and she would hate to see it watered down.

**POINTS OF INFORMATION**

The Superintendent discussed the budget process. A listing of the proposed budget adjustments will be on the agenda for June 27, 2012. The difference from the Board's approved 4.64% budget and the approved referendum budget of 3% amounts to \$560,000 in reductions. It is a difficult task and every aspect of the budget is under review. He also stated that this information will be given to the members of the Board of Education a week before the meeting and also would be available on the website for review and comment.

Mr. Clark stated that the Superintendent is doing what he is supposed to be doing by researching and making recommended reductions. The Board has not discussed the budget since they approved the document in February and forwarded it on to the Town Manager.

Mrs. Kramer had done a comparison of taking her home value in Tolland as opposed to in Glastonbury and discovered that you would pay \$3,700 more in taxes for the same house in Glastonbury.

### **STUDENT REPRESENTATIVE REPORT**

Kim Kostant reported that there was a very successful Prom Safety Week and also an excellent prom at the Aqua Turf Club. Peer Mediation training will take place on May 29, 2012. Class Day is June 4, 2012 and Class Night is June 8, 2012. Step Up Day is June 6, 2012 and it is organized by the Student Council and National Honor Society. The 8<sup>th</sup> graders come to the High School for tours and a question and answer session.

Kate-Lynn Walsh reported that the Cupcake Wars competition was held on May 11, 2012 and that the event raised \$114 for the Cornerstone Foundation. The last music concert for the Band and Chorus will be held on Thursday June 7, 2012. The Tolland High School Marching Band and the GSA will be marching in the Memorial Day parade on Sunday, May 27. Scheduling for the Juniors, Sophomores and Freshman is in process and going well. Class officer elections will take place next week with speeches being delivered on May 24, 2012.

Mr. Pagoni arrived.

### **SUPERINTENDENT'S REPORT**

Mr. Clark motioned and Dr. Block seconded to add item F.4. Technology Plan (DRAFT) – 2012/2015. The plan was discussed at the Finance and Facilities meeting on May 21, 2012. All in favor. Motion carried.

Mr. Pagoni motioned and Dr. Block seconded to add item I.2. to the Board Action to formally appoint Mr. Powell as Co Chair of the Technology Task Force. All in favor. Motion carried.

### **F.1. VOICES Presentation**

VOICES is a collaborative project of Tolland High School students, Tolland Resident State Troopers, Tolland Youth Services and Tolland High School administration. This project has offered over 70 high school youth an opportunity to address issues that these students have identified as important to them, their peers, and their community.

This year, students have addressed two topics of concern - bullying and the risks of DUI (Driving Under the Influence). The bullying segment brought the Names Can Really Hurt Us program to Tolland High School, facilitated by the Anti-Defamation League. The DUI segment of the program is funded by a \$10,000 OPM Police and Youth Grant awarded to Youth Services; the goals of the grant include promoting positive youth

development and increasing the number of police officers who are experienced and comfortable working and interacting with youth. Youth and Resident State Troopers, with High School/Youth Services advisors, have planned group activities and school/community events to address these issues.

Mr. Guzman introduced Mrs. Nancy Dunn of Human Services who introduced the students who made a presentation to the Board. Matt Susca, Tiffany Tran, and Mackenzie Dunham made a presentation about the project. The entire presentation is included with the Board minutes.

The students responded to questions from the members of the Board and the consensus of opinion was that the program had been successful and the students should be very proud of their participation.

#### **F.2. Request for Unpaid Leave of Absence**

Mrs. Jennifer Parzych, Tolland Middle School Counselor, is requesting an unpaid leave of absence for the 2012/2013 School Year. Mrs. Parzych will be completing requirements for her Doctorate degree in school counseling. Her position will be filled on a one-year appointment. This will be an action item at the June 13, 2012 meeting of the Board of Education.

#### **F.3. Tolland Middle School – Project No. 142-0079CV**

The Superintendent presented the Final Grant Application for a School Building Project (ED049F). (See Attached) Final costs and financing for the asbestos abatement project at Tolland Middle School were provided to the Board members. This project was funded at 53.93 % of eligible costs.

Please note that Town Attorney Richard Conti has certified that all legislative and regulatory requirements, including C.G.S. Sections 10-287 (b) and 49-41, have been met in the awarding of contract for this building project.

This will be an action item at the June 13, 2012 meeting of the Board of Education.

Mr. Powell arrived.

#### **F.4. Technology Plan (Draft) – 2012/2015**

Mr. Guzman distributed a draft of the Tolland Technology Plan for the three year period 2012/2015. The plan was developed by a Planning Committee comprised of teachers, administrators, parents, students and community members and was reviewed by the Finance and Facilities meeting on May 21, 2012.

The Plan includes the following sections:

1. Educational Technology Needs Assessment based upon Survey completed by faculty.

2. Strengths and Weaknesses of the District Technology program with focus on curriculum integration, professional development, equitable use of educational technology, infrastructure and administrative needs.
3. Goals and Strategies which includes five particular areas of emphasis that includes engaging and empowering learning experiences, assessment, connected teaching and learning, infrastructure for teaching and learning and productivity and efficiency.

EASTCONN will perform a final review of this Plan prior to consideration for approval by the Board of Education on June 13, 2012. Upon Board approval, the Plan will be submitted to the State Department of Education.

### **COMMITTEE & LIAISON REPORTS**

- **EASTCONN**

Mrs. Kramer reported on two meetings that she attended at EASTCONN. One concerned the Education Reforms recently passed by the Connecticut General Assembly and a pilot program on teacher evaluation that would be effective July 1, 2012.

Prior to the second meeting, there was a mixer and also a dance performance by ACT students. The Commissioner of Education was also in attendance and reviewed more of the Education Reform package. Other business for EASTCONN was also discussed with a approval of its 2012/2013 budget.

- **Finance and Facilities Committee Meeting**

Dr. Kathryn Eidson, Director of Curriculum and Instruction, reviewed a copy of the Technology Plan to be submitted to the State Department of Education. She reviewed the elements of the plan with particular attention to survey results from the Strategic Planning process. She also reviewed the strengths and weaknesses of the Technology program in the District as well as the goals and strategies.

Dr. Eidson stated that the goal was to replace the Mastery Manager data system with the "Inform" program developed by PowerSchool program.

Mr. Carroll, Director of Maintenance, reviewed the status of several Capital Projects. He described some of the concerns with the Tolland Intermediate School façade project as well as the Tolland Intermediate School elevator project.

Mr. Guzman stated that the fiber optic wiring project was recently completed.

At the request of the Board, Jane Neel, Business Manager is developing costs for play to pay given several different scenarios. The Superintendent is working with parents to address pay to play concerns.

- **Policy Committee Report**

The Policy Committee met on May 23, 2012 and discussed Policy 5050 on Confidentiality and Access to Student Records which will be on the June 13, 2012 agenda for a first reading.

The Committee also discussed the status of the Strategic Plan. Policy 5160 regarding Fundraising Activities and the Healthy Food program.

- **Town Council Liaison Report**

Mr. Clark reported that there will be a Public Hearing on Medicare reimbursement. The Town Council also requested the formal appointment of Mr. Powell as the Co chair of the Technology Task Force. Ms. Riley Vincent asked for clarification of the venue for the remaining Town Council/Board of Education hours.

**CHAIRPERSON'S REPORT**

Mr. Powell thanked everyone for their attendance at the meetings and also the feedback that they had received. He stated that nothing was set in stone with respect to the 2012/2013 Budget and that the Superintendent would provide the information early to the members and also place it on the District website. Mr. Powell indicated that there would be a Board reply to the editorial carried in the Journal Inquired. There were many statements that were included that were incorrect.

**BOARD ACTION****I.1. Board Policy 6030 – Parent-Teacher Communication**

Ms. Riley Vincent motioned and Mr. Clark seconded to approve Board Policy 6030 – Parent-Teacher Communication. All in favor. Motion carried.

**I.2. Formal Approval of Co Chair for Technology Task Force**

Mr. Pagoni motioned and Mrs. Kramer seconded to approve the appointment of Mr. Powell as Co Chair of the Technology Task Force. Dr. Block, Mr. Frattaroli, Mr. Clark, Ms. Riley Vincent, Mr. Pagoni, Mrs. Kramer, Mrs. Gill and Mr. Tantillo in favor. Mr. Powell abstained. Motion carried.

**PUBLIC PARTICIPATION**

None

**POINTS OF INFORMATION**

Mrs. Kramer noted that when doing a Google search on pay to play, there was over 293,000,000 hits. When she used a filter for the last year the number of hits was 258,000,000 on this topic.

Mr. Guzman clarified that although the requested leave was unpaid, the District would fill that position on a one-year basis at an approximate \$25,000 savings.

Mr. Powell suggested proposing to our local Representatives and Senator on a formal basis a tax credit for parents paying fees for their child's participation in school athletics. This would be similar to the statute in Arizona.

Dr. Block stated that she had already submitted a reply under her own name to the Journal Inquirer.

Mr. Pagoni suggested that people from the Community Conversation be asked to volunteer their time investigating possible grant monies. A discussion followed about the many difficulties involved. This suggestion was referred to the Policy Committee for further review.

### **CORRESPONDENCE**

- Town Council Meeting Minutes from May 8, 2012
- School Calendars for June

### **FUTURE AGENDA ITEMS**

1. Board Policies
2. Status of the Budget
3. Leave of Absence Report
4. Request for Unpaid Leave of Absence
5. Rockville Vo-Ag Graduating Seniors
6. Field Trip Report
7. Technology Plan
8. Tolland Middle School – Project No. 142-0079CV Closeout

### **EXECUTIVE SESSION**

Mr. Clark motioned and Ms. Riley Vincent seconded to move into Executive Session at 8:57 p.m. for the purpose of discussing personnel matters. All in favor. Motion carried.

The Board returned to public session at 10:00 p.m.

### **ADJOURNMENT**

Mr. Clark motioned and Mr. Pagoni seconded to adjourn at 10:01 p.m. All in favor. Motion carried.

Respectfully submitted,

Cheryl J. Abbott  
Board Clerk



# VOICES

*Engaging Student Voice*

## *Looking Back...*

# 2010 Tolland Student Substance Use & Related Behavior Survey

- Topics surveyed:
  - Tobacco, **Alcohol** & Marijuana use
  - **Driving Under the Influence**  
(or being a passenger)
  - Harassment (**Bullying**)
  - Lifestyle and Social Support
- administered June 2010 to 1,516 Tolland students, grades 6-12 (725 @ TMS, 791 @ THS)

# 2011 Student Identified Issues

## Three Global Issues Identified:

- Bullying / Name calling
- Alcohol & Drug Awareness
- Teen Depression/Suicide Prevention

# *Taking The Next Step...*

## **Bullying**

- First focus of VOICES program
- Statistic: *One in seven students in grades K-12 is either a bully or has been a victim of bullying.*
- On December 1<sup>st</sup> 2011 VOICES hosted a **Names Can Really Hurt Us** Program.

# Names Can Really Hurt Us

The program consisted of....

- Personal stories from Voices students
- Skits about Allies, Targets, Bullies and Bystanders.
- Group activities / sharing experiences

# Alcohol & Drug Awareness

- Second focus of VOICES program
  - Key Issue: Driving Under the Influence
- Statistic: *One in five students gr. 11-12 have driven under the influence*
- Statistic: *One in two HS and one in four MS students have been a passenger in a vehicle driven by someone under the influence*

# Driving Under the Influence Awareness...

## ***Who is Our Target Audience?***

- Middle School students
  - Behavior is more “severe” than current high school students remember during their MS years (more smoking/sex/drugs/alcohol)
  - Prevention programs such as D.A.R.E have been suspended due to cost cuts
  - THS VOICES students feel early education on the subject matter does help avoid issues like DUI

# Driving Under the Influence Awareness...

## ***Who is Our Target Audience?***

- High School students
  - Sense of invincibility (nothing will happen to me while driving under the influence)
  - “There’s nothing to do”
  - Sense of being invisible (authority figures aren’t aware of my behavior)
  - Need to feel comfortable (state of intoxication reduces anxiety)
  - Need to feel more ‘adult’
  - Peer pressure- Drive to ‘fit in’ with the crowd



Driving Under the Influence Awareness...

***Who is Our Target Audience?***

- Parents and Community
  - Providing good role models
  - Helping us spread the word

# Driving Under the Influence Awareness

## **Advertising Ideas**

- Local grocery stores (messaging)
- Local newspaper (Tolland Patch)
- Eblasts
- School websites
- Social media (Facebook, Twitter etc)
- Lawn signs

# Driving Under the Influence Awareness

## **Involving the entire Town**

- Awareness Posters  
(Light posts, commuter lots, student hangouts)
- Car Magnets  
(student and adult vehicles)
- Students themselves  
(t-shirts, wristbands)
- School and Community Events  
(Coffee House, dances, sporting events)

# MAKE A PLEDGE. JOIN THE PACT.

Grounded. Suspended license. Blemish on your record. Wrecked ride. Or worse yet: serious harm to yourself or someone else—your passenger, your neighbor, a family member. The risks of drinking and driving are just not worth it. If you agree, sign the pledge below. As a way of saying thanks for sharing this point of view, we'll give you a free reminder band.

This message is brought to you by **THS VOICES**

**I PLEDGE** to never get behind the wheel if I've been drinking and to never get in a car with someone who I know has been drinking. I agree it's just not worth it because—when it comes to drinking and driving, **ONE DRINK IS TOO MANY.**

Name

Age

Signature

Date

# T-Shirt Design





# Car Magnet #1

(youth)

## THERE ARE MUCH BETTER ALTERNATIVES THAN DRINKING & DRIVING.

Getting grounded, losing your license or letting an arrest record mess with your future will slow you down for sure. And that's not the worst case scenario. This year, about 9000 accidents and 100 deaths related to DUI are expected in Connecticut. If you drink and drive or get in a vehicle with someone who has been drinking, you put yourself or someone you care about in serious danger.

It's just not worth it.

The reasons don't matter. When it comes to driving,  
**ONE DRINK IS TOO MANY.**

This message is brought to you by Tolland High School VOICES

DON'T DRINK & DRIVE

**ONE  
IS TOO  
MANY**

A message from THS VOICES





# Car Magnet #2

(adults)

## TEENS WILL EVENTUALLY DO EXACTLY WHAT YOU TEACH THEM.

Who does driving under the influence really influence?  
About 9,000 arrests and 100 deaths in Connecticut will result from  
drinking and driving this year. When you get behind the wheel after  
consuming alcohol, you send a dangerous message to your kids,  
to their friends, to your entire community.

It's just not worth it.

The reasons don't matter. When it comes to driving,  
**ONE DRINK IS TOO MANY.**

This message is brought to you by Tolland High School VOICES

DON'T DRINK & DRIVE

**ONE  
IS TOO  
MANY**

A message from THS VOICES

***Moving Forward...***

***Continue to  
Engage Student Voices  
& Collaborate with Advisors,  
Teachers, Parents, Resident State  
Troopers and the Community in  
Addressing Key Youth Issues***



ED049F Rev. 05/09

Statutory Ref.: C.G.S. Section 10-282 et seq.  
and Section 10-287c-1 et seq. of the  
Regulations of Connecticut State Agencies

STATE OF CONNECTICUT  
Department of Education  
Bureau of School Facilities  
165 Capitol Avenue  
Hartford CT 06106-1830

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## FINAL GRANT APPLICATION FOR A SCHOOL BUILDING PROJECT

DISTRICT NAME: <b>Tolland Public Schools</b>	FACILITY NAME AND ADDRESS: <b>TOLLAND MIDDLE SCHOOL ONE FALCON WAY TOLLAND CT 06084</b>	STATE PROJECT NUMBER: <b>142-0079 CV</b>
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Date project accepted as complete by applicant \_\_\_\_\_ (Final application must be filed within one year of this date.)

## FINAL PROJECT FINANCING

## General Fund/Bonding:

General fund - Progress payments 189,593.00

General fund - Other \_\_\_\_\_

Current Bonds/Notes\* (\*Complete

Bonds Issued schedule on page 2) 207,327.00

Future Bonds/Notes \_\_\_\_\_

Sub-Total General Fund/Bonding \_\_\_\_\_

## Other Funding:

Rebates \_\_\_\_\_

Insurance Proceeds \_\_\_\_\_

Federal/Other State Grants \_\_\_\_\_

Other Financing \_\_\_\_\_

Describe: \_\_\_\_\_

Sub-Total Other Funding \_\_\_\_\_

TOTAL FINAL PROJECT FINANCING 396,920.00 \*\*ELIGIBLE AUDITORIUM SEATING  
AREA COSTS COMPUTATION:

a1 Total square footage of auditorium \_\_\_\_\_

a2 Square footage of seating area \_\_\_\_\_

a3 Total construction cost of auditorium  
(excluding seats and installation) \_\_\_\_\_a4 Construction cost of seating area  
((Item a2 / Item a1) x Item a3) \_\_\_\_\_a5 Costs of seats and installation  
(not included in Item a4) \_\_\_\_\_

a6 ELIGIBLE AUDITORIUM SEATING

AREA COSTS (Item a4 + Item a5) \_\_\_\_\_

Auditorium seating capacity 

## FINAL PROJECT COSTS:

## ELIGIBLE COSTS

Architectural Design \_\_\_\_\_

Site Acquisition \_\_\_\_\_

Facility Purchase \_\_\_\_\_

Other professional fees 52,829.00Construction (Fully eligible) 342,340.00

Bonus area - School Readiness \_\_\_\_\_

Bonus area - Full day K/Class size reduction \_\_\_\_\_

Equipment/Furnishings \_\_\_\_\_

Eligible Costs Sub-Total 395,169.00

## LIMITED ELIGIBLE COSTS

Outdoor Athletic Facilities and Tennis Courts \_\_\_\_\_

Natatorium \_\_\_\_\_

Eligible auditorium seating area (from Item a6) \_\_\_\_\_

Eligible gymnasium seating area costs \_\_\_\_\_

Limited Eligible Costs Sub-Total \_\_\_\_\_

## INELIGIBLE COSTS

Ineligible site acquisition costs \_\_\_\_\_

Ineligible facility purchase costs \_\_\_\_\_

Ineligible construction costs \_\_\_\_\_

Ineligible bonus area-School Readiness \_\_\_\_\_

Ineligible bonus area-Full day K/Class size \_\_\_\_\_

Unauthorized cost increase \_\_\_\_\_

Other ineligible costs 1,751.00Describe: non-abatement WorkIneligible Costs Sub-Total 1,751.00

TOTAL FINAL PROJECT COSTS

396,920.00 \*\*

\*\* NOTE: "TOTAL FINAL PROJECT FINANCING" MUST AGREE WITH "TOTAL FINAL PROJECT COSTS".

ED049F Rev. 05/09

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State Project No. 142-0079CV

## FINAL GRANT APPLICATION FOR A SCHOOL BUILDING PROJECT

## DETAIL FOR BONDS ISSUED:

Bonds or Notes: (by issue date)

<u>09/28/2011</u>	<u>207,327.00</u>
<u>  /  /  </u>	<u>          </u>
<u>  /  /  </u>	<u>          </u>
<u>  /  /  </u>	<u>          </u>
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<u>  /  /  </u>	<u>          </u>

TOTAL BONDS ISSUED

207,327.00 \*

\* NOTE: "TOTAL BONDS ISSUED" MUST AGREE WITH "CURRENT BONDS/NOTES" ON PAGE 1.

## CERTIFICATIONS:

The Board of Education approves as complete and accepts the school building project herein identified for public school purposes and certifies that:

- The project has been accepted by the architect and construction management firms;
- All change orders for this project have been approved by the State Department of Education;
- The grant received for this project does not represent a duplication of funding and that funds received do not exceed 100% of the total cost of the project;
- All bills for the project have been paid or funds to pay such bills are deposited in a separate escrow account;
- The total sum noted in this application was expended for the school building project herein described;
- Application is hereby made under provisions of Chapter 173 of the Connecticut General Statutes as amended for payment of the school building project grant due based on the completion of the project described herein, and
- All the statements contained in this application are true and correct to the best of my knowledge and belief.

NAME OF SUPERINTENDENT	SIGNATURE	DATE
<u>William Guzman Esq.</u>		

All legislative and regulatory requirements, including C.G.S. Sections 10-287(b) and 49-41, have been met in the awarding of contracts for this school building project.

NAME OF APPLICANT'S ATTORNEY	SIGNATURE	DATE
<u>Richard S. Conti</u>	<u>[Signature]</u>	<u>5-17-12</u>

## LEA Profile

Tolland is a community of 15,052 citizens located east of Hartford on Interstate 84. Its population increased 35% from 1990 to 2010. The school district has four schools, a primary school serving 616 students in grades PK-2, an intermediate building serving 691 students in grades three through five, a middle school serving 740 students in grades six through eighth and a high school with 930 students. Tolland School District is in DRG C. Residents of Tolland have an average per capita income of \$41,460. According to the strategic school profile minorities make up 7.3% of the school population. Students receiving free or reduced priced meals make up 6.4% of the population.

## Planning Committee

The following is a listing of teachers, administrators, coordinators, parents, community members and students who agreed to serve on the educational technology planning committee. This committee will set direction for educational technology for the Tolland Public Schools in the near future.

Member	Title	Constituency Represented
Lori D'Andrea	Technology Teacher	BGP
Sheri Barna	Grade 2 Teacher	BGP
Betsy Brocious	Graphic Teacher	THS/Parent/Community
Jon Campbell	Grade 5 Teacher	TIS
Diane Clokey	Former BOE Member	Parent/Community
Lauren DeBlois	FCS Teacher	THS
Kathryn Eidson	Director of Curriculum and Instruction	District
Celeste Estevez	Librarian	TMS
Dominique Fox	Principal	THS
Mark Horan	Technology Teacher	THS
Anastasia Lemaire	Technology Teacher	TMS
Ian Polun	Social Studies Coordinator	District
Adam Sher	Director of Technology	District
Cheryl Slane	Assistive Technology	District/Parent
Tom Swanson	Principal	BGP
Carolyn Tyl	Science Coordinator	District
Robert Zangerl	Grade 5 Teacher	TIS

## **Description of the Educational Technology Committee's Role**

Technology committee members were selected because of his or her work with and interest in educational technology. Representatives were solicited from each school, as well as representatives from the administration, parents, and community. Each member is representing his or her constituency. His or her role is to provide input into the needs and state of education technology in each school building and district-wide. An ongoing standing committee consists of the following members:

### **Standing Committee**

<b>Standing Committee Member</b>	<b>Role</b>
Kathryn Eidson	Director of Curriculum and Instruction
Adam Sher	Director of Technology
Walt Willett	Principal – TMS
Dominique Fox	Principal - THS
Betsy Brocious	Technology Education Teacher - THS
Celeste Estevez	Librarian - TMS

The standing committee will meet two times a year to:

- 1) monitor the progress on the technology action plan
- 2) provide input on the status of current technology curriculum, instruction and assessment
- 3) help with and gather requests computer technology professional development
- 4) determine appropriate availability of hardware and software
- 5) monitor the functioning of the computer technology infrastructure

## **Evaluation Strategies Used to Provide Data**

In order to develop a broad based educational technology plan, data was acquired from three major sources. A community on-line and paper questionnaire used in strategic planning was also used to acquire data for the technology plan. This process was begun in 2011. There were 427 responses across the community. The community included staff, students, business owners, town officials, senior citizens and parents. These responses were coded and compiled to indicate the status of technology as perceived by the entire school and community.

An educational technology staff survey was conducted in early 2012 (96% response). This data was compiled and is represented in detail in this technology plan.

Data was also acquired through the educational technology plan committee which is representative of each building's staff and administration and of the community and parents. See Appendix A. This, and all the above data, is reflected in the needs assessment and goals.

## **Tolland's Educational Technology Mission and Vision Statement**

## **Mission**

The Tolland Public Schools will 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.

## **Vision**

With the support of the wider Tolland community,  
the staff and students of Tolland Public Schools will be  
proficient with the tools and strategies needed to function as digital citizens  
(creatively, productively and responsibly)  
in the 21<sup>st</sup> century.

As described in the overall mission of the Tolland Public Schools, the purpose of education is achieving excellence through each individual's success. Within this context, we believe that technology is a tool for learning that expands instructional repertoire and is the vehicle that maximizes the capacity of all teachers and learners. It is the vision of Tolland Public Schools that students be engaged in a stimulating academic environment with a challenging curriculum that enables students to become productive citizens in an ever changing society.

Specifically, we envision that technology is available and effectively supported for all students and staff:

- To provide global access to information
- To meet the curricular needs of all learners
- To provide access to the general curriculum
- To refine critical thinking skills and foster creativity
- To provide a medium for expression and communication
- To collect, assess, and share performance information
- To improve the effectiveness of administrative tasks
- To provide skills and proficiencies necessary for the workforce

It is our intention that this vision will remain constant over the course of our plan and that it will guide the day-to-day and year-to-year implementation of technology across Tolland Public Schools.

## Educational Technology Needs Assessments

:

### Survey Results

#### Community Strategic Planning Survey

There were 427 responses to the strategic planning survey. In the question asking for strengths of the school, there were only three references to technology. In the questions asking for concerns regarding the challenges that our students may face, both now and in their adult lives, 69 directly expressed concerns about the lack of availability of and education in the use of technology. Ten people expressed concerns about need for students to learn about problems related to social media. To quote one respondent: "I am also very concerned that our younger grades are not getting enough instruction in technology and that technology is not being used in conjunction with the curriculum, for example showing the children how to use the internet to research a project, Word to write the report, and PowerPoint to present the project. This was taught to my son in 3<sup>rd</sup> grade and now I think it is not taught until the high school level." Other quotes: "There is a serious lack of technology in the classrooms." "Inadequate outdated materials, reduced supplies, antiquated machines and technology." Only one person wanted less emphasis on technology.

#### Technology Survey

There were 241 faculty responses (out of 250, a 96% response) to the Education Technology Survey. A summary of comments is found in Appendix B. The summary is as follows:

Teachers' Rating their Overall Skill in Using Educational Technology

Rating	BGP	TIS	TMS	THS
Below Basic	0	0	3	0
Basic	17	9	9	13
Proficient	23	29	32	56
Advanced	3	12	17	19
Total Teacher Ratings	43	50	61	87
Total Possible	49	57	62	82
Teacher Ratings	42.21 FTE* (+6 Other**)	51.36 FTE (+6 Other)	56.64 FTE (+6 Other)	68 FTE (+10 other)

\* Budgeted Building Teacher FTE (some teachers are part time)

\*\* Principals and Coordinators

Summary: Only three teachers rate themselves below basic. There are fewer teachers who rate themselves as basic as opposed to proficient. Most teachers rate themselves as proficient. 51 teachers rate themselves as advanced. BGP had the most at the basic level and the least at the advanced level.

### Percent Current use of Technology by Teachers

Technology = Number of People	BGP	TIS	TMS	THS
Email = 242	100	100	100	98.9
Websites = 215	86	92	92	85
MS Word = 241	98	100	100	99
MS Excel = 153	48	70	62	67
PowerPoint = 175	50	80	72	78
You Tube = 79	20	28	38	38
Chats = 13	7	4	7	5
Twitter = 12	2	4	10	3
Web quests = 43	5	18	26	22
Face book = 33	18	18	15	13
Google Docs = 84	25	40	43	38
Google Earth = 103	75	48	34	38
Blogging = 17	7	4	8	9
Wikis = 29	2	14	26	8
Podcasts = 20	9	6	11	8
Apps = 45	25	14	25	16
Skype = 24	11	16	18	3
Other				

Summary: Most people are using the Office tools, email and the website. Some are using You Tube, Apps, Google Docs and Google Earth.

### District-wide Program Use by Teachers - Number

Device	BGP	TIS	TMS	THS
PowerSchool	35	44	57	87
Mastery Manager	32	39	47	30
IEP Direct	10	12	9	13
School Dude	0	1	5	58
SWIS	0	2	1	4
Budget Sense	10	8	10	24
Total Possible	49	57	62	82
% Using PS	71%	77%	92%	100%
% Using MM	65%	68%	76%	37%

Summary: PowerSchool is used the most in the high school and is used more than Mastery Manager. Mastery Manager is used least in the high school, followed by BGP.

### Devices Used to Teach

Device	BGP	TIS	TMS	THS
Desktop Computer	44	46	60	86
Laptop Computer	11	22	20	33
Student Workstation	25	27	32	58
Overhead Projector	23	36	25	46
VCR/DVD	27	33	44	49
Smart Board	7 (7 in building)	29 (27 in building)	42 (37 in building)	0
Computer Lab	16	34	34	56
Mobile Computer Lab	2	2	19	3
Digital Camera	20	15	25	36
Scanner	8	12	19	14
Video Camera	9	5	14	18
GPS	3	3	4	4
Calculator	33	36	33	48
Clickers	2	10	5	22
Smart Phone	7	8	12	18
iPAD	4	10	5	15
Digital Probeware	1	5	2	8
Digital Microscope	5	12	1	4

Summary: Desktop computers are used the most in teaching in every school. Student workstations, labs, and calculators are used most at the high school. DVD/VCRs and Smart Boards are used next at the middle school followed by student workstations, computer labs and calculators. Overhead projectors, VCR/DVDs, computer labs and calculators are used next at TIS followed by Smart Boards. BGP uses calculators, overhead projectors, VCR/DVDs, and student workstations next often.

### Professional Development Interest Rating

Professional Development	BGP	TIS	TMS	THS
Web Quest	1.1	1.8	1.3	1.5
Internet Sites	1.6	1.5	1.4	1.5
Assistive Technology	2.0	1.8	1.5	1.4
Production Tools	1.8	1.2	1.0	1.2
Goggle Docs	1.8	1.7	1.6	1.6
Wikis, Blogs, Twitter, Skype	1.1	1.4	1.5	1.2
Website Construction	1.4	1.4	1.8	1.2
Podcasts	1.4	1.6	1.8	1.5
Windows Live Essentials	1.6	1.2	1.5	1.5
Clickers	1.3	1.5	1.5	1.4
Digital Cameras, scanners, and Optical Devices	1.3	0.9	1.0	1.1
iPADs and Smart Phones	1.8	1.2	1.7	1.2
Kindles and Nooks	1.4	1.1	1.2	0.9
Digital Probes	0.9	0.7	0.5	0.4



Summary: The top professional development requests were: Assistive Technology, Google Docs, iPads and Smart Phones, Internet Sites, Podcasts, Website Construction, Production Tools and Web Quest

The desired time frames for professional development were:

	BGP	TIS	TMS	THS	Total
After School – Once	13	10	23	20	66
After School – Several Sessions	12	8	12	20	52
Before School	1	4	3	3	11
During Prep	4	1	5	8	18
PD day	37	48	53	78	216
Held on ½ day with substitute	36	40	47	67	190
Held on a full day with substitute	21	25	28	39	113
Summer	11	7	16	22	46

Summary: Most teachers prefer professional development days for technology workshops. Second choice was on a ½ day with subs, then a full day.

#### Goal Preference from Given Choices

Rated 1, 2, or 3 with 1 being the most preferred. **Lowest rating would be the most preferred.**

Goal	BGP	TIS	TMS	THS	Total
Desktops	70	73	62	108	313
WiFi	11	34	52	58	141*
Tech PD	58	54	80	86	253
Smart Boards	55	55	32	93	235
Tablets, etc.	53	53	77	111	271
Other	14	5	9	20	43

\* Lowest rating would be the most preferred.

Summary: The choice for the top educational technology goal for the future was: WiFi followed by Smart Boards, PD and tablets.

Suggested Additional Possible Goals
More labs for classroom use
Advance 3D skills on AutoCAD software
Calculators
Scan vision to use from teacher desk & project to board
Provide \$ for future repairs, updates & training
Use of You Tube, podcasts, etc.
Update HE software w/in budget
New fax that is reliable
More websites
Purchase personal laptops
Creating and using Excel
I do not know what "I" do not know; big holes in my knowledge.
Printer/software for photo printing-processing
More tech support staff
Update desktop computers for student use
Wifi throughout the building
Purchase of headsets/mikes that would allow us to use our computer room to play/tape students
Purchase of Smart Boards
Probes
Quality mini-lab in classroom
Purchase of high-speed internet for classroom
Laptop cart
1-SNAP cable updated; cords to computers put on walls for safety issues.
26 station Midi/music tech classroom for keyboarding classes/composition
LCD projectors

## Strengths and Weaknesses

Utilizing the surveys and the input from the technology committee the following strengths and weaknesses of digital technology were compiled into five major areas: computer integration, professional development, equitable use, infrastructure, and administrative needs.

Curriculum Integration – current curriculum strength and weaknesses, alignment with standards, how teachers integrate technology, how students use technology	
Strengths	Weaknesses
BGP	
Computer classes are offered for students.	There is little digital integration in the classroom.
The computer classes integrate with the classroom curriculum.	Computers break down quickly and are slow so some teachers quit using them .
Appropriate digital curriculum is in place.	Last curriculum update was 2006.
There are seven SMART boards in the building.	Curriculum is not aligned with recent standards.

TIS	
Some teachers offer computer instruction	There is no computer technology teacher.
Some teachers integrate the use of technology into the curriculum.	There are no computer classes.
There are SMART boards in fourth and fifth grade classrooms.	Many teachers do not take their classes to the computer room.
	Last curriculum update was 2006.
	Curriculum is not aligned with recent standards.
	Computer curriculum delivery is inconsistent.
TMS	
Computer classes are offered for students.	Last curriculum update was 2006.
There are on-line resources -- Stratalogica, Docs, NBC Learn..	Curriculum is not aligned with recent standards.
There are SMART boards in the sixth, seventh, and eighth grade classrooms.	Computer classes were not offered last year.
There are four Elmos (Document Cameras).	
THS	
There are on-line resources -- Stratalogica, Docs, NBC Learn.	Technology is not integrated into some classroom instruction.
Many software packages are used by the teaching staff.	Students know a lot but not in depth. They can be more efficient.
	Kids are on face book and twitter despite the filter.
	Curriculum is not aligned with recent standards. Last curriculum update was 2006.

Professional Development – how the technology needs of teachers, administrators and noncertified staff are assessed, activities that have been offered, effectiveness of offerings	
Strengths	Weaknesses
BGP	
Technology PD is offered at certain times of the year and by request.	More selections need to be available in small groups particularly in basic and proficient use of computer productivity tools.
TIS	
Technology PD is offered at certain times of the year and by request.	More selections need to be available in small groups.
TMS	
Technology PD is offered at certain times of the year and by request.	More selections need to be available in small groups at more advanced levels.
THS	
Technology PD is offered at certain times of the year and by request.	More selections need to be available in small groups at more advanced levels.

**Equitable Use of Educational Technology – availability of technology to all students and staff, time available for use of technology, description of types of assistive technology tools available**

Strengths	Weaknesses
<b>BGP</b>	
The three laptop carts work	Student classroom computers are very old, slow, and need frequent updates. This makes their use frustrating.
Computer lab is available	
The copier is able to scan documents	
Assistive Tech is available	
<b>TIS</b>	
There are SMART boards in the fourth and fifth grade classrooms	Student classroom computers are very old, slow, and need frequent updates. This makes them frustrating to use.
Some teachers take their classes to the computer room	There are only a few SMART boards and projectors
There are three computer labs available	The teacher computers are very old
The copier is able to scan documents	
Assistive Tech is available	
<b>TMS</b>	
Computer labs are available	More computers are needed
Assistive Tech is available	The carts are old
	Electricity is problematic
	Printing is sometimes difficult
	Teacher computers are very old
<b>THS</b>	
There are functioning computer labs	The computers are 7 years old. What will happen when our computers/printers, etc. start to fail?
There is a new CAD lab	Computer equipment is slow and in disrepair.
Rooms have projectors	There are few computers in the classrooms
There are a few computers in the classrooms	There are no interactive white boards.
The copier scans documents	Security prevents us from using BYOT
There are 20 document cameras	Would like to have students use personal technology such as e-readers
Assistive Tech is available	There is no dedicated computer lab for PE, must use the library
	We have lots of old and outdated/non-supported software
	Software, used in the past, is now managed by IT making setting up classroom access more time consuming and difficult.
	As upgrades have been made to the system, some of our software is no longer supported, or will not be supported in the near future.
	While we would like to include more uses of technology within the curriculum, the cost can be

	prohibitive. The cost to buy upgrades of software is well outside the scope of our current budget.
	Site licenses and equipment replacements are expensive. Diet analysis software alone is expensive and going to an online format at a cost of \$8,000
	There are not enough people in IT to meet needs as issues arise.
	Need more tech support for Power School

Infrastructure – Types of data and video networking and internet access available, effectiveness of the present infrastructure, how E-Rate has allowed improvements	
Strengths	Weaknesses
District	
Modern network infrastructure with Gb backbone	Little Wifi Coverage – E-Rate may be used for future Wifi purchases
High-speed internet access via CEN	Decentralized data storage
Virtualized server infrastructure	
District smart phones provide mobile access for administrators -- afforded under E-Rate	
All computers have internet access -- E-rate T1 lines	
BGP	
	Internet speed is insufficient for newer web technology
TIS	
	Lack of electrical outlets in older schools
	Internet speed is insufficient for newer web technology
TMS	
	Lack of electrical outlets in older schools
THS	

**Administrative Needs – Do the staff use technology to access data, to report student information, as a communication tool, to gather information and for record keeping? Are professional development opportunities available?**

<b>Strengths</b>	<b>Weaknesses</b>
A data system is available (PowerSchool) to report student information.	Some staff computers are outdated.
A data system is available (Mastery Manager) to record and access assessment information.	Internet speed at some buildings is insufficient for newer web technology
Email is used to communicate.	Access to documents from home is difficult
A website is used to communicate.	Inter building documents are difficult to access, modify and save
Professional development workshops are available.	
Digital tools, such as iPADs are available to administrators and some teachers	

## Goals and Strategies

Engaging and Empowering Learning Experiences – Learning Experiences are empowering, engaging and supported by digital tools so students can be active, creative, knowledgeable and ethical participants in our globally networked society.

Goal 1: Determine grade by grade appropriate technology use and skills.

Steps to Be Taken	Who is Responsible?	When This Will Occur?	How will Success be Measured?
Create a vision for the role of technology within the district	Strategic Planning Committee	Fall 2012	Presence of a Vision
Determine the skills needed to <u>take</u> the SBAC and other on-line assessments. Include keyboarding skills.	CD* and K-12 Computer Technology Committee	2012-2013	List of Skills is determined for taking the SBAC and other on-line assessments.
Analyze standards documents to determine the embedded technology skills present in the Common Core State Standards.	CD, Coordinators and K-12 Computer Technology Committee	2012-2013	List of Skills embedded technology skills present in the Common Core State Standards is determined.
Determine additional skills needed for college and career ready 21 <sup>st</sup> century student participation and plan backwards for achievement by 12 <sup>th</sup> grade, including those for creativity and productivity.	CD and K-12 Computer Technology Committee	2012-2013	List of Skills is determined for college and career ready 21 <sup>st</sup> century student participation and plan backwards for achievement by 12 <sup>th</sup> grade, including those for creativity and productivity.
Produce an articulated sequence of computer knowledge and skills for district use.	CD and K-12 Computer Technology Committee	2012-2013	Computer Technology Scope and Sequence

\* CD = Curriculum Director

Goal 2: Revise the Acceptable Use Policy for 21<sup>st</sup> century digital citizens.

Steps to Be Taken	Who is Responsible?	When This Will Occur?	How will Success be Measured?
Acquire and analyze the Acceptable Use Policy (AUP)	Technology Director with K-12 Technology Committee	2012	AUP obtained
Revise local requirements to meet those of the state while accommodating 21 <sup>st</sup> century learners	Technology Director with K-12 Technology Committee	2012-2013	Analysis and revisions/extensions complete
Analyze the AUP to match or determine appropriate consequences for misuse of technology, e.g. for BYOT	Technology Director and Assistant Principals	2012-2013	Companion document created to delineate consequences for misuse
Produce an articulated sequence of acceptable use and consequences for misuse for each building grade range	Technology Director with K-12 Technology Committee	2012-2013	Sequence created

Goal 3: Provide a scope and sequence of research skills.

Steps to Be Taken	Who is Responsible?	When This Will Occur?	How will Success be Measured?
Develop a scope and sequence of research skills K-12.	K-12 Library Committee	2012-2013	Scope and Sequence of research skills exists
Determine digital skills that support this sequence.	K-12 Library Committee	2012-2013	Scope and Sequence of digital skills exists.
Embed these skills in the developing curriculum.	CD and Coordinators	2012 and ongoing	Ongoing
Provide PD in the appropriate digital strategies	CD	2013-2014	Evidence of appropriate digital skills for research

Goal 4: Determine and organize grade by grade websites and software sources support learning better than other modalities.

Steps to Be Taken	Who is Responsible?	When This Will Occur?	How will Success be Measured?
Construct a digital system for organizing appropriate digital sources that support the curriculum.	CD and coordinators	2012	Repository identified and/or constructed. (Now complete)
Seek and encourage use of sites and software that support and further	CD and coordinators	2012 and ongoing	All staff using appropriate sites and software



curriculum-based instruction.			
Provide PD in the use of sites and software.	CD and coordinators	2012 and ongoing	PD occurring

Goal 5: To further learning by putting technology in the hands of each student K-12

Steps to Be Taken	Who is Responsible?	When This Will Occur?	How will Success be Measured?
Identify digital devices that best support learning.	K-12 Committees	2013-2014 and ongoing	Devices identified
Determine plans and procedures for implementing these devices, e.g. BYOT, 5-12, or for district provided collaborative technology, e.g. interactive white boards K-4.	Director of Technology	2012	Devices, plans and procedures are in place
Provide PD for use of devices.	CD	Ongoing	PD occurring

Goal 6: To further technology enhanced learning by having teacher support

Steps to Be Taken	Who is Responsible?	When This Will Occur?	How will Success be Measured?
Hire a technology support and integration specialist for each building	BOE	2013-2014	Personnel hired
Identify go to people in each building for help with specific uses or issues	Principals	2013-2014	Go to people identified

Goal 7: To further learning by having communication tools available for individualized student to student and student to teacher communications.

Steps to Be Taken	Who is Responsible?	When This Will Occur?	How will Success be Measured?
Provide for appropriate S-S and S-T connections for students grades 6-12	Director of Technology	2012-2013	Connections available
Provide for availability of response devices for students grades K-12, e.g. Clickers	Director of Technology	2013-2014	Devices available

Assessment – Leverage the power of technology to measure what matters and use assessment data for continuous improvement

Goal 1: Use the power of technology to expedite processes for continuous improvement.

Steps to Be Taken	Who is Responsible?	When This Will Occur?	How will Success be Measured?
Investigate the replacement of Mastery Manager	Director of Technology and CD	2012-2013 for 2013-2014 school year	Move determined and, if necessary, made
Determine a digital repository for RtI information	Director of Technology	2012-2013	Repository identified and set up
Determine and teach digital test taking strategies	CD and K-12 Computer Technology Committee	By 2015	Accomplished by each grade taking SBAC practice tests.
Acquire and train for the use of Naviance for the SSP	CD and SSP Committee	July 2012	Naviance acquired and training accomplished.

Connected Teaching and Learning – Ensure that educators are prepared to teach 21<sup>st</sup> century learners and are supported individually and in teams by technology that connects them to data, content, resources, expertise and learning experiences that enable and inspire more effective teaching for all learners.

Goal 1: Provide professional development to support and further the use of appropriate technology.

Steps to Be Taken	Who is Responsible?	When This Will Occur?	How will Success be Measured?
Provide technology PD in small groups.	CD, SIC Committee and Principals	Ongoing	Record of Occurrences and staff evaluation
Allow choice in some cases and require training in others	CD, SIC Committee and Principals	Ongoing	Offerings include choice and requirements
Offer mini series	CD, SIC Committee and Principals	Ongoing	Mini series offered
Solicit requests from PLCs	CD, SIC Committee and Principals	Ongoing	PD requests solicited from PLCs
Have “go to” people trained or have a technology integration specialist in each building.	CD, SIC Committee and Principals	Ongoing	In place by the fall of 2012
Trains staff in the appropriate use of devices, evaluation tools, windows 7, etc.	CD, SIC Committee and Principals	Ongoing	Staff training has occurred

Infrastructure for Teaching and Learning – Access to a comprehensive infrastructure for learning, when and where they need it.

Goal 1: Continue to invest in technology infrastructure to support the articulated learning goals.

Steps to Be Taken	Who is Responsible?	When This Will Occur?	How will Success be Measured?
Compile a complete inventory of available technology and its functioning	Director of Technology	Spring 2012	Inventory Available
Complete the inter-building fiber project.	Director of Technology	Spring 2012	Fiber Complete
Increase amount and types of internet technologies teachers have access to	Director of Technology	Ongoing	Increased availability of internet technologies for teachers
Institute the five year technology replacement program	Director of Technology	Spring 2012	A five year technology replacement program is occurring
Tailor student web access by grade	Director of Technology	2012-2013	New web filter is in place to tailor student access by grade
Move to Windows 7 by 2014	Director of Technology	2014	Move is completed to Windows 7
Plan for “bring your own technology” – split the access	Director of Technology	2013-2014	Access is split so students can BYOT
Provide wireless technology	Director of Technology	2012	Wireless technology is available in all buildings
Have PowerSchool experts who can take full advantage of PS and support the staff in its use.	Director of Technology	2012-2013	Presence of staff who can support all aspects of PS

Productivity and Efficiency – Redesign processes and structure to take advantage of the power of technology to improve learning outcomes while making more efficient use of time, money and staff.

Goal 1: Productivity software programs are in place

Steps to Be Taken	Who is Responsible?	When This Will Occur?	How will Success be Measured?
Support Naviance to assure its full use, productivity and efficiency	Director of Technology	July 2012	Naviance is in place and functional
Support Power School (lunch count, curriculum class use (as Ucompass), nursing, report card, notes, transportation, etc.) to assure its full use, productivity and efficiency	Director of Technology	2012-2013	Power School is fully utilized
Support Mastery Manager or a similar product to compile student learning information	Director of Technology	2012-2013	System is in place

Appendix A  
Technology at Tolland High School

**Business Department:**

**Technology**

- 72 student computers
- Document cameras
- Digital cameras

**Software**

- Business simulation program
- SAT prep software
- Keyboarding and Accounting software

**Math Department**

**Technology**

- Two student stations, one teacher station in each room
- Document readers
- Graphing calculators

**Software**

- Graph 4.3
- TI Smart View
- Geometer's Sketchpad
- TI Smart View
- Minitab
- Graphing calculator

**Science Department:**

**Technology**

- 13 computers in each science room
- Probeware, scanner
- Digital camera
- Digital projectors
- Avervision document readers
- Clickers

**Software**

- PASCO for probeware
- Examview specific for science,
- Software specific to each science discipline i.e interactive software naming compounds, atomic structure, molecular geometry .....

## **Counseling Department**

### **Technology**

- 3 computers for student use, each counselor has a computer as well

### **Software**

- Naviance/Family Connection web-based software
- Power School

## **Tech Ed**

### **Technology**

- 65+ student computers
- 4 teacher computers
- Color Copier (paid for directly by Graphics SAA fund, no BOE money budgeted)
- Image Plotter
- 2 Large Format Printers
- 1 Epson Stylus Pro large printer
- Versa Laser

### **Software**

- Multiple design and engineering programs
- Adobe Suite CS2
- Gerber Composer
- Image Setting

## **Physical Education**

### **Technology**

- 6 computer in the department
- 4 Printers
- Wii and televisions for students with limited mobility

### **Software**

- Diet analysis software ( in library computer lab)
- Fitness elective uses video technology for projects

## **Family and Consumer Science**

### **Technology**

- Publisher
- Story board for pre-school program
- Flip Video camera
- iPad
- Digital Cameras

### **Software**

- PowerPoint
- Internet workshop lesson plans
- Blogging

## **Special Education**

### **Technology**

- 5 teacher computers
- 10 student computers
- 1 computer each for School Psychologist, Social Worker, Speech/Lang. Clinician & Secretary
- Calculators

### **Software**

- Scoring programs for achievement testing (Woodcock Johnson)
- Behavior and cognitive testing (BASC)
- Language and speech specific software
- Electronic photo album
- Scoring programs for achievement testing (Woodcock Johnson)
- Behavior and cognitive testing (BASC)
- Language and speech specific software



## Appendix B

### Technology Faculty Survey Spring 2012 Comments

#### Tolland High School

- Much of what we currently have/use is old/outdated/obsolete and or nearing the end of its “useful life.” I am concerned that when/if the eqmt. “gives” it will be all at the same time or at regular intervals w/in our department as each classroom has 24 student stations that are critical to the implementation of our curriculum. As it is, our budget lost \$14,000 over the past 2 years due to “pre-purchasing” of textbooks and it seems likely that this \$ will never be put back into our budget. Therefore, the primary concern is financial simply because technology is a critical component of teaching & learning.
- Tolland is good with technology but we could stand to get better.
- CAD lab 80 in great shape due to recent hardware upgrade.
- Technology is great; I don’t have a computer at home, an iPad or Smart Phone, because I can’t afford them. If I had the money I would like them.
- The more technology we have the more it will be used to enhance student learning.
- I have a Master’s degree in educational technology and I feel like I have not been able to use my skills because of our lack of tech. Many times I start planning a tech. based lesson and find my students/self cannot access the software/website or materials. It is very upsetting.
- Has to be ongoing—one shot sessions get lost quickly—renewing understanding is essential.
- Would like to see more opportunities for tech PD during professional development time.
- I think the school has a good basis for technology, but it seriously needs to be updated. In addition, this year teachers do not have access to everything they’ve been able to access in the past. To use much of our technology now we must go through IT, which makes using the technology more of a hassle and less worth it for teachers.
- I think what we have is great! People always complain and want more. This is a nice school. We should appreciate it! Technology will always need to be updated—it never ends. We can teach well with what we have!
- I wish there was more of a district understanding that different disciplines have very specific needs to technology. A “one size fits all” approach to technology is unrealistic. Thank you!
- Access to YouTube for teachers would be very useful.
- I feel your pain. We’ve been getting behind for years, and pretty soon (especially with the new computerized testing in the future) the roof will collapse.
- We need more access to computers at THS!
- Because new technology was purchased for this building when it was built, outsiders tend to assume that what we have is sufficient and up-to-date, but that is becoming less and less true of this facility.
- Need monies for software updates and computer updates. Allow students e-Readers.
- Seriously lacking!

- To be realistic...we need to provide \$ for our existing equipment so it will actually work and be updated! Let's not worry about "pie in the sky." I am wondering if we will even have money to change lights in the overhead projectors let alone buy iPads!
- We need to update.
- I am very frustrated with the fact that there are not more computer labs available to students, and that too often machines that break down in the computer lab are not fixed or replaced in timely (2 days) manner.
- My main concern is having the mini lab in room 32 functioning properly.
- What happens when things start to "die"?
- We need to maximize the functionality of what we currently have before jumping into purchasing more. At the same time, we need to move w/ the times, so we adequately prepare our students for the future.
- At times computers are slow, frequently lose internet access. Fax is slow, unreliable, misses faxes sent.

### **Tolland Middle School**

- I am a huge fan of web-based math program ixl.com to support my math resource class. It is tied into CT based standards.
- I would do a lot more if we had the ability to get into the lab at TMS. I recently tried to sign up 2 weeks in advance and it was booked until April. The laptop cart doesn't work well because the batteries run out and I cannot keep them charged for all of my classes. I would love to have 2 or 3 computers in my room to allow for research, remediation, enrichment or stations type work. Thanks!
- I wish there were student devices/computers in the classroom so we could use them more often. I would also like to have our student lists input into Discovery Ed so they could access activities and assessments.
- It would be great if we could access our U drive from home.
- I'm glad you're asking!
- Need Smart Board workshops.
- Smart Board training.
- Another computer lab space with the ability to run newer programs is very much needed. The students need to learn new software and be able to discriminate reputable/reliable websites from bias/unreliable websites. More technology practice needed for all students. Using teacher blogs, website, wikis, web guests. Developing presentations using NEW! technology and programs. Need to have access to computers and right now it is a 6 week wait to get into the computer lab!
- Need workshops on website design, UCompass, I move (Mac) in the TMS Library, Google Docs. #1 priority Smart Board applications; advanced PowerSchool applications.
- I believe we are behind the eight ball on technology but a lot is due to budget issues. We also have a lot of upgrading to do throughout the district, which may limit the amount of new technology we can get.
- As a reading specialist, it would be great to have an Elmo or opaque projector to project student papers onto the white board for analysis and editing.

- When are we going to get Word 2007? My computer had to be updated from Word 2000 to Word 2003. I was studying for my Master's Degree in Education and could not open documents on my teacher desktop because Word 2007 was required at my college. Also, I could not access my college's learning website from school due to lack of system requirements. I am also deeply concerned about the inequality of technology resources for Unified Arts teachers.
- Outdated; not working well or not at all.
- All computer with XP are problems as we are no longer able to run archaic system w/ new programs, etc.
- Amazed the tech department can keep our outdated systems working.
- Great—when it works the way it is supposed to work.

### **Tolland Intermediate School**

- Most/all computers in our building are out of date.
- Needs updating!
- Our school/district supplied technology is outdated, insufficient to meet basic needs for student learning, and not always readily accessible. I only have a Smart Board due to perseverance and hard work getting a grant. If not for using my own personal equipment (at my own expense), my classroom technology for students would be almost non-existent. Our curriculum also needs to be rewritten to foster the use of technology beyond just watching videos, word processing, and playing games.
- TIS needs a certified staff member to facilitate instruction for students using technology.
- We are very outdated with our computers.
- We need to make sure that we are using our limited funds wisely. It is great to get new gadgets, but we should know how we are going to use them, and have a way to document their impact in respect to increasing the educational experience for the students. Training is a must before buying new tools.
- Unless there is time added to the schedule, I will be limited to the amount of technology I use. Students used PowerPoint in 4<sup>th</sup> grade art when we had 1 hour classes and 5<sup>th</sup> or 6<sup>th</sup> (can't remember) used Photoshop 5-10 years ago.
- Response time to issues always good.
- Very often our photocopiers are not working...it is very frustrating to go from 3 machines down to 1.
- I have purchased an iPad and a laptop which I use primarily for school. We could certainly improve in this area.
- We only have Smart Boards due to tireless grant writing efforts. All teachers who would like one should get one before other tech like iPads are purchases. I had to purchase a new laptop when I used my personal laptop at work and "caught" a virus that crashed my system. I no longer bring it to work, but create documents for school use at home and transfer them via e-mail attachments or flash drive.

## **Birch Grove**

- Speed and quality of equipment is so out of date. This needs to be a top priority for our students and teachers. Updated technology can increase learning exponentially and improve critical thinking.
- The BG reading dept. has created Excel docs to store various reading assessment & reading support information on grades K, 1 & 2 students. These docs are used to monitor, identify, document, and place students in reading intervention programs. One of the reading paras has been an invaluable resource with the development and creation of these docs. Because of her background knowledge of the use of Excel, I would like her to present Excel workshops to the reading and math staff to support & teach us how to use these Excel docs to their fullest potential. (I have been in discussion about this already. FYI—a workshop was supposed to occur in early November on one of the in-service days during the power outage, but it never got re-scheduled. I intent to follow up on this asap—but wanted the committee to be aware of it!) Also, a coordinator offered to help us link Mastery Manager data to these Excel docs.
- Need it or not—i.e.—they do not know—what they do not know!
- I would love 2-3 PC's that I could use with students in the Reading Room. We could set up literacy centers to use with small groups given the PC's/software.
- There are so many free websites available through our G.B. kid links it's a shame most of our classrooms don't have computers that can access it.
- Thank you, tech staff, for all you do—just wish we had more of you to do this critical work!
- Most of what I know is “self learned” so I have very big gaps and I do need PD to be brought up to speed with the current tech. available. Thank you!
- I am interested in/would like to have a Smart Board in my classroom at some point in the future.
- Antiquated systems throughout the district—very poor education for our kids.
- We need basic supplies—like books for the library—before we need expensive technology.
- Computers that will work and be quiet. Fans too loud to use for students with hearing difficulty.
- I feel that TPS are very behind in technology.



**F.1.**

**TO: Members of Board of Education**

**FROM: William D. Guzman**

**DATE: June 13, 2012**

**SUBJECT: Rockville Vocational Agriculture Graduating Seniors**

Cheyenne Brennan and Tyler McKenney, seniors in the Rockville Vocational Agriculture program will be at the Board meeting to discuss the course of study at the Vo-Ag Program in Rockville and their future plans after graduation. Dr. William Pomper will also be in attendance. Dr. Pomper is a member of the Vocational Agriculture Advisory Committee representing Tolland.

WDG:ca

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

**FROM: William D. Guzman**

**DATE: June 13, 2012**

**SUBJECT: Tolland High School Girls Track Team – Class M State Champions**

Members of the Tolland High School Girls Track team will be present at the Board meeting. Members of the Track Team are:

<u>Name</u>	<u>Year</u>
Kristin Carr	Senior
Rachel Gedansky	Senior
Taylor Hammeke	Senior
Emily Howard	Senior
Becky Lavernoich	Senior
Christina Macklem	Senior
Kristin Schatzlein	Senior
Kaitlin Thibodeau	Senior
Sydney Bacharach	Junior
Carly Dedominicis	Junior
Mackenzie Dunham	Junior
Kelly Frank	Junior
Madeline Frattaroli	Junior
Savannah Gagnon	Junior
Anna Giangregorio	Junior
Dani Halliday	Junior
Brenda Kittredge	Junior
Alexa Kittredge	Junior
Kierra Laramie	Junior
Megan Lester	Junior
Katy Sprout	Junior
Rachel Aioldi	Sophomore
Melissa Caron	Sophomore
Nicole Howard	Sophomore
Eujin Kim	Sophomore
Shauna Maresh	Sophomore
Jenna Olander	Sophomore
Samantha Sadler	Sophomore
Haley Sanborn	Sophomore

Madison Soucy	Sophomore
Alyssa Thompson	Sophomore
Kayla Wesoly	Sophomore
Courtney Akerley	Freshmen
Alyssa Dumont	Freshmen
Lora Giguere	Freshmen
Gabrielle Heilman	Freshmen
Alyssa Hurlbut	Freshmen
Jennifer Jacobs	Freshmen
Molly Kozlowski	Freshmen
Kelly Lester	Freshmen
Alexandra Matteo	Freshmen
Julia Miller	Freshmen
Kelsey Swanson	Freshmen
Emily Ward	Freshmen

Corey Bernier, coach of the Girls Track team, will not attend the meeting, as he will be accompanying members of the team to a National Competition in Greensboro, North Carolina. Brandon Elliot, coach of the Boys Track Team, will be at the meeting representing Coach Bernier.

**F.3.**

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

**FROM: William D. Guzman**

**DATE: June 13, 2012**

**SUBJECT: Tolland High School Boys Track Team – Class MM State Champions**

Members of the Tolland High School Boys Track team will be present at the Board meeting. Members of the Track Team are:

<u>Name</u>	<u>Year</u>
Adam Boucher	Senior
Tucker Hewitt	Senior
Adam Medina	Senior
Matt Mensher	Senior
Ryan Possardt	Senior
Josh Reinert	Senior
TJ Day	Junior
Colin Sauter	Junior
Austin Shelton	Junior
Ray Tetreault	Junior
Dan Vareed	Junior
Eric Winebrenner	Junior
Connor Lafontaine	Sophomore
Kyle Lindsay	Sophomore
Joffre Rodriguez	Sophomore
Jordan Smith	Sophomore
Austin Enman	Freshmen
Alex Medina	Freshmen

Brandon Elliot, coach of the Boys Track team, will attend the meeting.



**F.4.**

**TO: Members of Board of Education**  
**FROM: William D. Guzman**  
**DATE: June 13, 2012**  
**SUBJECT: Cancellation of Summer Board Meetings –  
Authorization for Action**

In keeping with past practice, the Board of Education meetings scheduled for July 11, 25 and August 8 are recommended to be cancelled.

Authorization is requested for the Superintendent of Schools to act on behalf of the Board in awarding bids and proposals for special or professional services in excess of \$20,000 up to August 21, 2012. Members of the Board will receive bi-weekly reports throughout the summer on actions taken under this authorization, if any.

WDG:ca

**F.5.**

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

**FROM: William D. Guzman**

**DATE: June 13, 2012**

**SUBJECT: Board Policy 5050 – Confidentially and Access to Student Records**

Attached please Board Policy 5050 – Confidentially and Access to Student Records.

This Policy was reviewed by the Policy Committee on May 23, 2012.

Board Policies 5050 is revised. The language to be deleted is in brackets and new language is in caps and is bolded.

WDG:ca

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

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BOARD POLICY	REGARDING: Confidentiality and Access to Student Records
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Number: 5050  
Students

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

**REVISED:**

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**I. POLICY**

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

**II. DEFINITIONS**

**A. Access**

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

**B. Biometric Record**

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

**C. De-Identified Education Record**

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

**D. Directory Information**

"Directory information" includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes but is not limited to, the parents' names, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, and the most recent previous schools attended. directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purpose of access to or communication in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

**E. Disciplinary Action**

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

**F. Disclosure**

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

**G. Education Records**

1. Education records means any information directly related to

a student that is recorded in any manner (e.g., handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche) and that is maintained by the school system or persons acting for the school system.

2. Education Records Does Not Include:

- A. Private, personal, or working notes in the sole possession of the maker thereof, and which are not accessible or revealed to any other except a "substitute";
- B. Records maintained by a law enforcement unit of the school district that were created by that unit for the purpose of law enforcement;
- C. Employment records used only in relation to the student's employment by the school district that are 1) made and maintained in the normal course of business, 2) relate exclusively the student's capacity as an employee, and 3) are not made available for any other purpose;
- D. Records on an eligible student (i.e. over 18 or attending a postsecondary education institution) that are considered "treatment records" meeting the following criteria: 1) the records are maintained by a physician, psychologist, or other recognized professional or paraprofessional capacity, 2) the records are made in connection with the treatment of the student and 3) the records are disclosed only to individuals providing such treatment (treatment does not include remedial educational activities or activities that are part of the program or instruction of the school district). However, the school district must, upon request, permit an eligible student to have a physician or other appropriate professional of the student's choice review his/her treatment records;
- E. Records created or received by the school district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and
- F. Grades on peer-graded papers before they are collected and recorded by a teacher.

H. Eligible Student

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

I. Law Enforcement Unit

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

J. Legitimate Educational Interest

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

K. Parent

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

L. Personally Identifiable Information

"Personally identifiable information" includes, but is not limited to the student's name; the name of the student's parent or other family members; the address of the student, or his/her family; a personal identifier, such as the student's social security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

#### M. School Official

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

#### N. Signed and Dated Written Consent

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

### III. Annual Notification Of Rights/Release Of Directory Information

- A. On an annual basis, the school district will notify parents of and/or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the District and will also be published in the school district's guide to Pupil Personnel or special education Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The school district will take steps to ensure that parents or eligible students whose primary or home language is not English or who are disabled will also be notified of their rights regarding a student's education records.
- B. On an annual basis, the school district will also notify parents and/or eligible students currently in attendance of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.

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

### IV. Confidentiality of Education Records

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

### V. Access To Education Records

- A. Parents and/or an eligible student have the right to inspect and review all education records of the student unless such rights have been waived under Section XI, below. Parents' rights of inspection and review are restricted to information dealing with their own child.

In the case of an eligible student, the right to inspect and review is restricted to information concerning the student. All requests for access to education records must be in writing.

- B. When submitting a written request to inspect or review education records, the request must identify the record or records being sought. The school district will notify the parent or eligible student of the date, time and location where the records may be inspected and reviewed.
- C. The parents or eligible students may designate in writing a representative to inspect and review the records. Consent for disclosure of education records to a designated representative must be signed and dated by the parent or eligible student.
- D. A school professional shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records.
- E. For the records of regular education students, the board will make education records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request.
- F. For students requiring special education, the Board will comply with a request to inspect and review a student's education records with ten (10) days of the request; or with three (3) days of the request if the request is in order to prepare for a meeting regarding an IEP meeting (Planning and Placement Team meeting) or any due process proceeding.
- G. Parents of students eligible to receive special education and related services (or the eligible student) have the right to receive one free copy of their child's (his/her) education records. The request for the free copy must be in writing and the board shall comply with the written request within five (5) school days of the request. Notwithstanding the fact that a test instrument may meet the criteria for an "education record" under the Family Educational Rights and Privacy Act, 20 USC 1232G, any test instrument or portion of a test instrument for which the test manufacturer asserts a proprietary of copyright interest in the instrument shall not be copied. The parent or eligible student retains the right to review and inspect such information and the board of education shall respond to reasonable requests from the parent or eligible student for explanations and interpretations of the student's education record, which may include reviewing copyrighted testing instruments.

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

- b. make other arrangements for the parent or eligible student to inspect and review the requested records.
- c. the board reserves the right to charge for copies of a student's education records. Such charge will not exceed 50¢ per page.

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

- A. The school district will appoint an individual to be responsible for the care and upkeep of all education records. Education records are kept by categories, each of which encompasses a specific type of data collected during a student's educational career. These categories also determine how long the school district must maintain the records. The school district will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the school district.
- B. Except as provided below, a record (log) will be kept documenting each request for, and disclosure of, personally identifiable information from the education records of each student, including information found in computer memory banks.
  - 1. The record (log) shall contain the name of any individual, agency, or organization that requested or obtained access to the student's records;
  - 2. the date of the request for access;
  - 3. whether access was given;
  - 4. the purpose for which the party was granted access to the records;
  - 5. the names of additional parties to whom the receiving party may disclose the information on behalf of the school district;
  - 6. and the legitimate educational interest in obtaining the information.
- C. The record (log) requirement does not apply to requests from, or disclosure to:
  - 1. a parent or eligible student;
  - 2. a party seeking directory information;
  - 3. a party who has signed and dated written consent from the parent and/or eligible student;
  - 4. school officials from the school district in which the student is currently enrolled who have a legitimate educational interest in the information contained in the student's record; or
  - 5. persons seeking or receiving the information as directed by a federal grand jury or other law enforcement subpoena or ex parte order of the Attorney General of the United States

(provided that the information requested is not to be re-disclosed).

- D. The record (log) is a permanent part of the student's education records and must be available to the parent or eligible student upon request.
- E. If the district makes a release of education records without consent in a health and safety emergency, the district must record:
  - 1) The articulable and significant threat to the health and safety of a student or other individuals that formed the basis for disclosure; and
  - 2) The parties to whom the district disclosed the information.

VII. The Release of Records or Personally Identifiable Information

- A. The school system or its designated agents may not permit release of education records or any information from such records which contains personally identifiable information to any outside individual, agency, or organization without the written consent of the parents or eligible student, except as indicated in Section VII. C below. Personally identifiable information contained in the education record, other than directory information, will not be furnished in any form (i.e., written, taped, person-to-person, statement over the telephone, on computer disk, etc.) to any person other than those listed below, unless prior written consent has been obtained.
- B. To be effective, the written consent must be signed and dated and must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.
- C. Personally identifiable information may be released without consent of the parents, or the eligible student, only if the disclosure meets one of the criteria set forth below:
  - 1. The disclosure is to other school officials within the district, including teachers, who have been determined by the school district to have legitimate educational interests in the education records.
  - 2. The disclosure is to a contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions, provided that the outside party (a) performs an institutional service or function for which the district would otherwise use

employees, (b) is under the direct control of the district with respect to the use and maintenance of education records, and is subject to the requirements of FERPA with respect to the use and redisclosure of personally identifiable information from education records.

3. **TRANSFER STUDENTS:**

a) The disclosure is to officials of another school, including other public schools, charter schools, and post-secondary institutions in which the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record pursuant to Section X.

**B) WHEN A STUDENT ENROLLS IN A NEW PUBLIC SCHOOL DISTRICT (INCLUDING PUBLIC CHARTER SCHOOL), THE RECEIVING SCHOOL DISTRICT MUST SEND WRITTEN NOTICE OF SUCH ENROLLMENT TO THE SCHOOL THE STUDENT PREVIOUSLY ATTENDED NOT LATER THAN TWO (2) BUSINESS DAYS AFTER THE STUDENT ENROLLS. NOT LATER THAN TEN (10) DAYS AFTER RECEIPT OF SUCH NOTICE, THE SENDING SCHOOL SHALL TRANSFER THE STUDENT'S RECORDS TO THE NEW SCHOOL DISTRICT.**

**C) UPON NOTIFICATION BY THE DEPARTMENT OF CHILDREN AND FAMILIES OF A DECISION TO CHANGE THE SCHOOL PLACEMENT FOR A STUDENT ATTENDING DISTRICT SCHOOLS WHO IS PLACED IN OUT-OF-HOME CARE BY DCF PURSUANT TO AN ORDER OF TEMPORARY CUSTODY OR AN ORDER OF COMMITMENT, IN ACCORDANCE WITH SECTION 46B-129 OF THE CONNECTICUT GENERAL STATUTES, THE BOARD SHALL TRANSMIT TO THE RECEIVING SCHOOL, NOT LATER THAN ONE (1) BUSINESS DAY AFTER RECEIPT OF SUCH NOTIFICATION FROM DCF, ALL ESSENTIAL EDUCATIONAL RECORDS FOR THE STUDENT, INCLUDING, BUT NOT LIMITED TO, THE STUDENT'S INDIVIDUALIZED EDUCATION PLAN AND BEHAVIORAL INTERVENTION PLAN, IF ANY, AND ALL DOCUMENTS NECESSARY FOR THE RECEIVING SCHOOL TO DETERMINE APPROPRIATE CLASS**

**PLACEMENT AND TO PROVIDE EDUCATIONAL SERVICES. THE BOARD SHALL TRANSFER NONESSENTIAL RECORDS TO THE RECEIVING SCHOOL IN ACCORDANCE WITH SUBSECTION B) ABOVE.**

4. The disclosure is to authorized representatives of the Comptroller General of the United States; the Attorney General of the United States; the Secretary of Education; or State and local educational authorities, under the following conditions: the school shall provide such authorized representatives access to student or other records that may be necessary in connection with the audit, evaluation, or enforcement of state and federally supported education programs, but shall not permit such representatives to collect personally identifiable information unless specifically authorized to do so by state and federal law or if the parent or eligible student has given written consent for the disclosure.
5. The disclosure is made in connection with a student's application for, or receipt of, financial aid, if such information is necessary to determine eligibility for, the amount of, or the conditions for financial aid, or to enforce the terms and conditions of financial aid.
6. The disclosure is to state and local officials or authorities within the juvenile justice system as long as the officials and authorities to whom the records are disclosed certify in writing to the school district that (a) the information is required by court, (b) will not be disclosed to any other party without the prior, written consent of the parent of the student, except as provided under State law. Disclosure shall be permitted for information relating to the student's school attendance, adjustment and behavior, as well as the student's individualized education program (IEP) and related documents if the student receives special education services. If a student is placed on probation by the juvenile court, school officials may issue their own recommendation concerning the conditions of the student's probation.
7. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administer student aid programs, or improving instruction, so long as (a) the study does not permit personal identification of parents or students by individuals other than representatives of the organization, (b) the information is



destroyed after it is no longer needed for the purposes for which the study was conducted, and (c) the district enters into a written agreement with the organization conducting the study that ensures that the study protects the confidentiality of personally identifiable student information consistent with FERPA requirements .

8. The disclosure is to accrediting organizations in order to carry out their accrediting functions.
9. The disclosure is to parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
10. The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with (a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (c) an ex parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of terrorism crimes specified in Section 2332B(g)(5)(b) and 2331 of Title 18, U.S. Code.
11. If the school district initiates legal action against a parent or student, the school district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff.
12. If a parent or eligible student initiates legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.
13. The disclosure is to appropriate parties, including parents of an eligible student, in connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

In making a determination regarding the disclosure of education records without consent in a health and safety emergency, the district may take into account the totality of the circumstances pertaining to the threat to the health or safety of a student or other individuals. If the district reasonably determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, provided, however, that the district record such disclosure in accordance with Section VI. D, above.

14. The disclosure is to the parent of a student who is under 18 years of age or to the student.
15. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the district under 42 U.S.C. 14071 and applicable Federal guidelines

#### D. Directory Information

1. The school district will notify parents (of students currently enrolled within the district) or eligible students (currently enrolled in the district) annually of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.
2. School districts are legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.
3. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.
4. The school district may disclose directory information about students after they are no longer in enrollment in the school

district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

5. An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled.
6. The school district will not use the student's social security number or other non-directory information alone or combined with other elements to identify or help identify the student or the student's records.

E. De-Identified Records and Information

1. The school district may release education records or information from education records without the consent of a parent or eligible student after the removal of all personally identifiable information, provided that the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.
2. The school district may release de-identified education records including student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:
  - a) the district does not disclose any information about how it generates and assigns a record code, or that would allow a recipient of the information to identify a student based on the record code;
  - b) the record code is used for no purpose other than identifying a de-identified record for the purposes of education research and cannot be used to ascertain personally identifiable information about a student; and
  - c) the record code is not based on a student's social security number or other personal information.

F. Disciplinary Records

Nothing in this policy shall prevent the school district from:

1. Including in the education records of a student appropriate

information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.

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

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

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

1. Documents related to any Department Of Children And Families ("DCF") child abuse and/or neglect investigations that are maintained by the Board are considered education records under The Family Educational Rights and Privacy Act ("FERPA"). as such, they are subject to the confidentiality and disclosure requirements set forth in this policy and in corresponding provisions of State and Federal law. Such records, **INCLUDING RECORDS OF ALLEGATIONS, INVESTIGATIONS AND REPORTS MADE TO DCF**, should be kept in a confidential **AND CENTRAL** location, with restricted access and shall be disclosed only as authorized by law. In addition to meeting the requirements under FERPA, should the Board receive a request to disclose confidential DCF records to an outside third party, the Board shall redact the name or other personally identifiable information concerning the individual suspected of being responsible for the alleged abuse and/or neglect unless the requested records are being released to the individual named in the DCF records.
2. In addition, the District shall redact the name or any personally identifiable information related to the identity of any individual responsible for making a report of alleged child abuse and/or neglect before releasing or transferring any DCF records containing such reports

VIII. Redislosure of Education Records

A. The school district may disclose personally identifiable information from an education record only on the conditions that:

1. The party to whom the information is disclosed will not subsequently redisclose the information to any other party without the proper consent of the parent or eligible student, and
2. The officers, employees, and agents of a party that receives such information may only use the information for the purposes for which disclosure was made.

B. Notwithstanding the provisions of section a above, the school district may disclose personally identifiable information from an education record with the understanding that the information may be redisclosed by the recipient of the information as long as prior written consent for disclosure is not required, for one of the reasons listed in article vii, section c. Above, and at least one of the following conditions is met.

1. The record of the original disclosure includes the names of the parties to whom redisclosure is being made and the legitimate interests each such party has in requesting or obtaining the information.
2. In the case of disclosures made pursuant to a court order or lawfully issued subpoena, the district has made a reasonable effort to notify the parent or eligible student in advance of compliance with the subpoena (except if such subpoena meets the criteria set forth above in article vii, section c. (10)).
3. Disclosure is made to a parent, an eligible student, or the parent of an eligible student.
4. The information is considered directory information.

C. In the event that the family policy compliance office determines that a third party outside of the school district has improperly redisclosed personally identifiable information from education records in violation of ferpa, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

#### IX. Amendment of Education Records

A. If a parent or an eligible student believes that information in the student's education records is inaccurate, misleading or violates of the student's right to privacy, he/she is entitled to:

1. Request in writing that the school district make appropriate

amendments;

2. Receive within a reasonable period of time a decision from the school district.

B. If the school district decides to amend the records, the school district shall promptly take such steps as may be necessary to put the decision into effect with respect to the requested amendments, and shall inform the parent or eligible student of the amendment.

C. If the school district decides that an amendment of data in accordance with the request is not warranted, it shall so inform the parent or eligible student and advise him/her of the right to a hearing pursuant to this policy.

#### X. Hearing Rights and Procedures

##### A. Rights

1. Upon written request of a parent or eligible student to the Superintendent, an opportunity for a hearing shall be provided to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
2. If, as a result of the hearing, the school district decides that information contained in the education records of a student is inaccurate, misleading, or otherwise in violation of the student's right to privacy, the data shall be amended, and the parent or eligible student shall be informed in writing.
3. If, as a result of the hearing, it is decided that data are not inaccurate, misleading, or otherwise in violation of the student's right to privacy, the parent or eligible student shall be informed of the right to place in the student's education records a statement commenting on the contested information or stating why he or she disagrees with the District's decision, or both.

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

b. If the contested portion of the education record disclosed by the school system, the statement of

disagreement by the parents and/or eligible student shall also be disclosed.

B. Procedures

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

XI. Waiver of Rights

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

- B. A waiver may be revoked with respect to any actions occurring after the revocation.

- C. Revocation of a waiver must be in writing.

XII. Special Confidentiality Procedures for HIV-Related Information

- A. The following definitions shall apply to Section XII of this policy:

1. Confidential HIV-Related Information

"Confidential HIV-related information" means any information pertaining to the protected individual or obtained pursuant to a release of confidential HIV-related information, concerning whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such conditions, including information pertaining to such individual's partners.

2. Health Care Provider

"Health Care Provider" means any physician, dentist, nurse, provider of services for the mentally ill or persons with mental retardation, or other person involved in providing medical, nursing, counseling, or other health care, substance abuse or mental health service, including such services associated with, or under contract to, a health maintenance organization or medical services plan.

3. Protected Individual

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

4. Release of confidential HIV-related information

"Release of confidential HIV-related information" means a written authorization for disclosure of confidential HIV-related information which is signed by the protected individual, if an eligible student, or a person authorized to consent to health care for the individual and which is dated and specifies to whom disclosure is authorized, the purpose for such

disclosure and the time period during which the release is to be effective. A general authorization for the release of medical or other information is not a release of confidential HIV-related information, unless such authorization specifically indicates its dual purpose as a general authorization and an authorization for the release of confidential HIV-related information.

5. School Medical Personnel

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

B. Confidentiality of HIV-related Information

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

C. Accessibility of Confidential HIV-related Information

1. No school staff member who obtains confidential HIV-related information may disclose or be compelled to disclose such information, except to the following:
  - a. the protected individual, his/her legal guardian or a person authorized to consent to health care for such individual;
  - b. any person who secures a release of confidential HIV-related information;
  - c. a federal, state or local health law officer when such disclosure is mandated or authorized by federal or state law;

- d. a health care provider or health facility when knowledge of the HIV-related information is necessary to provide appropriate care or treatment to the protected individual or when confidential HIV-related information is already recorded in a medical chart or record and a health care provider has access to such record for the purpose of providing medical care to the protected individual;
- e. a medical examiner to assist in determining cause of death; or
- f. any person allowed access to such information by a court order.

D. Procedures

1. If a school staff member, other than school medical personnel, is given confidential HIV-related information regarding a protected individual who is also a student from the student's legal guardian or the student, the school staff member shall attempt to secure a release of confidential HIV-related information for the sole purpose of disclosing such information to school medical personnel.
2. If a school medical personnel member is given confidential HIV-related information regarding a protected individual, who is also a student, by a student's legal guardian or by the student and the legal guardian or the student requests accommodations to the student's program for reasons related thereto, the school medical personnel member shall inform the legal guardian or the student, if an eligible student, that a release of confidential HIV-related information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for and implementing appropriate accommodations to the student's program.
3. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or his/her legal guardian, shall keep such information confidential and shall not disclose such information.
4. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.

5. Any record containing confidential HIV-related information shall be maintained in a separate file, and shall not be subject to the provisions of this policy regarding accessibility of general student records.
6. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV-related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases, such confidential HIV-related information may be disclosed as set forth in and subject to any limitation of such court order.

#### E. Disclosures Pursuant to a Release

1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose."
2. Oral disclosures must be accompanied or followed by the above notice within 10 days.
3. Except for disclosures made to a federal, state or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any HIV-related test result of a protected individual, who shall be informed of such disclosures on request.

#### XIII. Child Abuse Reporting

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

#### XIV. Right to File a Complaint

FERPA affords parents and eligible students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

#### Legal References:

##### State law:

Conn. Gen. Stat. § 1-201 et seq.  
**CONN. GEN. STAT. § 1-220H**  
Conn. Gen. Stat. § 10-15b  
[Conn. Gen. Stat. § 17a-28]  
**CONN. GEN. STAT. § 17-16A**  
Conn. Gen. Stat. § 17a-101k  
Conn. Gen. Stat. § 19a-581 et seq.  
Conn. Gen. Stat. § 46b-134  
Regs. Conn. State Agencies § 10-76d-18  
**PUBLIC ACT 11-93**  
**PUBLIC ACT 11-115**

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

##### Federal Law:

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g Et. Seq.  
USA Patriot Act Of 2001, Pub. L. 107-56  
No Child Left Behind Act of 2001, Pub. L. No. 107-110  
34 CFR 99.1-99.67(as amended)  
34 CFR 300.560-300.576

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

**[Optional Addition to Confidentiality Policy:** The School District may opt for dividing Student Records into the following categories and including these classifications in the Confidentiality Policy. **Note:** The following section is not required by statute, but may be included if desired by the School District.

### ADMINISTRATIVE REGULATIONS REGARDING CLASSIFICATION OF STUDENT RECORDS

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

#### A. CATEGORY "A" RECORDS:

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

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

#### B. CATEGORY "B" RECORDS

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

accordance with the Board's policy regarding Confidentiality and Access to Student Records.

9. CATEGORY B RECORDS SHALL INCLUDE THE FOLLOWING (IF APPLICABLE):

<u>RECORD</u>	<u>LOCATION</u>
a. Standardized academic achievement test scores (CTBS, CAPT, CMT)	Cumulative File
b. Standardized group aptitude and/or personality testing program results	Cumulative File
c. Diagnostic reading/math test results (not special education)	Cumulative File
d. Educational and/or vocational interest	Cumulative File
e. Speech/language and hearing evaluations (not special education)	Cumulative/Health File
f. Family background information	Cumulative File
g. Systematically gathered teacher or counselor ratings and observations	Cumulative File
h. Comprehensive health records	Cumulative/Health/Pupil Personnel File
i. Correspondence relating to the student	Cumulative/Health/Pupil Personnel File
j. Disciplinary records	Cumulative File
k. Extracurricular activities	Cumulative File
l. Letters of Recommendation	Cumulative File
m. Parent/eligible student's signed release forms for disclosure	Cumulative/Health/Pupil Personnel File
n. Family with Service Needs Records	Cumulative File

o. Reports of Child Abuse/Neglect	CONFIDENTIAL FILE
p. Reports Containing Confidential HIV-Related Information	CONFIDENTIAL FILE

C. CATEGORY "C" RECORDS – SPECIAL EDUCATION

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

Category C shall include (where applicable):

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



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

#### D. DURATION OF STUDENT RECORDS

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

#### E. RESPONSIBILITY FOR MAINTENANCE OF STUDENT RECORDS

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

3. The chief custodian of records will annually list for public inspection the names and positions of the custodians of records in each of the schools.
4. Each of the custodians of records shall supply parents, on request, a list of the types and locations of education records collected, maintained, or used within the Tolland Public Schools.]

#### ADMINISTRATIVE REGULATIONS REGARDING CLASSIFICATION OF EDUCATION RECORDS

THE SCHOOL DISTRICT WILL APPOINT A CUSTODIAN OF RECORDS WHO WILL ENSURE THAT STUDENT EDUCATION RECORDS ARE KEPT AS FOLLOWS:

##### A. CATEGORY "A" RECORDS:

1. CATEGORY A INCLUDES OFFICIAL ADMINISTRATIVE RECORDS THAT CONSTITUTE THE MINIMUM PERSONAL DATA NECESSARY FOR THE OPERATION OF THE EDUCATIONAL SYSTEM.

CATEGORY A RECORDS SHALL BE MAINTAINED FOR AT LEAST FIFTY (50) YEARS AFTER THE STUDENT LEAVES THE SCHOOL DISTRICT OR GRADUATES.

NOTICE OF A STUDENT'S SUSPENSION OR EXPULSION SHALL BE EXPUNGED FROM THE STUDENT'S CUMULATIVE EDUCATION RECORD IF THE STUDENT GRADUATES FROM HIGH SCHOOL, EXCEPT FOR NOTICE OF AN EXPULSION BASED UPON POSSESSION OF A FIREARM OR DEADLY WEAPON.

\*IN CASES WHERE A STUDENT IS SUSPENDED OR EXPELLED FOR THE FIRST TIME, AND THE ADMINISTRATION OR THE BOARD, RESPECTIVELY, HAS SHORTENED OR WAIVED THE PERIOD OF SUSPENSION OR EXPULSION IN ACCORDANCE WITH THE BOARD'S DISCIPLINARY POLICY RELATING TO FIRST TIME OFFENSES, THE ADMINISTRATION OR THE BOARD, RESPECTIVELY, MAY CHOOSE TO EXPUNGE SUCH NOTICE OF SUSPENSION OR EXPULSION FROM THE STUDENT'S CUMULATIVE RECORD AT THE TIME THE STUDENT COMPLETES THE SPECIFIED PROGRAM AND ANY OTHER CONDITIONS IMPOSED BY THE ADMINISTRATION/BOARD, RATHER THAN UPON GRADUATION. SHOULD THE NOTICE BE EXPUNGED IN ACCORDANCE WITH THIS PROVISION, A RECORD OF THE FACT THAT THE STUDENT HAD BEEN SUSPENDED OR EXPELLED SHALL BE MAINTAINED APART FROM THE STUDENT'S CUMULATIVE RECORD, FOR THE LIMITED PURPOSE OF

DETERMINING WHETHER ANY SUBSEQUENT OFFENSES BY THE STUDENT WOULD CONSTITUTE THE STUDENT'S FIRST SUSPENSION OR EXPULSION.

CATEGORY A RECORDS SHALL INCLUDE, AT A MINIMUM, THE FOLLOWING:

<u>RECORD</u>	<u>LOCATION</u>
BASIC BIOGRAPHICAL INFORMATION	CUMULATIVE/HEALTH FILE
B. ACADEMIC ACHIEVEMENT (GRADES/TRANSCRIPTS)	CUMULATIVE FILE
C. DATE OF HIGH SCHOOL GRADUATION	CUMULATIVE FILE
D. RECORDS OF IMMUNIZATIONS	CUMULATIVE/HEALTH/ PUPIL PERSONNEL FILE
E. ATTENDANCE RECORDS (DAYS ABSENT/PRESENT/TARDY)	CUMULATIVE FILE
F. *NOTICE OF EXPULSION FOR FIREARM OR DEADLY WEAPON	CUMULATIVE FILE

**B. CATEGORY "B" RECORDS**

1. THIS INCLUDES VERIFIED INFORMATION FOR THE FORMULATION OF EDUCATION PROGRAMS FOR ALL STUDENTS, BUT NOT ABSOLUTELY NECESSARY OVER AN INDEFINITE PERIOD OF TIME.

DATA IN CATEGORY B MUST BE ACCURATE, CLEARLY UNDERSTOOD, AND VERIFIED BEFORE BECOMING PART OF ANY CONTINUING RECORD. THERE SHOULD BE NO ANONYMOUS ENTRIES IN A STUDENT'S EDUCATION RECORD.

CATEGORY B RECORDS MUST BE MAINTAINED FOR AT LEAST SIX (6) YEARS AFTER THE STUDENT LEAVES THE SCHOOL DISTRICT OR GRADUATES FROM HIGH SCHOOL.

NOTICE OF A STUDENT'S SUSPENSION OR EXPULSION SHALL BE EXPUNGED FROM THE STUDENT'S CUMULATIVE EDUCATION RECORD IF THE STUDENT GRADUATES FROM HIGH SCHOOL, EXCEPT FOR NOTICE OF AN EXPULSION BASED UPON POSSESSION OF A FIREARM OR DEADLY WEAPON.

\*IN CASES WHERE A STUDENT IS SUSPENDED OR EXPELLED FOR THE FIRST TIME, AND THE ADMINISTRATION OR THE BOARD, RESPECTIVELY, HAS SHORTENED OR WAIVED THE PERIOD OF

SUSPENSION OR EXPULSION IN ACCORDANCE WITH THE BOARD'S DISCIPLINARY POLICY RELATING TO FIRST TIME OFFENSES, THE ADMINISTRATION OR THE BOARD, RESPECTIVELY, MAY CHOOSE TO EXPUNGE SUCH NOTICE OF SUSPENSION OR EXPULSION FROM THE STUDENT'S CUMULATIVE RECORD AT THE TIME THE STUDENT COMPLETES THE SPECIFIED PROGRAM AND ANY OTHER CONDITIONS IMPOSED BY THE ADMINISTRATION/BOARD, RATHER THAN UPON GRADUATION. SHOULD THE NOTICE BE EXPUNGED IN ACCORDANCE WITH THIS PROVISION, A RECORD OF THE FACT THAT THE STUDENT HAD BEEN SUSPENDED OR EXPELLED SHALL BE MAINTAINED APART FROM THE STUDENT'S CUMULATIVE RECORD, FOR THE LIMITED PURPOSE OF DETERMINING WHETHER ANY SUBSEQUENT OFFENSES BY THE STUDENT WOULD CONSTITUTE THE STUDENT'S FIRST SUSPENSION OR EXPULSION.

RECORDS CONTAINING INFORMATION PERTAINING TO CHILD ABUSE/NEGLECT REFERRALS OR REPORTS; OR CONTAINING CONFIDENTIAL HIV-RELATED INFORMATION SHOULD BE KEPT SEPARATE FROM THE STUDENT'S CUMULATIVE FOLDER, IN CONFIDENTIAL FILES.

CONFIDENTIAL HIV-RELATED INFORMATION CONTAINED IN THE CONFIDENTIAL FILE SHOULD ONLY BE DISCLOSED PURSUANT TO DISTRICT POLICY.

INFORMATION CONTAINED IN DOCUMENTS RELATED TO ANY DEPARTMENT OF CHILDREN AND FAMILIES ("DCF") CHILD ABUSE AND/OR NEGLECT INVESTIGATION, OR ANY SUCH INVESTIGATION CONDUCTED BY LOCAL LAW ENFORCEMENT OFFICIALS, SHALL BE KEPT CONFIDENTIAL IN A CENTRAL LOCATION. SUCH RECORDS SHALL ONLY BE DISCLOSED IN ACCORDANCE WITH THE BOARD'S POLICY REGARDING CONFIDENTIALITY AND ACCESS TO EDUCATION RECORDS.

CATEGORY B RECORDS SHALL INCLUDE THE FOLLOWING (IF APPLICABLE):

<u>RECORD</u>	<u>LOCATION</u>
A. CHILD-STUDY TEAM RECORDS / STUDENT ASSISTANCE TEAM RECORDS	CUMULATIVE/PUPIL PERSONNEL FILE
STANDARDIZED GROUP TEST SCORES (CAPT, CMT ETC.)	CUMULATIVE/PUPIL PERSONNEL FILE

<u>RECORD</u>	<u>LOCATION</u>
C. DIAGNOSTIC READING/MATH TEST RESULTS (NOT SPECIAL EDUCATION)	CUMULATIVE FILE
D. EDUCATIONAL AND/OR VOCATIONAL INTEREST	CUMULATIVE FILE
E. SPEECH/LANGUAGE AND HEARING EVALUATIONS (NOT SPECIAL EDUCATION)	CUMULATIVE/HEALTH FILE
F. COMPREHENSIVE HEALTH RECORDS	CUMULATIVE/HEALTH/PUPIL PERSONNEL FILE
G. CORRESPONDENCE RELATING TO THE STUDENT	CUMULATIVE/HEALTH/PUPIL PERSONNEL FILE
H. SUSPENSIONS/EXPULSIONS	CUMULATIVE FILE*
I. PARENT/ELIGIBLE STUDENT'S SIGNED RELEASE FORMS	CUMULATIVE/HEALTH/PUPIL PERSONNEL FILE
J. TRUANCY RECORDS (INCLUDING RECORD OF PARENT CONFERENCES AND REFERRALS )	CUMULATIVE FILE
K. CHILD ABUSE/NEGLECT FORMS	CONFIDENTIAL FILE IN CENTRAL LOCATION
L. REPORTS CONTAINING CONFIDENTIAL HIV-RELATED INFORMATION	CONFIDENTIAL FILE
M. AWARDS	CUMULATIVE FILE
N. DIAGNOSTIC TEST RESULTS (NON SPECIAL EDUCATION)	CUMULATIVE FILE/PUPIL PERSONNEL
O. EXTRACURRICULAR ACTIVITIES	CUMULATIVE FILE
P. LETTERS OF RECOMMENDATION	CUMULATIVE FILE
Q. PARENT'S/ELIGIBLE STUDENT'S SIGNED RELEASE FORMS (PERMITTING DISCLOSURE OF RECORDS)	CUMULATIVE FILE/HEALTH/PUPIL PERSONNEL FILE
R. DIPLOMA (IF NOT PICKED UP BY STUDENT)	CUMULATIVE FILE

<u>RECORD</u>	<u>LOCATION</u>
S. ACCIDENT REPORTS	CUMULATIVE FILE
T. BASIC SCHOOL ENTRANCE HEALTH HISTORIES	CUMULATIVE/HEALTH FILE
U. CUMULATIVE HEALTH RECORD (CHR-1, ORIGINAL OR COPY)	HEALTH FILE (*COPY REMAINS WITH
V. INDIVIDUALIZED HEALTH CARE PLANS / EMERGENCY CARE PLANS	CUMULATIVE/HEALTH/PUPIL PERSONNEL FILE
W. HEALTH ASSESSMENT RECORDS (HAR-3)	HEALTH FILE
X. INCIDENT REPORTS	CUMULATIVE FILE
Y. MEDICATION ADMINISTRATION RECORDS(*6 YRS OR UNTIL SUPERSEDED BY YEARLY SUMMARY ON CHR-1)	HEALTH FILE
Z. PARENT AUTHORIZATION FOR MEDICATIONS/TREATMENTS	HEALTH FILE
AA. PHYSICIAN'S ORDERS FOR MEDICATIONS TREATMENTS	HEALTH FILE
BB. REFERRAL FORMS FOR SERVICES BASED ON RESULTS OF MANDATED SCREENINGS	HEALTH/PUPIL PERSONNEL FILE
CC. SPORTS HISTORIES AND PHYSICAL-EXAMINATION REPORTS	HEALTH FILE
DD. NURSING RECORDS (HEALTH ASSESSMENT DATA; NURSING PROCESS NOTES; 3 <sup>RD</sup> PARTY HEALTH RECORDS)	HEALTH FILE

C. CATEGORY "C" RECORDS – SPECIAL EDUCATION

1. CATEGORY C INCLUDES VERIFIED INFORMATION NECESSARY FOR THE FORMULATION OF PRESCRIPTIVE EDUCATIONAL PLANS DESIGNED TO MEET THE UNIQUE NEEDS OF SELECTED STUDENTS.

2. CATEGORY C INFORMATION SHOULD BE KEPT SEPARATE FROM THE STUDENT'S CUMULATIVE FOLDER, IN THE PUPIL PERSONNEL FILE.
3. CATEGORY C RECORDS MUST BE MAINTAINED FOR AT LEAST SIX (6) YEARS AFTER THE STUDENT LEAVES THE SCHOOL DISTRICT OR GRADUATES FROM HIGH SCHOOL.
4. PRIOR TO THE DESTRUCTION OF CATEGORY C INFORMATION, NOTIFICATION TO PARENTS AND/OR ELIGIBLE STUDENTS VIA MEDIA WILL BE MADE AND OPPORTUNITY PROVIDED TO COPY SAID RECORDS.

**CATEGORY C SHALL INCLUDE (WHERE APPLICABLE):**

<u>RECORD</u>	<u>LOCATIONS</u>
A. PPT REFERRAL FORMS	PUPIL PERSONNEL FILE
B. SCHOOL COUNSELOR CASE RECORDS	CUMULATIVE/ PUPIL PERSONNEL FILE
C. SCHOOL PSYCHOLOGISTS CASE RECORDS	CUMULATIVE/PUPIL PERSONNEL FILE
D. SCHOOL SOCIAL-WORK CASE RECORDS	CUMULATIVE/PUPIL PERSONNEL FILE
E. SCHOOL SPEECH/LANGUAGE PATHOLOGY CASE RECORDS	CUMULATIVE/PUPIL PERSONNEL FILE
F. SECTION 504 RECORDS	CUMULATIVE/PUPIL PERSONNEL FILE
G. SPECIAL EDUCATION ASSESSMENT/EVALUATION REPORTS	PUPIL PERSONNEL FILE
H. DUE PROCESS RECORDS (INCLUDING COMPLAINTS, MEDIATIONS, AND HEARINGS)	PUPIL PERSONNEL FILE
I. INDIVIDUAL TRANSITION PLAN	PUPIL PERSONNEL FILE
J. INDIVIDUALIZED EDUCATION PROGRAM ("IEP") RECORDS	PUPIL PERSONNEL FILE
K. PLANNING AND PLACEMENT TEAM ("PPT") RECORDS (INCLUDING NOTICES, MEETINGS, CONSENT FORMS)	PUPIL PERSONNEL FILE
L. INDIVIDUALIZED FAMILY SERVICE PLANS ("IFSPS")	PUPIL PERSONNEL FILE

**D. CATEGORY "D" RECORDS**

1. CATEGORY D RECORDS MUST BE MAINTAINED FOR MINIMUM RETENTION PERIOD SPECIFIED BELOW.

CATEGORY "D" SHALL INCLUDE (IF APPLICABLE):

<u>RECORD</u>	<u>MINIMUM RETENTION REQUIRED</u>	<u>LOCATION</u>
A. SPORTS CONTRACT/STUDENT CONTRACT (INCLUDING SIGNATURE SHEET FOR STUDENT HANDBOOK)	END OF SCHOOL YEAR IN WHICH SIGNED	CUMULATIVE FILE
B. PERMISSION SLIPS / WAIVERS	3 YEARS	CUMULATIVE FILE
C. FREE/REDUCED MEAL APPLICATION AND DOCUMENTATION	3 YEARS	CUMULATIVE FILE
D. ANNUAL NOTIFICATION TO PARENTS (STUDENT BEHAVIOR AND DISCIPLINE, BUS CONDUCT, ELECTRONIC COMMUNICATIONS SYSTEMS, AND THE NATIONAL SCHOOL LUNCH PROGRAM)	1 YEAR	CUMULATIVE FILE
E. ADULT EDUCATION REGISTRATION RECORDS	3 YEARS OR UNTIL AUDITED, WHICHEVER COMES FIRST	CUMULATIVE FILE
F. AFTER SCHOOL PROGRAM REGISTRATION RECORDS	1 YEAR	CUMULATIVE FILE
G. PESTICIDE APPLICATION NOTIFICATION REGISTRATION FORM	5 YEARS	CUMULATIVE FILE
H. SCHOOL REGISTRATION RECORDS INCLUDING RESIDENCY DOCUMENTATION	3 YEARS OR UNTIL AUDITED, WHICHEVER COMES LATER	CUMULATIVE FILE
I. STUDENT PORTFOLIO WORK (STUDENT PRODUCED WORK FOR GRADING ASSESSMENT)	END OF YEAR IN WHICH STUDENT RECEIVED GRADE	MAY BE MAINTAINED BY INDIVIDUAL TEACHERS
J. TARDY SLIPS FROM PARENTS/GUARDIANS	END OF SCHOOL YEAR	CUMULATIVE FILE

K. PHYSICIAN'S STANDING ORDERS	PERMANENT; REVISE AS REQUIRED. KEEP OLD COPY SEPARATELY.	HEALTH FILE
L. STUDENT'S EMERGENCY INFORMATION CARD	UNTIL SUPERSEDED OR STUDENT LEAVES SCHOOL DISTRICT	CUMULATIVE/HEALTH FILE
M. TEST PROTOCOLS	DISCRETION OF DISTRICT	CUMULATIVE/PUPIL PERSONNEL FILE
N. SURVEILLANCE VIDEOTAPES MADE ON SCHOOL BUS ("IF MAINTAINED BY DISTRICT)	2 WEEKS	N/A
O. LOG OF ACCESS TO EDUCATION RECORDS	MAINTAINED FOR SAME RETENTION PERIOD AS REQUIRED FOR THE RECORD	CUMULATIVE/HEALTH/PUPIL PERSONNEL

E. DURATION OF EDUCATION RECORDS

1. RECORDS SHALL BE DESTROYED IN ACCORDANCE WITH DISTRICT POLICY AND THE RECORDS RETENTION SCHEDULE OF THE PUBLIC RECORDS ADMINISTRATOR.
2. RECORDS MAY BE MAINTAINED FOR LONGER PERIODS OF TIME WHENEVER VALID CAUSE FOR THE RETENTION OF RECORDS IS SHOWN TO THE CUSTODIAN OF RECORDS.
3. NOTWITHSTANDING THE APPLICABLE RETENTION SCHEDULE, THE SCHOOL DISTRICT SHALL NOT DESTROY ANY EDUCATION RECORD IF A PARENT OR ELIGIBLE STUDENT HAS AN OUTSTANDING REQUEST TO INSPECT AND REVIEW THE EDUCATION RECORD.

F. RESPONSIBILITY FOR MAINTENANCE OF EDUCATION RECORDS

1. THE DIRECTOR OF PUPIL PERSONNEL IS THE CUSTODIAN OF RECORDS.
2. IN ADDITION, THE FOLLOWING PERSONNEL ARE DESIGNATED AS THE GUARDIANS OF RECORDS FOR EACH OF THE SCHOOLS:

- A. CATEGORIES A, B & D: PRINCIPAL AT EACH SCHOOL.
  - B. CATEGORY C: CASE MANAGER AT EACH SCHOOL.
  - C. WITH RESPECT TO CONFIDENTIAL HIV-RELATED INFORMATION, IF THE PRINCIPAL IS A RECIPIENT OF AN HIV-RELATED DISCLOSURE, THE PRINCIPAL SHALL BE THE GUARDIAN OF RECORDS. IF NOT, WHOEVER WAS THE RECIPIENT OF THE HIV-RELATED DISCLOSURE SHALL BE THE GUARDIAN OF THE RECORDS.
  - D. WITH RESPECT TO CHILD ABUSE AND NEGLECT INVESTIGATION MATERIAL, THE SUPERINTENDENT OF SCHOOLS OR DESIGNEE SHALL BE THE GUARDIAN OF THE RECORDS.
3. THE CHIEF CUSTODIAN OF RECORDS WILL ANNUALLY LIST FOR PUBLIC INSPECTION THE NAMES AND POSITIONS OF THE CUSTODIANS OF RECORDS IN EACH OF THE SCHOOLS.
  4. EACH OF THE CUSTODIANS OF RECORDS SHALL SUPPLY PARENTS, ON REQUEST, A LIST OF THE TYPES AND LOCATIONS OF EDUCATION RECORDS COLLECTED, MAINTAINED, OR USED WITHIN THE TOLLAND PUBLIC SCHOOLS.
  5. THE CUSTODIANS OF RECORDS IS RESPONSIBLE FOR ENSURING COMPLIANCE WITH THE CONFIDENTIALITY AND ACCESS PROVISIONS OF THIS BOARD POLICY AND THESE ADMINISTRATIVE REGULATIONS.

Model Notification of Rights Under FERPA for Elementary and Secondary Institutions

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

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

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

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

Parents or eligible students [may] **WHO WISH TO** ask the District to amend [a record that they believe is inaccurate, misleading, or otherwise violates the student's privacy rights. Parents or an eligible student] **A RECORD** should write the school principal **OR APPROPRIATE SCHOOL OFFICIAL**, clearly [identifying] **IDENTIFY** the part of the record the parents or eligible student want changed, and specify why it [is inaccurate or misleading, or otherwise violates the student's privacy rights] **SHOULD BE CHANGED**.

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

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

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member

(including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has [contracted] **OUTSOURCED SERVICES OR FUNCTIONS IT WOULD OTHERWISE USE ITS OWN EMPLOYEES** to perform [a special task ](such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee[, or]; **OR A PARENT, STUDENT OR OTHER VOLUNTEER** assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District [will disclose] **DISCLOSES** a student's education record without consent to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, **OR IS ALREADY ENROLLED IF THE DISCLOSURE IS FOR PURPOSES OF THE STUDENT'S ENROLLMENT OR TRANSFER.**

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

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

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

The written objection to the disclosure of directory information shall be good for only one year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary school student or the parent of the student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one year.

In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

# RELEASE OF CONFIDENTIAL HIV-RELATED INFORMATION

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

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

This authorization shall be valid for

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

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

\_\_\_\_\_  
[Name]

\_\_\_\_\_  
[Relationship to Student]

\_\_\_\_\_  
[Date]



# TRANSFER OF CONFIDENTIAL STUDENT INFORMATION

DATE: \_\_\_\_\_

PURSUANT TO THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA"), I HEREBY AUTHORIZE THE TOLLAND PUBLIC SCHOOLS TO RELEASE AND/OR OBTAIN (PLEASE CIRCLE) THE FOLLOWING CONFIDENTIAL RECORDS REGARDING MY CHILD.

NAME OF CHILD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DOB: \_\_\_\_\_

PARENT(S)/GUARDIAN(S): \_\_\_\_\_

SCHOOL: \_\_\_\_\_

(PLEASE CHECK ALL THAT APPLY)

	OBTAIN	RELEASE
ALL RECORDS	<input type="checkbox"/>	<input type="checkbox"/>
CUMULATIVE FILE	<input type="checkbox"/>	<input type="checkbox"/>
PUPIL PERSONNEL/SPECIAL EDUCATION	<input type="checkbox"/>	<input type="checkbox"/>
DISCIPLINARY	<input type="checkbox"/>	<input type="checkbox"/>
HEALTH/MEDICAL*	<input type="checkbox"/>	<input type="checkbox"/>
OTHER (PLEASE SPECIFY)	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TO/FROM: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_

STREET TOWN STATE/ZIP CODE

TELEPHONE: ( ) FAX: ( )

\*\*\*\*\*  
IF THIS AUTHORIZATION IS BEING USED TO OBTAIN PROTECTED HEALTH INFORMATION FROM A CHILD'S PHYSICIAN OR OTHER COVERED ENTITY UNDER HIPPA, THE FOLLOWING SECTION MUST BE COMPLETED:

I, THE UNDERSIGNED, SPECIFICALLY  
AUTHORIZE \_\_\_\_\_ TO  
NAME OF  
PHYSICIAN

DISCLOSE MY CHILD'S MEDICAL INFORMATION, AS SPECIFIED ABOVE, TO MY CHILD'S

SCHOOL, \_\_\_\_\_ AT THE  
ABOVE ADDRESS

NAME OF SCHOOL

FOR THE PURPOSES DESCRIBED BELOW (I.E. HEALTH ASSESSMENT FOR SCHOOL ENTRY, SPECIAL EDUCATION ETC.):

\_\_\_\_\_

BY SIGNING BELOW, I AGREE THAT A PHOTOCOPY OF THIS AUTHORIZATION WILL BE VALID AS THE ORIGINAL. THIS AUTHORIZATION WILL BE VALID FOR A PERIOD OF ONE YEAR FROM THE DATE BELOW. I UNDERSTAND THAT I MAY REVOKE THIS AUTHORIZATION AT ANY TIME BY NOTIFYING THE PHYSICIAN'S OFFICE IN WRITING, BUT IF I DO, IT WILL NOT HAVE ANY EFFECT ON ACTIONS TAKEN BY THE PHYSICIAN PRIOR TO RECEIVING SUCH REVOCATION.

I UNDERSTAND THAT UNDER APPLICABLE LAW, THE INFORMATION DISCLOSED UNDER THIS AUTHORIZATION MAY BE SUBJECT TO FURTHER DISCLOSURE BY THE RECIPIENT AND THUS, MAY NOT LONGER BE PROTECTED BY FEDERAL PRIVACY REGULATIONS.

I UNDERSTAND THAT MY CHILD'S TREATMENT OR CONTINUED  
TREATMENT WITH ANY HEALTH CARE PROVIDER OR ENROLMENT OR  
ELIGIBILITY FOR BENEFITS WITH ANY HEALTH PLAN MAY NOT BE  
CONDITIONED UPON WHETHER OR NOT I SIGN THIS AUTHORIZATION  
AND THAT I MAY REFUSE TO SIGN IT.

ANY INFORMATION RECEIVED BY THE SCHOOL PURSUANT TO THIS  
AUTHORIZATION IS SUBJECT TO ALL APPLICABLE STATE AND FEDERAL  
CONFIDENTIALITY LAWS GOVERNING FURTHER USE AND DISCLOSURE  
OF SUCH INFORMATION.

\*\*\*\*\*  
\*\*\*\*\*

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN  
DATE

\_\_\_\_\_  
PRINT NAME OF PARENT/GUARDIAN

**TO: Members of Board of Education**

**FROM: William D. Guzman**

**DATE: June 13, 2012**

**SUBJECT: Leave of Absence Report**

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

<b>POSITION</b>	<b>DATES OF REQUEST</b>	<b>RATIONALE</b>
Paraprofessional	September 9 – 22, 2011	Honeymoon
Paraprofessional	October 4 - 19, 2011	Trip with Husband
Paraprofessional	December 16, 2011	Family Illness
Paraprofessional	January 5, 2012	Trip with Husband
Nurse	March 16, 2012	Chaperone for Robotics Competition
Paraprofessional	April 12, 2012	Family Illness
Teacher	April 30, 2012	Court Appointment
Paraprofessional	May 11, 2012	Family Illness
Paraprofessional	May 21, 2012	Family Illness
Paraprofessional	June 15, 2012	Family Wedding
Coordinator	June 20-22, 2012	Family Reunion

Please note that none of these leaves resulted in a cost to the District. There was a cumulative savings to the District of \$2,507.64.

WDG:ca

**F.7.**

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

**FROM: William D. Guzman**

**DATE: June 13, 2012**

**SUBJECT: Enrichment Programs – Status**

The following is an update on the afternoon enrichment program offered students at Birch Grove, Tolland Intermediate and Tolland Middle schools. Three separate sessions were planned for each school as follows:

<b><u>School</u></b>	<b><u>Club Name</u></b>	<b><u>Start Date</u></b>
Birch Grove	Adventures with Jack and Annie	Jan. 26
	Super Solvers	Mar. 8
	Math Magic	Apr. 26
Intermediate School	Adventures in Science Enrichment – Grade 5	Jan. 26
	Adventures in Science Enrichment – Grade 4	Mar. 8
	Adventures in Science Enrichment – Grade 3	Apr. 26
Middle School	Girl Power (Cancelled)	
	Culinary Adventures	Apr. 9
	Rocketry	Apr. 30

Enrollment in each of the three sessions is as follows:

	<b>Session I</b>	<b>Session II</b>	<b>Session III</b>
Birch Grove	30	30	30
Tolland Intermediate	23	11	19
Tolland Middle	X	15	23

WDG:ca

**F.8.**

**TO: Members of Board of Education**

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

**DATE: June 13, 2012**

**SUBJECT: Status of the Budget – June 6, 2012**

In accordance with Board of Education policy 3010, attached please find the status report of the budget for fiscal year 2011-12 as of June 6, 2012.

The adjusted budget for fiscal year 2011-12 is \$34,666,821. As of this report the anticipated expenditures and encumbrances total \$34,135,137, leaving a projected balance of \$531,684.

The continued efforts of the accounting clerk in conjunction with school personnel reviewing and adjusting open purchase orders, as needed has helped to reduce encumbered funds and increase the balance.

The following program accounts since our last report show the larger increases in their balances:

Program 701 Transportation (diesel, gasoline)	\$23,114
Program 663 Utilities	11,272
Program 177 Staff Services – Other (unemployment)	23,062
Program 177 Staff Services – Health Insurance	16,111
Program 188 Systemwide Services (tutoring adjustments, curriculum development)	49,077

These program balances are due to a variety of reasons such as adjustments to purchase orders and cancellation of year-end projects.

At this time there are no budget transfers that require Board approval.

WDG/JAN:ca

TOLLAND PUBLIC SCHOOLS  
Business Services  
June 6, 2012  
Fiscal Year 2011-12 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	April Budget Transfers	Balance	%
101	Language Arts	\$ 98,376	\$ -	\$ 98,376	\$ 77,407	\$ -	\$ 20,969	21.3%
102	Math	\$ 40,632	\$ (162)	\$ 40,470	\$ 39,441	\$ -	\$ 1,029	2.5%
103	Social Studies	\$ 19,700	\$ (3,818)	\$ 15,882	\$ 11,994	\$ -	\$ 3,888	24.5%
104	Science	\$ 74,700	\$ -	\$ 74,700	\$ 73,575	\$ -	\$ 1,125	1.5%
105	Art	\$ 28,992	\$ -	\$ 28,992	\$ 25,805	\$ -	\$ 3,187	11.0%
106	Music	\$ 20,404	\$ (2,600)	\$ 17,804	\$ 16,373	\$ -	\$ 1,431	8.0%
107	Physical Education	\$ 13,238	\$ -	\$ 13,238	\$ 11,817	\$ -	\$ 1,421	10.7%
108	World Language	\$ 7,268	\$ -	\$ 7,268	\$ 6,977	\$ -	\$ 291	4.0%
109	Family and Consumer Science	\$ 14,917	\$ 1,300	\$ 16,217	\$ 15,778	\$ -	\$ 439	2.7%
110	Technology Education	\$ 21,128	\$ 1,300	\$ 22,428	\$ 19,570	\$ -	\$ 2,858	12.7%
111	Business Education	\$ 6,472	\$ -	\$ 6,472	\$ 6,146	\$ -	\$ 326	5.0%
112	Computer Education	\$ 11,947	\$ -	\$ 11,947	\$ 9,192	\$ -	\$ 2,755	23.1%
114	Skills for Adolescence	\$ 750	\$ (750)	\$ -	\$ -	\$ -	\$ -	100.0%
115	TALC	\$ 1,345	\$ -	\$ 1,345	\$ -	\$ -	\$ 1,345	100.0%
131	Special Services	\$ 1,805,875	\$ -	\$ 1,805,875	\$ 2,039,396	\$ -	\$ (233,521)	-12.9%
132	Special Education	\$ 82,574	\$ -	\$ 82,574	\$ 83,642	\$ -	\$ (1,068)	-1.3%
133	Interdistrict Programs	\$ 158,997	\$ -	\$ 158,997	\$ 166,055	\$ -	\$ (7,058)	-4.4%
134	Student Athletics	\$ 95,328	\$ -	\$ 95,328	\$ 95,328	\$ -	\$ -	0.0%
136	Student Activities	\$ 17,025	\$ 6,934	\$ 23,959	\$ 23,959	\$ -	\$ -	0.0%
142	Guidance Services	\$ 9,948	\$ (453)	\$ 9,495	\$ 6,405	\$ -	\$ 3,090	32.5%
144	Nursing	\$ 16,601	\$ -	\$ 16,601	\$ 12,807	\$ -	\$ 3,794	22.9%
145	Library	\$ 17,620	\$ -	\$ 17,620	\$ 15,967	\$ -	\$ 1,653	9.4%
146	Audiovisual	\$ 5,914	\$ (500)	\$ 5,414	\$ 5,096	\$ -	\$ 318	5.9%
710	Principals' Office	\$ 85,937	\$ 4,319	\$ 90,256	\$ 65,466	\$ -	\$ 24,790	27.5%
701	Transportation	\$ 2,347,622	\$ (33,119)	\$ 2,314,503	\$ 2,217,099	\$ -	\$ 97,404	4.2%
755	Superintendent's Office	\$ 20,384	\$ -	\$ 20,384	\$ 16,397	\$ -	\$ 3,987	19.6%
756	Business Office	\$ 182,558	\$ (84)	\$ 182,474	\$ 172,822	\$ -	\$ 9,652	5.3%
757	Technology Services	\$ 113,206	\$ -	\$ 113,206	\$ 120,012	\$ -	\$ (6,806)	-6.0%
661	Custodial Services	\$ 173,518	\$ -	\$ 173,518	\$ 175,784	\$ -	\$ (2,266)	-1.3%
667	Comm/Ins	\$ 195,161	\$ -	\$ 195,161	\$ 201,075	\$ -	\$ (5,914)	-3.0%
663	Utilities-Energy Mgt	\$ 1,347,820	\$ -	\$ 1,347,820	\$ 1,178,368	\$ -	\$ 169,452	12.6%
666	Energy Management	\$ 2,195	\$ -	\$ 2,195	\$ 2,195	\$ -	\$ -	0.0%
662	Maintenance	\$ 378,703	\$ 20,350	\$ 399,053	\$ 390,258	\$ -	\$ 8,795	2.2%
770	Prog/Prof Development	\$ 52,993	\$ -	\$ 52,993	\$ 47,758	\$ -	\$ 5,235	9.9%
790	Adult Education	\$ 29,674	\$ -	\$ 29,674	\$ 29,674	\$ -	\$ -	0.0%
791	Board of Education	\$ 81,039	\$ 2,236	\$ 83,275	\$ 38,093	\$ -	\$ 45,182	54.3%
xxx	<b>Program Total</b>	<b>\$ 7,580,561</b>	<b>\$ (5,047)</b>	<b>\$ 7,575,514</b>	<b>\$ 7,417,728</b>	<b>\$ -</b>	<b>\$ 157,786</b>	<b>2.1%</b>

JAN

Expenditure Report General Fund FY11-12.xls 6-06-12 FY2011-12

TOLLAND PUBLIC SCHOOLS  
Business Services  
June 6, 2012  
Fiscal Year 2011-12 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	April Budget Transfers	Balance	%
177	Staff Services - Other	\$ 1,194,108	\$ (2,236)	\$ 1,191,872	\$ 1,168,357	\$ -	\$ 23,515	2.0%
177	Staff Services - Health Insurance	\$ 5,219,463	\$ -	\$ 5,219,463	\$ 5,078,621	\$ -	\$ 140,842	2.7%
178	Certified Regular Ed	\$ 12,366,268	\$ (41,188)	\$ 12,325,080	\$ 12,249,492	\$ -	\$ 75,588	0.6%
179	Certified Special Ed	\$ 2,701,786	\$ (19,536)	\$ 2,682,250	\$ 2,639,178	\$ -	\$ 43,072	1.6%
180	Non-Certified	\$ 1,148,115	\$ 27,769	\$ 1,175,884	\$ 1,140,588	\$ -	\$ 35,296	3.0%
181	Building Operations	\$ 850,879	\$ -	\$ 850,879	\$ 844,406	\$ -	\$ 6,473	0.8%
182	Building Maintenance	\$ 175,337	\$ -	\$ 175,337	\$ 170,665	\$ -	\$ 4,673	2.7%
183	BOE Clerk	\$ 1,240	\$ -	\$ 1,240	\$ 698	\$ -	\$ 542	43.7%
184	Business Services	\$ 287,675	\$ (1,207)	\$ 286,468	\$ 286,413	\$ -	\$ 55	0.0%
185	Superintendent's Office	\$ 263,129	\$ 3,857	\$ 266,986	\$ 267,030	\$ -	\$ (44)	0.0%
186	Principals' Office	\$ 1,485,822	\$ (2,650)	\$ 1,483,172	\$ 1,479,465	\$ -	\$ 3,707	0.2%
187	Substitutes	\$ 354,612	\$ 41,188	\$ 395,800	\$ 448,938	\$ -	\$ (53,138)	-13.4%
188	Systemwide Services	\$ 1,033,362	\$ 3,514	\$ 1,036,876	\$ 943,558	\$ -	\$ 93,318	9.0%
xxx	<b>Personnel Total</b>	<b>\$ 27,081,796</b>	<b>\$ 9,511</b>	<b>\$ 27,091,307</b>	<b>\$ 26,717,408</b>	<b>\$ -</b>	<b>\$ 373,899</b>	<b>1.4%</b>
xxx	<b>Unallocated Reserve Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
xxx	<b>Original Appropriation Total</b>	<b>\$ 34,662,357</b>	<b>\$ 4,464</b>	<b>\$ 34,666,821</b>	<b>\$ 34,135,137</b>	<b>\$ -</b>	<b>\$ 531,684</b>	<b>1.5%</b>
<b>Additional Appropriations:</b>								
179	Medicaid Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	<b>Add'l Appropriations Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
xxx	<b>Grand Total</b>	<b>\$ 34,662,357</b>	<b>\$ 4,464</b>	<b>\$ 34,666,821</b>	<b>\$ 34,135,137</b>	<b>\$ -</b>	<b>\$ 531,684</b>	<b>1.5%</b>

I.1.

**TO: Members of Board of Education**  
**FROM: William D. Guzman**  
**DATE: June 13, 2012**  
**SUBJECT: Request for Unpaid Leave of Absence**

Mrs. Jennifer Parzych, Tolland Middle School Counselor, is requesting an unpaid leave of absence for the 2012/2013 School Year.

The Administration recommends approval of this request.

WDG:ca



I.2.

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

**FROM: William D. Guzman**

**DATE: June 13, 2012**

**SUBJECT: Tolland Middle School – Project No. 142-0079CV**

Attached is the Final Grant Application for a School Building Project (ED049F). Final costs and financing for the asbestos abatement project at Tolland Middle School are as shown. This project was funded at 53.93 % of eligible costs.

The Administration recommends that the following certification be approved by the Board of Education:

The Board approves as complete and accepts the school building project herein identified for public school purposes and certifies that:

- a. The project has been accepted by the architect and construction management firms,
- b. All change orders of this project have been approved by the State Department of Education,
- c. The grant received for this project does not represent a duplication of funding and that funds received do not exceed 100% of the total cost of the project;
- d. All bills for the project have been paid or funds to pay such bills are deposited in a separate escrow account,
- e. The total sum noted in this application was expended for the school building project herein described, and
- f. Application is hereby made under provisions of Chapter 173 of the Connecticut General Statutes as amended for payment of the school building project grant due based on the completion of the project described herein.

Please note that Town Attorney Richard Conti has certified that all legislative and regulatory requirements, including C.G.S. Sections 10-287 (b) and 49-41, have been met in the awarding of contract for this building project.

WDG:ca  
Attachment

FINAL GRANT APPLICATION FOR A SCHOOL BUILDING PROJECT

DISTRICT NAME: <b>Tolland Public Schools</b>	FACILITY NAME AND ADDRESS: <b>TOLLAND MIDDLE SCHOOL ONE FALCON WAY TOLLAND CT 06084</b>	STATE PROJECT NUMBER: <b>142-0079 CV</b>
---	--	---

Date project accepted as complete by applicant \_\_\_\_\_ (Final application must be filed within one year of this date.)

**FINAL PROJECT FINANCING**

**General Fund/Bonding:**

General fund - Progress payments 189,593.00

General fund - Other \_\_\_\_\_

**Current Bonds/Notes\* (\*Complete**

Bonds Issued schedule on page 2) 207,327.00

Future Bonds/Notes \_\_\_\_\_

Sub-Total General Fund/Bonding \_\_\_\_\_

**Other Funding:**

Rebates \_\_\_\_\_

Insurance Proceeds \_\_\_\_\_

Federal/Other State Grants \_\_\_\_\_

Other Financing \_\_\_\_\_

Describe: \_\_\_\_\_

Sub-Total Other Funding \_\_\_\_\_

**TOTAL FINAL PROJECT FINANCING** 396,920.00 \*\*

**ELIGIBLE AUDITORIUM SEATING  
AREA COSTS COMPUTATION:**

a1 Total square footage of auditorium \_\_\_\_\_

a2 Square footage of seating area \_\_\_\_\_

a3 Total construction cost of auditorium  
(excluding seats and installation) \_\_\_\_\_

a4 Construction cost of seating area  
((Item a2 / Item a1) x Item a3) \_\_\_\_\_

a5 Costs of seats and installation  
(not included in Item a4) \_\_\_\_\_

**a6 ELIGIBLE AUDITORIUM SEATING**

**AREA COSTS (Item a4 + Item a5)** \_\_\_\_\_

Auditorium seating capacity

**FINAL PROJECT COSTS:**

**ELIGIBLE COSTS**

Architectural Design \_\_\_\_\_

Site Acquisition \_\_\_\_\_

Facility Purchase \_\_\_\_\_

Other professional fees 52,829.00

Construction (Fully eligible) 342,340.00

Bonus area - School Readiness \_\_\_\_\_

Bonus area - Full day K/Class size reduction \_\_\_\_\_

Equipment/Furnishings \_\_\_\_\_

Eligible Costs Sub-Total 395,169.00

**LIMITED ELIGIBLE COSTS**

Outdoor Athletic Facilities and Tennis Courts \_\_\_\_\_

Natatorium \_\_\_\_\_

Eligible auditorium seating area (from Item a6) \_\_\_\_\_

Eligible gymnasium seating area costs \_\_\_\_\_

Limited Eligible Costs Sub-Total \_\_\_\_\_

**INELIGIBLE COSTS**

Ineligible site acquisition costs \_\_\_\_\_

Ineligible facility purchase costs \_\_\_\_\_

Ineligible construction costs \_\_\_\_\_

Ineligible bonus area-School Readiness \_\_\_\_\_

Ineligible bonus area-Full day K/Class size \_\_\_\_\_

Unauthorized cost increase \_\_\_\_\_

Other ineligible costs 1,751.00

Describe: non-abatement Work

Ineligible Costs Sub-Total 1,751.00

**TOTAL FINAL PROJECT COSTS** 396,920.00 \*\*

\*\* NOTE: "TOTAL FINAL PROJECT FINANCING" MUST AGREE WITH "TOTAL FINAL PROJECT COSTS".

State Project No. 142-0079CV

## FINAL GRANT APPLICATION FOR A SCHOOL BUILDING PROJECT

## DETAIL FOR BONDS ISSUED:

Bonds or Notes: (by issue date)

<u>09/28/2011</u>	<u>207,327.00</u>
<u>/ /</u>	<u>                    </u>
<u>/ /</u>	<u>                    </u>
<u>/ /</u>	<u>                    </u>
<u>/ /</u>	<u>                    </u>
<u>/ /</u>	<u>                    </u>
<u>/ /</u>	<u>                    </u>
<u>/ /</u>	<u>                    </u>

TOTAL BONDS ISSUED

207,327.00 \*\* **NOTE: "TOTAL BONDS ISSUED" MUST AGREE WITH "CURRENT BONDS/NOTES" ON PAGE 1.**

## CERTIFICATIONS:

The Board of Education approves as complete and accepts the school building project herein identified for public school purposes and certifies that:

- The project has been accepted by the architect and construction management firms;
- All change orders for this project have been approved by the State Department of Education;
- The grant received for this project does not represent a duplication of funding and that funds received do not exceed 100% of the total cost of the project;
- All bills for the project have been paid or funds to pay such bills are deposited in a separate escrow account;
- The total sum noted in this application was expended for the school building project herein described;
- Application is hereby made under provisions of Chapter 173 of the Connecticut General Statutes as amended for payment of the school building project grant due based on the completion of the project described herein, and
- All the statements contained in this application are true and correct to the best of my knowledge and belief.

NAME OF SUPERINTENDENT	SIGNATURE	DATE
William Guzman Esq.		

All legislative and regulatory requirements, including C.G.S. Sections 10-287(b) and 49-41, have been met in the awarding of contracts for this school building project.

NAME OF APPLICANT'S ATTORNEY	SIGNATURE	DATE

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

**FROM: William D. Guzman**

**DATE: June 13, 2012**

**SUBJECT: Technology Plan (DRAFT) – 2012/2015**

The Tolland Technology Plan for the three year period (2012/2015) was developed by a Planning Committee comprised of teachers, administrators, parents, students and community members. The Plan was presented at the May 23, 2012 meeting of the Board of Education

The Plan includes the following sections:

1. Educational Technology Needs Assessment based upon Survey completed by faculty.
2. Strengths and Weaknesses of the District Technology program with focus on curriculum integration, professional development, equitable use of educational technology, infrastructure and administrative needs.
3. Goals and Strategies which includes five particular areas of emphasis that includes engaging and empowering learning experiences, assessment, connected teaching and learning, infrastructure for teaching and learning and productivity and efficiency.

EASTCONN will perform a final review of this Plan prior to consideration for approval by the Board of Education on June 13, 2012. Upon Board approval, the Plan will be submitted to the State Department of Education.

The Administration recommends approval of the Plan.

WDG:ca

## MEETING MINUTES

### TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6<sup>TH</sup> FLOOR COUNCIL ROOM MAY 22, 2012 – 8:00 P.M.

Received May 24, 2012  
Margaret DeVito  
Town Clerk

RECEIVED  
MAY 24 2012  
Tolland Public Schools

**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; Michael Wilkinson, Director of Administrative Services; Beverly Bellody, Human Services; Lisa Hancock, Director of Finance and Records; Clem Langlois, Public Works; Eugene Koss, Chair of the Tolland Water Commission; Len Bach and Bob Stewart, Tolland Lions Club; Nancy Dunn, Youth Services Coordinator; Bill O'Hara, former Market Master

1. **CALL TO ORDER:** Jack Scavone called the meeting to order at 8:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS:** Tolland Lion's Club Citizen of the Year Award Presentation:

Len Bach and Bob Stewart of the Tolland Lion's Club presented a Citizens of the Year Award to "Those Who Helped Our Citizens in the October 2011 Storm Emergency." There were many who went that extra mile and put in that extra effort in Tolland's dire need during and after the storm. Since there is not room on the plaque for over 200 names, the Club is recognizing those who helped our citizens with this plaque. The Lion's Club also gives \$500 to a charity of their choice. This year it was given to the Tolland Family Services Fund.

5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit): None.
6. **PUBLIC HEARING ITEMS:** None.

- 6.1 Consideration of a resolution to approve deletion of Sections 146-79 and 146-80 of the Water Regulations which has been superseded by other regulations adopted by the Water Commission.

Mr. Werbner said this is an outdated Section within the Code that should be removed. It has been superseded now that the TWC is in charge of adopting rates for the water customers. It conflicts with what the current day rate structure is.

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

Mr. Koss, Chairman of the Tolland Water Commission, commented that he was present to answer questions, and added that what they have before them is an artifact of times gone by.

A straw poll was conducted of all those in favor of this resolution. 4 in favor; 0 opposed.

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

Richard Field moved to approve the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the deletion of attached sections of Chapter 146 – Water Regulations (sections 79 and 80) of the Code of the Town of Tolland.

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

- 6.2 Consideration of a resolution to appropriate an additional \$13,645 from the State Department of Transportation as results of the final audit of concrete sidewalks on the Southwesterly side of the Route 195 roadway approach to the bridge. The Town would appropriate the funds to the Capital Improvement Unallocated Fund for future use.

Mr. Werbner said this is an older project that the town was involved with. A deposit was made in advance for our share of the costs of sidewalks along the southwesterly side of Route 195. The DOT did an audit some fifteen years after the project and it was determined that we over paid by \$13,645. The funds are being returned to us and will go into the Unallocated Capital Fund account for future capital projects.

Richard Field motioned to open the public hearing; Seconded by Josh Freeman. All in favor. None opposed.

A straw poll was conducted of all those in favor of this resolution. 6 in favor; 0 opposed.

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

Richard Field moved to approve the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby appropriates \$13,645 in refunded funds received from the State Department of Transportation to Unallocated Capital Fund (20700072-777400).

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

**7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** Mr. Clark reported that the BOE regular meeting is tomorrow night.

**7b. REPORTS OF TOWN COUNCIL LIAISONS:** Richard Field said the PCC met, and the parade plans are underway. Ms. Rubino commented that the BOE meeting was interesting because of the pay to play issue. There were a lot of students present at the meeting. She also mentioned that there is a photography show called "Fresh Faces," which features the work of 20 Tolland High School students at the Photosynthesis Lab & Gallery in Manchester. The show will run until June 2<sup>nd</sup>. Mr. Guzman gave a status report of the budget as of April 26<sup>th</sup>.

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

- 8.1 Presentation by Tolland High School students of collaborative Youth Services/Tolland High School program initiatives under the 2011-2012 Office of Policy and Management, Police and Youth Program Grant awarded to Youth Services.

Nancy Dunn introduced Katie Lebowitz and Tiffany Tran, two high school students working in the VOICES program. They currently have about 70 students involved with the program. The two girls, with the use of a PowerPoint handout, spoke of what the VOICES program has done. The three global issues are bullying/name calling, alcohol & drug awareness and teen depression/suicide prevention. Each student at the high school was given the option to make a pledge to not drink and drive, or to not get into a vehicle with a driver who has been drinking. The VOICES members have t-shirts that say "Don't Drink & Drive One Is Too Many", and they also have car magnets. Moving forward, they want to continue to engage student voices and collaborate with advisors, teachers, parents, resident state troopers and the community.

- 8.2 Consideration of a resolution to approve proposed fee changes to Chapter A173, and other recommended changes to the language of the section, and A176-10 for Zoning; Building; Zoning Board of Appeals; Planning and Zoning; Impoundment of Dogs; Delinquent Motor Vehicle Tax Payments and proposed changes to Library Fees for July 1, 2012 and the setting of a public hearing thereon for June 12, 2012.

Mr. Werbner commented that these are all the increased fees that were part of the adopted budget. In order to put the fees into effect, a public hearing needs to occur. The new fees will be in place for July 1, 2012.

Richard Field motioned that the following resolution be introduced and set down for a public hearing on June 12, 2012 at 7:30 p.m. in Tolland Town Council Chambers:

BE IT RESOLVED by the Tolland Town Council that it hereby approves effective July 1, 2012 the attached fee changes to Chapter A173, and other recommended changes to the language of the section, and A176-10 for Zoning; Building; Zoning Board of Appeals; Planning and Zoning; Impoundment of Dogs; Delinquent Motor Vehicle Taxes and proposed changes to Library Fees effective July 1, 2012 as approved as part of the FY2012-2013 budget.

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

- 8.3 Consideration of a resolution making an additional appropriation of \$1,565.85 to the Board of Education's 2011-12 Budget for Medicaid payments and the setting of a public hearing thereon for June 12, 2012.

Mr. Werbner commented that this is a continuation of the Board's receipt of Medicaid reimbursements. It goes back to their budget pursuant to state law.

Richard Field motioned that the following resolution be introduced and set down for a public hearing on June 12, 2012 at 7:30 p.m. in Tolland Town Council Chambers:

**WHEREAS** the Tolland Board of Education participates in the Medicaid Reimbursement Plan as administered by the Department of Social Services of the State of Connecticut, through which it bills Medicaid for the cost of speech and language, psychological, occupational and physical therapy services for students who are eligible for Medicaid; and

**WHEREAS** the Board of Education has received a payment in the amount of \$1,565.85 from the Department of Social Services' Medicaid Reimbursement Plan;

**NOW, THEREFORE, BE IT RESOLVED** by the Tolland Town Council that it hereby appropriates an additional \$1,565.85 in Medicaid payments to the Board of Education's 2011-12 budget.

Seconded by Ben Stanford.

Mr. Belsito said this comes up every second meeting. Why can't we hold the checks and combine them so that this can be done once every six months? Mr. Werbner said they are put on the agenda whenever they have other public hearings. Mr. Werbner said it makes no sense to hold the checks in the files if there are other public hearings going forward. They are trying to check with the auditor to see if there is a different way of doing this, so that we do not have to have continuous public hearings.

All in favor. None opposed.

8.4 Approval of the continuation of present hours of operation at the Town Hall.

Mr. Werbner said this is an item that has been on the Council's agenda since 2009, and has been approved. These measures are in response to the dramatic increase in the cost of our utilities, which continues today. There have been no complaints from residents regarding the change in hours, and there has been little to no impact on the residents' access to town hall. From October 2008 to February 2012, we saved an estimated \$17,589. Mr. Werbner estimates that the four day work schedule will save approximately \$4,600 per year going forward based on FY13 budgeted Town Hall Geothermal electrical costs.

Richard Field read the following resolution:

**BE IT RESOLVED** by the Tolland Town Council that it hereby approves the continuation, subject to Town Hall (CSEA) bargaining unit agreement, the following hours of operation for the Hicks Memorial Municipal Center town offices:

Monday: 8:00 a.m. to 4:30 p.m.  
Tuesday: 8:00 a.m. to 4:30 p.m.  
Wednesday: 8:00 a.m. to 4:30 p.m.  
Thursday: 8:00 a.m. to 7:30 p.m.  
Friday: Closed

Hours of work for 40 hour per week employees shall be adjusted accordingly.

**BE IT FURTHER RESOLVED** that the hours of operation for the Tolland Public Library, the Public Works Department, the Fire Department and the Tolland Senior Center are not altered and remains in effect as currently defined.

Seconded by Josh Freeman.

Mr. Belsito advised that he has spoken out against this since it started. The new geothermal is supposed to eliminate the over cost in fuel. There have been some people who have wanted to come here on Friday, but can't. The Town Hall is the heart of the town. He doesn't see the savings, but it is a tremendous perk for the employees to work only four days. He believes it's a disservice to the residents.

Mr. Gill will not support any changes to the hours at this time. He believes any changes to the hours belong to the Economics Sustainability Task Force and the Energy and Facilities Task Force. They should look at this in the future, and if a change should be made, it should be for a reason. He reserves the right to change his opinion in the future.



Ms. Rubino supports the hours in the resolution. She added that she doesn't know many town employees who work only a four day week, even on a four day work week schedule. They go way above and beyond. So when it is a five day work week, they are likely working 6 or 6 ½ days.

Mr. Scavone asked if this resolution was for 12 months. Mr. Werbner said yes.

Mr. Werbner said that if a town works five days, Fridays are usually ½ days. When he came on, Fridays were ½ days and he didn't believe it to be beneficial.

Jack Scavone, Richard Field, Joshua Freeman, Mark Gill, Jan Rubino and Benjamin Stanford were in favor. Sam Belsito was opposed.

8.5 Discussion regarding the operation of the Farmer's Market on the Tolland Green.

Bill O'Hara (the former Market Master) of Torry Road – (The present Market Master was unable to attend tonight's meeting). Mr. O'Hara gave a breakdown of the vendors currently selling on the Green. With regard to fruit / vegetable vendors, they have six, two of which are from Tolland. The Market dropped over 10% last year and is currently down 10% this year. As of now, they are one vendor over their limit on the farmers. If someone is interested, they will take their name and add it to the list. He added that anyone wanting to return the following year is given the opportunity first. If a space becomes available, a new vendor is invited in. He is aware that there are slots open at other local farmer's markets, and advised interested parties to call the Dept. of Ag to find out more information. The farmers currently at the Market have been there a long time.

Mr. Freeman would like to support the residents, but on the other hand, he doesn't want to push out people who have been involved in the Market for many years.

Mr. O'Hara advised that if someone does drop out, Tolland residents will always be invited first to fill vacancies.

8.6 Consideration of a resolution to declare various equipment as surplus property within the Board of Education.

Mr. Werbner said this is old computer equipment that has been stored at Parker School. It has become obsolete and/or is no longer in working order.

Richard Field read the following resolution:

BE IT RESOLVED that the attached items are hereby declared surplus and may be disposed of in accordance with Policy A176-4, Policy Concerning Disposal of Surplus Personal Public Property.

Seconded by Mark Gill. All in favor. None opposed.

8.7 Approval for the Town Manager to enter into a contract with Tecton Architects for a preliminary plan and cost estimate for the renovation and expansion of the library into the adjacent gym space in the amount of \$13,500.

Mr. Werbner said there is money in the budget for preliminary architectural reviews of the Library and possible expansion to the gym area as well as possibly combining the Highway and Parks & Facilities and if not, renovation needs at the existing facilities. This contract will start the review of the Library and would entail looking at all of the available space and how you would reconfigure the space to meet the

current and future functional needs of a modern library. This review would entail looking at other libraries within the region that have been renovated in the past several years. It is hopeful that the information will be available for review by the Energy & Facilities Task Force and Council within the next several months to determine if it is something that is of interest either now or in the future. Tecton is working with us on the HVAC project and are familiar with how the building operates.

Richard Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby authorizes the Town Manager to enter into a contract with Tecton Architects for a preliminary plan and cost estimate for the renovation and expansion of the library into the adjacent gym space in the amount of \$13,500.

Seconded by Jan Rubino.

Mr. Belsito asked what budget this included in. Mr. Werbner said 2012-2013. Mr. Belsito said the Library is on its way to becoming electronic (Kindles/notebooks). Why renovate the building now if there are technology changes coming. He commented that we spent a bunch of money on all of the air changing / cooling / heating apparatus that is in the gym to make it a two story level. We'll need to rip that all out and re-do that system to move air and heat throughout the building. He would like to see a study of where libraries are going in the future, and is unsure if Tecton is the company to do this. Maybe it should be a company that is doing libraries and know where libraries are going. It is a small amount, but we should be careful as to where we are going. He thinks the Library is going to be changing dramatically down the road. Mr. Werbner said that is why we are starting to look at this now. Libraries are not all into electronic media. There are different configurations to be looked at. They will go and look at libraries nationally, to see what is going on. Mr. Belsito said he is not disagreeing with Mr. Werbner, and Mr. Werbner said he is not disagreeing with him. Mr. Belsito asked if the firm could look at expanding the high school library, to make it available to the public. Mr. Werbner said there would be building conflicts, hour conflicts, and it would not be open on the weekends, etc. Ms. Bellody said this was looked at by the Building Committee when the High School was being built, and it was decided it wouldn't work out. The library needed to be available to the students. Mr. Stanford asked if the Library moved into the gym, where would the voters go? Mr. Werbner said that is something that would need to be figured out down the road.

All in favor. None opposed.

#### 8.8 Consideration of a resolution to approve the 2012 Fair Housing Action Plan.

Ms. Bellody said every 3 three years they need to update their Fair Housing Action Plan for HUD Grants. We've been doing a great job of it. It is very similar to the current one, and it is a standard document.

Richard Field read the following resolution:

Whereas, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

Whereas, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

Whereas, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, be given equal access to all housing-

related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and

Whereas, The Town of Tolland is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

**NOW THEREFORE, BE IT RESOLVED**, That the Town of Tolland hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

**BE IT FURTHER RESOLVED**, That the Chief Executive Officer of the Town of Tolland or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Tolland and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

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

8.9 Appointment of two Town Council members to the Delinquent Tax Collection Enforcement Committee for Real Estate Taxes.

Mr. Werbner said in 2010 the Town adopted a Delinquent Tax Collection Enforcement for Real Estate Taxes policy. As part of the policy, there is a designated Committee to work with the Tax Collector to determine if enforcement action is warranted. Currently, there are 15+/- parcels which will receive demand letters specifying as a next step the issuance of an Alias Tax Warrant, Tax Sale Foreclosure or Assignment. The Committee, which is in addition to the Town Council members, consists of the Town Manager, Director of Finance and the Human Service Director who shall by majority vote and decide which type of enforcement action, if any, should be pursued for each property. We would like to convene a meeting of the Committee within the next several weeks.

Richard Field read the following resolution:

**BE IT RESOLVED** by the Tolland Town Council that it hereby appoints the following two Town Council members to the Delinquent Tax Collection Enforcement Committee for Real Estate Taxes.

**Richard Field**  
**Mark Gill**

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

9.0 Appointments to vacancies on various municipal boards/commissions.

Jan Rubino motioned to nominate **Debra Keeler** to the Board of Assessment Appeals; Seconded by Ben Stanford. All in favor. None opposed.

Ben Stanford motioned to nominate **Julie Kirk** and **James Gifford** to the Technology Task Force; Seconded by Josh Freeman. 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 1<sup>ST</sup> MEETING OF THE MONTH ONLY):** None.
11. **ADOPTION OF MINUTES**
  - 11.1 May 8, 2012: Richard Field moved to adopt the minutes; Seconded by Josh Freeman. All in favor. None opposed.
12. **CORRESPONDENCE TO COUNCIL:** None.
13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Jan Rubino passed out flyers for the town picnic. She asked that they be posted within the town and at local businesses, etc. She would like to have discussion put on an agenda regarding the appointment process to Boards/Commissions. There is a workshop June 7<sup>th</sup> @ 7:00 p.m. at the Fire Training Center to discuss the Economic Sustainability Task Force. Mr. Field reminded of the TC/BOE hour is on May 31, 2012 at the Library.
14. **PUBLIC LISTED PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (*3 minute limit*): None.
15. **ADJOURNMENT:** Mark Gill moved to adjourn the meeting; Seconded by Richard Field at 9:15 p.m. All were in favor.

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Jack Scavone, Council Chair

Michelle A. Finnegan  
Town Council Clerk