

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
November 13, 2013

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

- Reorganization of the Board of Education

B. APPROVAL OF MINUTES

October 23, 2013 – 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

- F1. Leave of Absence Report
- F2. Cancellation of December 25, 2013 Board of Education Meeting
- F3. Utility Internal Service Fund Agreement
- F4. 2014/2015 District Budget - Discussion (no enclosure)

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

11. Board Policies

- Policy and Administrative Regulation 1080 – Visitors to the Schools
- Policy 3010 – Board Budget Procedures and Line Item Transfers
- Policy 4090 – Reports of Suspected Abuse and Neglect of Children
- Policy and Administrative Regulation 4111 – Electronic Information
- Security

12. Capital Improvement Plan

J. PUBLIC PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

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

REGULAR MEETING – October 23, 2013

Members Present: Mr. Andy Powell, Chair; Mr. Robert Pagoni, Vice Chair; Ms. Christine Vincent, Secretary; Mr. Steve Clark, Mr. Frank Tantillo, Mr. Thomas Frattaroli, Dr. Gayle Block, Mrs. Karen Kramer and Mr. Joe Sce.

Administrators Present: Mr. William Guzman, Superintendent of Schools; Dr. Kathryn Eidson, Director of Curriculum and Instruction, Mrs. Jane Neel, Business Manager

A. EXECUTIVE SESSION – 6:30PM-7:30PM – DISCUSSION RE: SECURITY MATTERS

Christine Riley-Vincent motioned to go into Executive Session at 6:30PM. Gayle Block seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

The Board returned to public session at 7:35 p.m.

Dr. Block motioned to move the proposal discussed during Executive Session to action item J.2. Mr. Frattaroli seconded the motion. Mr. Powell, Ms. Vincent, Mr. Clark, Mr. Frattaroli, Dr. Block, and Mrs. Kramer were in favor. None opposed. Mr. Tantillo abstained. Motion carried.

B. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:35 P.M.

C. APPROVAL OF MINUTES

October 9, 2013 – Regular Meeting

Dr. Block motioned to accept the minutes of the October 9, 2013 Regular Meeting. Mr. Clark seconded the motion. Changes: none. Mr. Powell, Mr. Pagoni, Mr. Tantillo, Ms. Vincent, Mr. Clark, Mr. Frattaroli, and Dr. Block were in favor. None opposed. Mrs. Kramer abstained. Motion carried.

D. PUBLIC PARTICIPATION (2 minute limit) - None

E. POINTS OF INFORMATION

Mr. Tantillo commented that he ran in the Army 10-mile marathon in Washington D.C. It was a great event and if one is a runner, he would encourage them to run the event. He had an opportunity to run with the Wounded Warriors and it was very inspiring to see many amputees participate in the event.

F. STUDENT REPRESENTATIVE REPORT

Ms. Zahid noted that the Student Council is putting together a food drive to be held on November 5th. The students will be encouraged to donate for the sake of helping others, not to do so as part of a competition. The food drive will benefit the local Tolland food pantry.

Additionally, the students are looking forward to observing the court cases next week. Lastly, Ms. Zahid noted that the football team won its last game.

G. SUPERINTENDENT'S REPORT

Mr. Guzman asked the Board to approve amending the agenda to add the following two items: G.8, Cancellation of the November 27, 2013 Board of Education Meeting and G.9, Capital Improvement Plan for the 2014/2015 School Year going out to 2018/2019.

Mr. Clark motioned to approve amending the agenda to add the following two items: G.8, Cancellation of the November 27, 2013 Board of Education Meeting and G.9, Capital Improvement Plan for the 2014/2015 School Year going out to 2018/2019. Mr. Tantillo seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

G.1. Board Member Recognition (No enclosure)

Mr. Guzman noted that this is the final meeting for some of the Board members. Four members are not running for re-election: Mr. Tantillo, Ms. Vincent, Dr. Block, and Mr. Powell and he wished to recognize these members.

Mr. Guzman addressed Mr. Tantillo. On behalf of the school district, he presented Mr. Tantillo with a small token of appreciation for his service on the Board since November 2011. Mr. Tantillo is a Major in the armed forces. When school was held on Veterans' Day last year due to inclement weather, Mr. Tantillo attended the ceremony at Tolland High School and Mr. Guzman was grateful for his support. Additionally, Mr. Tantillo is a member of the Negotiating Committee. The negotiations take a good deal of time with one session lasting until 3:30AM. Mr. Tantillo was present for the entire session. On behalf of the citizens and children of Tolland, Mr. Guzman thanked Mr. Tantillo for his service.

Mr. Guzman addressed Ms. Vincent. Ms. Vincent has been on the Board since November 2009. On behalf of the children and parents in the school district, he presented her with a plaque for her service. She has been the Chair of the Policy Committee which guides the school district in terms of its administration. She has chaired the committee intelligently and faithfully. On behalf of the students in the district, Mr. Guzman thanked her for her wordsmith skills and service.

Mr. Guzman addressed Dr. Block. Dr. Block has served on the Board since November 2006. She has served as a conscientious member of the Policy Committee and brought the Names Can Really Hurt Us program to the district. Dr. Block is the Chair of the Negotiation Committee and one of her goals was to not want to leave any unfinished business in regard to the employee contracts. Her goal was to complete this undertaking and the last of the six negotiations will take place on Wednesday evening which she will attend. On behalf of the Board and the children of the district, Mr. Guzman thanked her for her service.

Mr. Guzman addressed Mr. Powell. Mr. Powell has been a member of the Board for the since 2007 and has been its Chair for the last two years. On behalf of the Board and the students of the district, he thanked him for his services. Mr. Powell has been the lead person for many initiatives including the Strategic Plan and sessions relative to student athletic fees. He is also the Chair of the Finance and Facilities Committee. On behalf of

the Board, he thanked Mr. Powell for his guidance and intelligence in terms of chairing the Board.

G.2. Parker School Rededication

The term "rededication" was coined by the Board's attorney. In the packet is the response from the attorney in regard to the control and use of the building. In essence, if the facility is not being used for school purposes, then it can be turned over to the town. Also included was a memo from February 22, 2012 which discussed Parker Memorial. At that time, the Board adopted a resolution to return the building to the town pending the approval of the senior housing project. The application did not go through but there is now a 2nd application for its conversion. In turn, it may be viewed in two ways. First, the Board already turned Parker over to the Town Council but it was returned to the Board when the application failed. Second, there is another application pending so that the building may have already reverted to the town.

Mr. Powell entered a motion to create action item J.3 to formally relinquish control of the Parker School back to the town in perpetuity. Dr. Block motioned to create action item J.3 to formally relinquish control of the Parker School back to the town in perpetuity. Ms. Vincent seconded the motion. All were in favor. None opposed. None abstained. Motion carried. Item G.2 is now item J.3.

G.3. District Student Enrollment – October 2013

Mr. Guzman provided that enrollment data. The actual enrollment for 2013/2014 is 2,696. The projected enrollment was 2,707. These numbers were submitted to the State Department of Education which will audit the numbers and may make adjustments. DRA, the firm doing the facilities and enrollment analysis, has these figures as well. The district is asking DRA to review the data and to determine at what point the numbers may level off. The district will receive an enrollment projection for next year from the New England School Development Council as well.

G.4. Board of Education Meeting Dates – 2014

The schedule of dates was included in the members' packets. Mr. Tantillo motioned to make item G.4 action item J.4. Ms. Vincent seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

G.5. Trash and Recycling Services – Contract Renewal

Mrs. Neel has been in contact with the current service provider, USA Hauling. The amount of the contract is \$56,832 (this is the current amount). Through negotiations, USA Hauling has agreed to hold at this number for the next 3 years (a 0% increase) in consideration of a 3-year contract. Mrs. Neel and Mr. Carroll agreed that USA Hauling has been a good vendor. Mr. Frattaroli inquired if the vendor has taken an initiative to increase recycling. Mr. Carroll responded that the firm has done everything the district has requested including recycling. Ms. Vincent asked if this was something that is shared with the town or could become a shared service. Mrs. Neel explained that it is not. She spoke with the town but it is not ready to renew its contract. Ms. Vincent would like shared services to continue to be discussed with the town.

Mr. Clark motioned to make item G.5 action item J.5. Ms. Vincent seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

G.6. Board Policies

The policies listed below were reviewed by the Policy Committee on October 16th. The policies, other than the one listed in the final bullet, were recommended for revision by the Board's counsel. Some of the changes are based on current laws passed in the 2013 General Assembly. Policy and Administrative Regulation 4111 was initiated and recommended by the Board's Chair. These policies were provided in the members' packets for a first reading.

- Policy and Administrative Regulation 1080 – Visitors to the School
- Policy 3010 – Board Budget Procedures and Line Item Transfers
- Policy 4090 – Reports of Suspected Abuse and Neglect of Children
- Policy and Administrative Regulation 4111 – Electronic Information

G.7. District Budget Priorities – Discussion (No enclosure)

This is a continuation of a discussion that started two meetings ago.

Mr. Powell received a listing of the priorities from almost all of the Board members. He prioritized the items, ranked them, and distributed the list to the Board members. The top ranked items were all-day kindergarten, the enhancement of school security and safety of the campuses, expanding the foreign language program into the elementary school, and enhancement of the inclusion of technology into the classrooms (smart boards and tablets). Other items included greater emphasis on the gifted and talented, continued development and implementation of shared services with the town, smaller class sizes at Birch Grove, increase the honors, AP, and UConn class offerings, no senior offering for working at a job with no relevance to a student's future, stabilizing arts and technology classes, and continuing aggressive search for cost containment where possible.

A brief discussion took place. Dr. Eidson noted that the Common Core Curriculum was designed based on the district having all-day kindergarten. Mr. Pagoni has spoken with a first grade teacher who has had experience teaching both students who had all-day kindergarten and those who had half-day. He has learned that there is a significant difference in what the students are able to do. Further, should the analysis come in that one of the schools should be shut down, the money saved would allow for all of the items on the list and put money in the bank. Mr. Tantillo would like to see these four priorities carried on by the next Board. Mr. Sce initiated a discussion on expanding foreign language into the elementary school. In France, students begin studying English in junior high school and the students are very fluent. Before it becomes a priority, more research needs to be done. Mr. Frattaroli noted that it boils down to the scope of the program to determine success. Mr. Tantillo noted that other countries focus on teaching English. Here, the focus is on multiple languages so Europe may do things differently since the focus is only on one language. Mr. Pagoni shared his experience in speaking with children in Europe. The young kids speak English and learn it at an early age. When they learn English, they really learn it, not the way students learn a foreign language here.

Mr. Powell explained that these items will be passed on to the next Board and hopes it will take the list under advisement.

G.8. Cancellation of the November 27, 2013 Board of Education Meeting

Mr. Guzman distributed the memo and noted that Thanksgiving is on November 28th. Ms. Vincent motioned to make item G.8 action item J.6. Mr. Tantillo seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

G9 Capital Improvement Plan for the 2014/2015 School Year going out to 2018/2019

Mr. Guzman explained the process. The Plan is based on recommendations by Mr. Carroll. Once approved by the Board, it goes to the Town Manager who reviews it with information from the town side regarding its capital improvement initiatives. He then develops a plan that is affordable and addresses the needs of the town and the school district. A public hearing is held in mid-winter and then it becomes part of the town budget. That which is listed in the first year of the Plan is what goes into the budget. The memo indicates what is being recommended for 2014/15 through 2018/19.

Mr. Clark inquired if the incident at Tolland Intermediate School had any possible connection to the façade. Mr. Carroll explained that there was not and provided information about the incident referenced by Mr. Clark. Mr. Carroll was proud of the Tolland Fire Department, the Public Works Department, and the custodial staff who came into the school and tackled the project to make it possible for school to be open the next day. An engineer was brought in to assess the problem and worked with him, Chief Littell and the safety staff to come up with a plan. Mr. Carroll explained that a 16-18" thick girder was covered with a cinder block about 2.5" thick. Instead of being laid horizontally, it was laid vertically. Its purpose was for fire protection of the girder. The blocks came out due to there being little mortar underneath and as a result of years of vibration. Mr. Guzman noted that the building inspector and the structural engineer went to all of the classrooms to check the integrity of the other blocks and check for any that may be loose or could potentially cause a problem. Any blocks that were of concern were removed and this is an item that will need to be addressed. The district will meet with the architect working on the façade project to learn what needs to happen to provide the fire protection that was the purpose of the blocks. The building inspector, the structural engineer, and the two principals of the school were all there the entire evening to ensure that the building was safe for occupancy the next morning.

Ms. Vincent motioned to move item G.9 to action item J.7. Dr. Block seconded the motion. Mr. Sce commented that there is a lot of information in the memo that should be discussed before a vote. Mr. Clark added that it involves money and should go through its normal process. Mr. Guzman noted that Mr. Werbner would like this by November 15th so it is here for the first reading. Mr. Powell noted that if these are the recommendations of building and maintenance and they have gone through the appropriate process, and since he is not a structural engineer to counter an expert opinion, then he is willing to take it at face value and move forward. Dr. Block agreed that given the Board's experience, it should take action. Mr. Pagoni commented that a year ago in June, the Board passed a budget and many were upset that there was no due diligence. As much as he agrees that the Board is well-qualified, it will be difficult to justify how something involving this much money was approved after only a 5 or 10

minute review. Mr. Clark added that as a result of the incident, the numbers may change in the Plan and the Board should follow procedure. Mr. Guzman noted that the Capital Improvement Plan has been minimal for the past few years. Mr. Sce noted that some of the items in the memo were in last year's budget. Mr. Guzman explained that some of the projects were moved and no longer in the first-year plan which would be included in the budget.

The Board voted on the motion. Mr. Powell, Mrs. Kramer, and Dr. Block were in favor. Mr. Pagoni, Mr. Tantillo, Mr. Sce, Ms. Vincent, Mr. Clark, and Mr. Frattaroli were opposed. None abstained. Motion did not carry.

H. COMMITTEE & LIAISON REPORTS

EASTCONN

Mrs. Kramer noted that they reviewed items including the Head Start program and the budget cycle. They also discussed the preschool curriculum framework as well as the CMT vs. the Smarter Balance testing.

Finance & Facilities Committee - None

Policy Committee

Ms. Vincent noted that the committee had a robust discussion that resulted in the Superintendent's articulation of the Board policies previously discussed.

Negotiation Committee

The contract discussion and mediation with the paraprofessionals will take place next week. The Committee will go before the Town Council to discuss the teacher and administrator contracts. During the Executive Session following this evening's meeting, the Board will discuss the contract that was ratified by the nurses.

Town Council Liaison

Mr. Clark noted that 3 items were unanimously passed, 2 of which impact the Board. He noted a new job description has been written and the Town will bring a non-certified person in to review situations possibly related to mental health. This person will then refer them to someone rather than counsel them in-house. The Council voted to approve a revised sign advertising policy that addressed the size and make-up of the signs that will be at the football field. The issue is that the Board was not included in the discussion. Further, the Council appointed a Clerk of the Works for the ESCO project. This person will be under Mr. Langlois and is being hired on a temporary basis to oversee the entire project. Mr. Carroll confirmed that this person is Mr. Dennis Carr. Mr. Guzman noted that there is no one in the district who can dedicate the time to take on this position for the 4 buildings. There will be a learning curve for the individual and this position is a necessary part of the project. The individual will have to address multiple layers at multiple locations and the district will assist him in any way necessary. Mr. Tantillo believes this is a move in the right direction. Mr. Powell commented that it would have been appropriate for the Board to have had the opportunity to vet the person. Mr. Carroll noted that Mr. Carr is very capable and he will work hand-in-hand with him and Mr. Langlois. Mr. Clark inquired if a background check had been done. Mr. Guzman confirmed that a background check was not done by the district but that one could be done. He will speak with Mr. Werbner.

I. CHAIRPERSON'S REPORT

Mr. Powell commented that it has been a privilege to work with an amazingly dedicated group of people. The members took it upon themselves to work innumerable hours and take personal threats and insults in the best example of citizenship. They volunteered and helped to provide the most crucial thing the town has and that is the education of the next generation. The Board took on his admonition to put away Ds and Rs and perceived notions and come together to have robust conversations. The Board has crossed the finish line on many items that no other Board took on including the Strategic Plan, working in coordination with the Town Council to have a shared healthcare plan, security issues, technology inclusion, teacher evaluations, student evaluations, Common Core, and working through the heartache and despair of two budget cycles. At the end of the day, the district is still producing fantastic students through the efforts of the building administrations, the district administration, teachers, paraprofessionals, special education educators, the FRC, the custodial staff, the janitorial staff, the cafeteria staff, and others. He would not have been able to be as effective without their commitment and participation. He noted that it has been an honor to work with everyone and a pleasure to work with Mr. Guzman, Mrs. Neel, and Dr. Eidson. They guided the Board members but let them make their own decisions. Mr. Powell thanked Mr. Guzman for his tutelage and acceptance of the Board's ideas and suggestions for improvement. If one looks at a district as underfunded as Tolland's, it is amazing what it is able to accomplish. If people think things should be done better and have an idea of how they can be done better, they need to stand up and vote. If they do not vote, it will not get better.

In regard to the shared services and utilities fund, this is something that will need to be reviewed at a later date. Mr. Powell distributed the "Town of Tolland & Tolland Board of Education Utility Internal Service Fund Policy". One needs to be diligent that the savings is put toward debt but the district needs to manage its own environment.

There has been a lot of conversation in the last 2 years between the Board and the Town Council. The Board could not have accomplished much of what was done without this interaction. He hopes that there is a continued joint effort and does not want to see partisanship pull them apart and challenged the next Chair to continue on this track.

J. BOARD ACTION

J.1 Parker Memorial School Cleaning Bid – Bid Award

Ms. Vincent motioned to award the Parker Memorial School Cleaning Award bid to Transfer Enterprises at a cost of \$11,000. Mr. Tantillo seconded the motion. A discussion took place. Mr. Clark inquired as to why the Board has to spend the money to clean the building if it is not under the Board's control. Dr. Block responded that it is the Board's responsibility – the district has control of the building for many years. Mr. Pagoni agreed that the building needs to be returned in good faith. Mr. Frattaroli added that much of what is in the building is Board material. Mr. Powell, Mr. Pagoni, Mrs. Kramer, Mr. Tantillo, Mr. Sce, Ms. Vincent, Mr. Frattaroli, and Dr. Block were in favor. Mr. Clark opposed. None abstained. Motion carried.

J.2. Security Matters (Discussed during Executive Session)

Ms. Vincent motioned to recommend that the Town Council approve the security measures as developed by the director of public safety, the deputy fire chief and the Resident State Trooper that were discussed in the Executive Session. Dr. Block seconded the motion. Mr. Powell, Mr. Pagoni, Mrs. Kramer, Ms. Vincent, Mr. Clark, Mr. Frattaroli, and Dr. Block were in favor. None opposed. Mr. Tantillo and Mr. Sce abstained. Motion carried.

J.3. Parker School Rededication

Dr. Block motioned to irrevocably return and relinquish control of the Parker property in perpetuity turning control back to the town. Mr. Tantillo seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

J.4. School Calendar

Ms. Vincent motioned to approve the Board of Education meeting dates as provided by the administration. Mr. Sce seconded the motion. Dr. Block noted that the calendar was changed to reflect the first day of the Jewish New Year next year and thanked Mr. Guzman. All were in favor. None opposed. None abstained. Motion carried.

J.5. Trash and Recycling Services – Contract Renewal

Dr. Block motioned to approve the trash and recycling services contract renewal as provided by the administration. Ms. Vincent seconded the motion. Mr. Tantillo reiterated that the town needs to take action so that possible joint services in the future may be done. All were in favor. None opposed. None abstained. Motion carried.

J.6. Cancellation of the November 27, 2013 Board of Education Meeting

Dr. Block motioned to cancel the Board of Education meeting scheduled for November 27, 2013. Ms. Vincent seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

K. PUBLIC PARTICIPATION - None

L. POINTS OF INFORMATION

Dr. Block thanked the Board, Mr. Guzman, Mrs. Neel, and Dr. Eidson and commented that this has truly been a rewarding experience for her.

Mr. Frattaroli agreed with Dr. Block. He noted that he was appointed to the MORE (Municipal Opportunities for Regional Efficiencies). One item that came out of the meeting was the recommendation that there be a uniform regional calendar. Mr. Guzman noted that the legislation has been sent to the regional education centers to develop a regional calendar. Over the years, they have tried to develop a calendar in terms of the schools' breaks and vacations. The district is working with EASTCONN to develop this calendar. Mr. Frattaroli also noted that the burden of proof for special education was also discussed. Mr. Guzman noted that the burden of proof is on the school district.

Mr. Clark wished to say good bye to those who are leaving the Board. He enjoyed working with everyone for the past 2 years and noted that they have accomplished a lot. There were robust discussions but the common purpose was for what is best for the students in Tolland. He would

like to have a memo sent to those students who are seniors at THS and have turned 18 to remind them to register to vote.

Ms. Vincent noted that one of her favorite lines of Tennessee Williams is, "there is a time for departure even when there is no certain place to go". She has reached that point and has had a fantastic time. She thanked everyone for their diligence, willingness to work hard for the community, friendship, and professionalism.

Mr. Sce shared many of the same sentiments mentioned by others. It has been a great learning experience. He appreciates the enthusiasm and the differences. Parties aside, the common theme is that everyone is interested in ensuring that the students in this town receive the best education possible.

Mr. Tantillo explained that after returning from Afghanistan he wanted to continue to serve his community and did so by being a member of the Board. He was a student in Tolland and remembered and highlighted some of the great teachers who influenced and supported him. There was a lot of robust discussion on the Board and we live in a free democracy where this is possible. He does not believe the Board did everything right but does not believe that it did everything wrong. It is easy to judge after time has gone by but the Board made the best decisions it possibly could with the information available and what it thought was right at the time. He gave a hats-off to all those who gave up time with their families and friends to volunteer in the community. All good things must come to an end and it is time for others in town to take an active role in the community. He wishes future members the best of luck and advised them to come with an open mind and thick skin. Mr. Guzman, Mrs. Neel and all of the staff were great to work with and he is glad to have been part of the Board.

Mrs. Kramer commented that she was overwhelmed and thrilled to be elected and that it has been an emotional roller coaster. Her concern has always been for the future of the students. What the Board has done is far-reaching. The caliber of Mr. Guzman and his staff is outstanding.

Mr. Powell noted that Mr. Pagoni has been a fantastic resource. It has been a pleasure to have a capable, intelligent, and dedicated second Chair and thanked him.

Mr. Guzman commented that the members who have served have provided a conscientious and dedicated commitment to the Town of Tolland, specifically the students, the parents of those students, and the Town of Tolland as a whole. They spent countless hours at many meetings doing the business of governing and represent what makes the very best of what makes this town and country great. Through their service, they have continuously woven the fabric of true citizenship. They have received an education and provided a service to the children of the Town that is admirable. He thanked everyone for their service to the community.

Mr. Powell noted that people have died to give people the opportunity to vote. It is the public's responsibility and obligation to vote. This is the only way to have qualified people in positions of leadership and better input. Think about what is right for Tolland and vote. He added that it has been an honor to serve.

M. CORRESPONDENCE

- Town Council Minutes from October 8, 2013

N. FUTURE AGENDA ITEMS

1. Policies for action
2. Cancellation of the 12.25.13 meeting for 1st reading
3. Capital Improvement Plan
4. Status of the Strategic Plan

O. EXECUTIVE SESSION – Discussion and possible vote on Nurses' Contract

Ms. Vincent motioned to go into Executive Session at 9:31 P.M. to discuss personnel issues and invited Mr. Guzman to attend. Mr. Tantillo seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

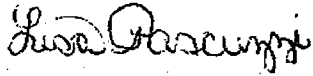
The Board returned to public session at 9:58 p.m.

Mr. Vincent motioned and Mr. Pagoni seconded to approve the Nurses' contract for the 3 year period 2014/2015 through 2016/2017 as recommended by the Negotiation Committee. All in favor. None opposed. None abstained. Motion carries.

P. ADJOURNMENT

Mr. Tantillo motioned to adjourn the meeting at 9:59 PM. Mr. Sce seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

Respectfully submitted,



Lisa Pascuzzi
Clerk

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: November 13, 2013
SUBJECT: Leave of Absence Report

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

POSITION	DATES OF REQUEST	RATIONALE	GRANTED/ REJECTED
Paraprofessional	Oct. 3 – 7, 2013	Trip	Granted
Teacher	Oct. 28 – Nov. 1, 2013	Wedding in China	Granted
Paraprofessional	Oct. 3 – 7, 2013	Trip	Granted
Teacher	Aug. 26 – Nov. 1, 2013	Student Teacher Assign.	Granted

Please note that none of these leaves resulted in a cost to the District. There was a cumulative savings to the District of \$5100.14.

WDG:jp

F.2

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: November 13, 2013
SUBJECT: Cancellation of December 25, 2013
Board of Education Meeting

In keeping with past practice, I am recommending the Board of Education meeting scheduled for December 25, 2013 be cancelled.

WDG:jp

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: November 13, 2013

SUBJECT: Utility Internal Service Fund Agreement (UISF)

The recently approved energy performance contract with Honeywell will require the debt payments for the construction and equipment to be paid for by the savings generated in both the Board of Education and Town utility accounts. By combining the budgeted funds, it will enable for all utility savings to be captured in one fund. Any savings in excess of actual expenditures will be used to build a reserve to help offset future utility capital needs and to be used to assist with creating a fund balance to minimize the impact on future utility operating budgets. If the fund should fall short, the Town Council and the Board of Education will be responsible to cover the expenditure requirements after any reimbursements made by Honeywell's energy performance contract requirements.

This will be a newly established fund (UISF) separate from the General Fund. Revenues, expenses and balances will be maintained separately within the fund for both the Town and the Board of Education.

The administration recommends the approval of the Utility Internal Service Fund Agreement between the Board of Education and the Town.

Town of Tolland & Tolland Board of Education
Utility Internal Service Fund Agreement

1. The Town and the Board of Education shall maintain an established Utility Internal Service Fund (UISF) for the purpose of paying for all fees associated with (1) utilities, (2) ESCO Project Debt Service, (3) associated consultant fees, (4) future system improvements and (5) repairs. The utilities include but are not limited to propane, electricity, heating fuel, water and sewer. This fund is separate from the General Fund, and it shall be audited annually as any other Town funds by the Town's auditors. Revenue to this fund shall include contributions from the Board of Education and Town, investment earnings, utility rebates and any other miscellaneous funds that relate to this fund. Expenditures from the UISF will include charges from the various utility companies, payments for debt service on any approved Energy Improvement project, consultant fees, system management fees and any other associated fees incurred on behalf of the Town and Board of Education respectively shall be paid from this Fund. Any transfers from the UISF must comply with the goals as outlined in paragraph #5 of this policy.
2. The Town and Board of Education shall retain an energy consultant and/or assign staff to prepare budget estimates and determine utility savings. The consultant and/or staff shall review all ESCO energy contracts and verify the baseline budget and prepare a recommended budget including any potential changes for price escalation and other impacts in accordance with the energy contract measurement requirements. Based on that review, no later than October 31, the consultant and/or staff shall make a preliminary recommendation to the Town Manager and the Superintendent of Schools as to how much should be included in the budget estimate for the up-coming fiscal year for the Town and Board of Education separately. This information shall be provided by the Finance Director to the Town Manager and Superintendent of Schools. This recommended amount is subject to change prior to the final adoption of the annual budget appropriation if trend information is reflecting substantially different information from the original estimate provided. Any changes to the recommended amount will be provided by the Finance Director, energy consultant and/or assigned staff.
3. Except as provided herein and below, the Board of Education and Town shall include in its itemized budget estimate the amount recommended by the consultant/staff and as provided by the Finance Director to the Town Manager and the Superintendent of Schools.
4. After the Annual Budget Referendum is approved for the appropriation to the Town and the Board of Education for a given fiscal year, the Town and Board of Education shall transfer to the UISF an amount equal to its itemized budget estimate for utility costs for the year. At the end of each fiscal year, there shall be an accounting of the UISF by the Town's Finance Director. If the amount so transferred was more than the amount necessary to cover the Town's and Board of Education's utility costs, debt service and other associated costs for the year, the remaining amount shall remain in the UISF to help comply with the goals of paragraph #5 below. If the amount so transferred was less than the amount necessary to cover the Town's and the Board of Education's utility costs for the year, the Town Council and Board of Education shall make appropriate transfers, if any, to assure that all Town and Board of Education utility costs and ESCO Project Debt Service for the year are paid from the UISF.
5. The balance of the UISF shall be maintained for liability reserves at a level which will adequately fund the Town and Board of Education's potential exposure to excessive seasonal shifts in utility costs and to help pay for future system improvements and repairs. The goal of this reserve is to accumulate at a minimum an amount that is based on 10% of the previous year's annual costs utility expenditures in each area as determined by historical [cost] expenditure data. The balance in this reserve may fluctuate by the actual annual experience of the UISF or by direct appropriation approved by the Town Council and Board of Education. This reserve shall be reviewed by the Town Finance Director and Board of Education Business Manager and recommendations for funding levels will be made by them to the Town Council and Board of Education Manager and Superintendent of Schools as part of the utility budget estimate for the next fiscal year. There shall be a quarterly review of the actual expenditures by the Town Finance Director, the Board of Education Business Manager, the energy consultant and/or assigned staff.

Town Council Approval Date

Board of Education Approval Date

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: November 13, 2013

SUBJECT: Board Policies:
Policy and Administrative Regulation 1080 – Visitors to the Schools
Policy 3010 – Board Budget Procedures and Line Item Transfers
Policy 4090 – Reports of Suspected Abuse and Neglect of Children
Policy and Administrative Regulation 4111 – Electronic Information Security

Attached please find the above referenced Board Policies. These policies were reviewed by the Policy Committee on October 16, 2013. The language to be deleted is in brackets and new language is in uppercase and bolded.

Administrative Regulations 1080 and 4111 are enclosed for your information and do not require Board approval.

The Committee, recommends approval of the revisions to Board policies 1080, 3010 and 4090, as well as approval of new policy 4111.

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: VISITORS TO THE SCHOOLS

Number: 1080

Community/Board Operation

Approved: 12/8/2010

Revised:

The Board of Education encourages visits by citizens, taxpayers, and parents to all school buildings. In order to promote a safe and productive educational environment for all students and staff, the Board of Education requires all visitors to receive prior approval from the school Principal or his/her designee before being permitted to visit any school building. The Board of Education, through the administration, reserves the right to limit visits in accordance with administrative regulations. [Upon arrival, all visitors must report directly to and sign in and out at the visitors' reception area of the school office.]

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION

REGARDING: VISITORS IN SCHOOLS

Number: 1080

Community/Board Operations

Approved: 12/8/10

1. Any person wishing to visit a school building, and/or observe any student program, must obtain prior approval from the Principal or responsible administrator of the respective school building or program.
2. A visitor to any school building or program must be able to articulate a legitimate reason for his/her proposed visit and/or observation. Where the visitation involves direct contact with district students, or observation of an identified student or student program, the visitor must have a sufficient educational nexus with the district, its educational programs or the student to support such request.
3. All visits must be reasonable in length and conducted in a manner designed to minimize disruption to the district's educational programs.
4. When determining whether to approve a request to visit and/or observe student programs, the building Principal or responsible administrator shall consider the following factors:
 - a. the frequency of visits;
 - b. the duration of the visit;
 - c. the number of visitors involved;
 - d. the effect of the visit on a particular class or activity;
 - e. the age of the students;
 - f. the nature of the class or program;
 - g. the potential for disclosure of confidential personally identifiable student information;
 - h. whether the visitor/observer has a legitimate educational interest in visiting the school;

- i. whether the visitor/observer has professional ethical obligations not to disclose any personally identifiable student information; and
 - j. any safety risk to students and school staff.
5. The building Principal or responsible administrator has the discretion to limit, or refuse, requests for visits and/or observations of student programs in light of the above criteria.
6. If a building Principal or responsible administrator approves a request to visit a school building and/or observe a student program, arrangements must be made in advance to ensure that the visit will not disrupt educational programs. [Upon arrival, all visitors must report directly to the visitors' reception area of the school office. All visitors must sign in and out of the building and shall be accompanied by appropriate school personnel while in school buildings.] The length and scope of any visit shall be determined by the building Principal or responsible administrator in accordance with these regulations and accompanying board policy.

7. UPON ARRIVAL, ALL VISITORS MUST COMPLY WITH ANY AND ALL APPLICABLE BUILDING SECURITY PROCEDURES, INCLUDING BUT NOT LIMITED TO UTILIZING SECURITY BUZZERS FOR ACCESS, COMPLYING WITH REQUESTS FOR PHOTO IDENTIFICATION, REPORTING DIRECTLY TO AND SIGNING IN AND OUT AT THE VISITORS' RECEPTION AREA OF THE SCHOOL OFFICE, PROMINENTLY DISPLAYING VISITORS' BADGES OR OTHER IDENTIFICATION REQUIRED FOR VISITORS TO THE SCHOOL BUILDINGS, LIMITING ACCESS TO THOSE AREAS OF THE BUILDINGS AND GROUNDS FOR WHICH THE VISITORS HAVE AUTHORIZED ACCESS, AND COMPLYING WITH DIRECTIVES OF SCHOOL OFFICIALS AT ALL TIMES.

8. A REFUSAL TO COMPLY WITH ANY OF THE BOARD'S POLICY PROVISIONS AND/OR REGULATION CONCERNING VISITORS SHALL CONSTITUTE GROUNDS FOR DENIAL OF THE VISITOR'S PRIVILEGES, AS DETERMINED APPROPRIATE BY THE BUILDING PRINCIPAL OR DESIGNEES. SUCH REFUSAL MAY ALSO RESULT IN A REFERRAL TO LAW ENFORCEMENT PERSONNEL, AS DETERMINED APPROPRIATE BY THE BUILDING PRINCIPAL OR DESIGNEE

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

**REGARDING: Board Budget Procedures and Line
Item Transfers**

Number: 3010
Business

Approved: 2/28/01

Revised: 1/26/05

In accordance with Conn. Gen. Stat. § 10-222, the Board of Education shall prepare an itemized estimate of its budget each year for submission to the fiscal authority for review and appropriation. Line items in such budget estimate shall include, but are not limited to, the following:

- Salaries
- Employee Benefits
- Purchased Services
- Tuition, Public In-State
- Tuition, All Other
- Supplies
- UTILITIES**
- GROUND MAINTENANCE**
- Property
- Other

THE BOARD OF EDUCATION SHALL REVIEW THE RECOMMENDATIONS AND SUGGESTIONS MADE BY THE, TOWN COUNCIL AS TO HOW IT MAY CONSOLIDATE NONEDUCATIONAL SERVICES AND REALIZE FINANCIAL EFFICIENCIES. IF THE BOARD REJECTS SUCH SUGGESTIONS AND RECOMMENDATIONS, IT SHALL PROVIDE THE TOWN COUNCIL A WRITTEN EXPLANATION OF THE REASON FOR THE REJECTION.

Following the annual appropriation, the Board of Education shall meet and revise such itemized estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent or his/her designee in the development, administration and monitoring of the budget.

The Superintendent and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or his/her

designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. A budget report shall be prepared in the same format as the annual budget showing for each line item the appropriated budget amount, expenditure to date (to include encumbered and expended amounts), projected expenditures, difference between the projected expenditures and the appropriation, and general comments indicating the reasons for the difference.

Such budget report shall be presented to the Board of Education at the second regularly scheduled meeting in the month following the period for which such report is prepared, in accordance with the following schedule:

<u>Period Covered</u>	<u>Submitted</u>
July & August	September
September	October
October	November
November & December	January
January	February
February	March
March	April
April	May
May	June

Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board of Education transfers from one line item (as set forth above) to another as needed.

Budgetary transfer of funds from any program code which exceeds \$30,000 must be approved by the Board of Education. In the event an emergency precludes waiting for the next regular Board meeting for approval of transfers over \$30,000, the Superintendent will inform the Chairperson of the Board of the circumstances. The Chairperson shall be authorized to act on behalf of the Board in such cases and shall report any such acts to the Board of Education for ratification at the next Board meeting. **A WRITTEN EXPLANATION OF SUCH TRANSFER SHALL BE PROVIDED TO THE TOWN COUNCIL.**

The Board of Education shall not expend more than the amount of the appropriation and the amount of money received from other sources for school purposes. If any occasion arises whereby additional funds are needed by Board of Education, the Chairperson of the Board shall notify the Town Council and submit a request for such necessary additional funds. No additional funds shall be expended until such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

LEGAL REFERENCES:

**CONNECTICUT GENERAL STATUTE §10-222
PUBLIC ACT 13-60, AN ACT CONCERNING CONSOLIDATION OF
NONEDUCATIONAL SERVICES**

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

**REGARDING: Reports of Suspected Abuse or
Neglect of Children**

Number: 4090
Personnel

Approved: 12/16/02
Revised: 3/24/04
Revised: 5/11/05
Revised: 3/08/06
Revised: 3/10/10
Revised: 2/16/11
Revised: 3/14/12

Conn. Gen. Stat. Section 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe that a child has been abused or neglected to report such abuse and/or neglect. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect in accordance with the procedures set forth below.

1. Scope of Policy

This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, but to ALL EMPLOYEES of the Board of Education.

2. Definitions

For the purposes of this policy:

"Abused" means that a child (a) has had physical injury or injuries inflicted upon him or her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

"Neglected" means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to his well-being, or (d) has been abused.

"School employee" (A) A teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board who is working for the board of education, elementary, middle or high school, or

(B) any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the Tolland Public Schools, pursuant to a contract with the Board.

"Statutory mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 to report suspected abuse and/or neglect of children. The term "statutory mandated reporter" includes all school employees, as defined above.

3. What Must Be Reported

A report must be made when any employee of the Board of Education, in ordinary course of such person's employment or profession has reasonable cause to suspect or believe that a child under the age of eighteen:

- a) has been abused or neglected;
- b) has had non-accidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him/her; or
- c) is placed at imminent risk of serious harm.

4. Reporting Procedures for Statutory Mandated Reporters

The following procedures apply only to statutory mandated reporters, as defined above.

When an employee of the board of education who is a statutory mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, the following steps shall be taken:

- (1) The employee shall make an oral report as soon as practicable, but not later than twelve hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious

harm. Such oral report shall be made by telephone or in person to the commissioner of children and families or the local law enforcement agency.

- (2) The employee shall also make an oral report as soon as practicable to the Superintendent or the Superintendent's designee.
- (3) In cases involving suspected or believed abuse or neglect by a school employee, the Superintendent or his/her designee shall immediately notify the child's parent or guardian that such a report has been made.
- (4) not later than forty-eight hours after making an oral report the employee shall submit a written report to the Commissioner of Children and Families or the Commissioner's designee containing all of the required information.
- (5) The employee shall immediately submit a copy of the written report to the Superintendent or the Superintendent's designee.
- (6) If the report concerns suspected abuse or neglect by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of Children and Families (or his or her designee) shall submit a copy of the written report to the Commissioner of Education or his/her designee.

5. Reporting Procedures for Employees Other Than Statutory Mandated Reporters

The following procedures apply only to employees who are not statutory mandated reporters, as defined above.

- a) When an employee who is not a statutory mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, the following steps shall be taken:
 - (1) The employee shall make an oral report as soon as practicable, but not later than twelve hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent

risk of serious harm. Such oral report shall be made by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.

- (2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected, or placed at imminent risk of serious harm, he/she shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters, set forth above.
- b) Nothing in this policy shall be construed to preclude an employee from reporting suspected child abuse and/or neglect from reporting the same directly to the Commissioner of Children and Families.

6. Contents of Reports

Any oral or written report made pursuant to this policy shall contain the following information, if known:

- a) The names and addresses of the child and his/her parents or other person responsible for his/her care;
- b) the age of the child;
- c) the gender of the child;
- d) the nature and extent of the child's injury or injuries, maltreatment or neglect;
- e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;
- f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;
- g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
- i) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;

- j) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and
- k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

7. Investigation of the Report

- a) The Superintendent or his or her designee shall thoroughly investigate reports of suspected abuse and neglect if/when such report involves an employee of the Board of Education or other individual under the control of the board, provided such investigation does not impede an investigation by the Department of Children and Families ("DCF"). In all other cases, the Department of Children and Families ("DCF") shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.
- b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports, the Superintendent's investigation shall permit and give priority to any investigation conducted by the Commissioner of Children and Families or the appropriate local law enforcement agency. The Superintendent shall conduct the district's investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of Children and Families or the appropriate local law enforcement agency that the district's investigation will not interfere with the investigation of the Commissioner of Children and Families or the local law enforcement agency.
- c) The superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.
- d) Any person reporting child abuse or neglect, or having any information relevant to alleged abuse or neglect, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.
- e) When the school district is conducting an investigation involving suspected abuse or neglect by an employee of the Board or other individual under the control of the board, the Superintendent's

investigation shall include an opportunity for the individual suspected of abuse or neglect to be heard with respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one provides services to or on behalf of students enrolled in the Tolland Public Schools, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Tolland Public Schools, pending the outcome of the investigation.

8. Evidence of Abuse or Neglect by School Employee Holding A Certificate, Authorization or Permit Issued by the State Department of Education

- a) If, upon completion of the investigation by the Commissioner of Children and Families, the Superintendent has received a report from the Commissioner that he or she has reasonable cause to believe that a child has been abused or neglected by a school employee, as defined above, who has been entrusted with the care of a child and who holds a certificate, permit, or authorization issued by the State Board of Education, or has recommended that such employee be placed on the Department of Children and Families child abuse and neglect registry, the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by the Department of Children and Families, concerning such investigation. The Superintendent shall suspend such school employee, such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.
- b) Not later than seventy-two (72) hours after such suspension the Superintendent shall notify the Board of Education and the Commissioner of Education, or the Commissioner Of Education's representative, of the reasons for and conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status of such employee's certificate, permit or authorization.

- c) The suspension of a school employee employed in the position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10-151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two hours after such termination or resignation.
- d) The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two hours after such termination or resignation.
- e) Regardless of the outcome of any investigation by the Commissioner of Children and Families and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused or neglected by a school employee.

9. Evidence of Abuse or Neglect by any Other Employee Or Independent Contractor of the Board Of Education

- a) If the investigation by the Superintendent and/or the Commissioner of Children and Families produces evidence that a child has been abused or neglected by any school employee, as defined above, or other employee of the Board of Education or individual under the control of the Board, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment.
- b) If the individual is one who provides services to or on behalf of students enrolled in the Tolland Public Schools, pursuant to a contract with the Board of Education, the Superintendent shall permanently suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Tolland Public Schools.

- c) Regardless of the outcome of any investigation by the Commissioner of Children and Families and/or the local law enforcement agency, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused or neglected by any employee of the Board of Education.

10. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

11. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 12 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

12. Non-discrimination Policy Prohibition Against Retaliation

The Board of Education expressly prohibits retaliation against individuals reporting child abuse or neglect and shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith makes, or in good faith does not make, a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect. **THE BOARD OF EDUCATION ALSO PROHIBITS ANY EMPLOYEE FROM HINDERING OR PREVENTING OR ATTEMPTING TO HINDER OR PREVENT ANY EMPLOYEE FROM MAKING A REPORT PURSUANT TO THIS POLICY OR STATE LAW CONCERNING SUSPECTED CHILD ABUSE OR NEGLECT OR TESTIFYING IN ANY PROCEEDING INVOLVING CHILD ABUSE OR NEGLECT.**

13. Distribution of Policy

This policy shall be distributed annually to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in section 14, below.

14. Training

- a) All school employees, as defined above, hired by the Board on or after July 1, 2011, shall be required to complete an educational

training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of Children and Families.

- b) On or before July 1, 2012, all school employees, as defined above, hired by the Board before July 1, 2011, shall complete the refresher training program developed and approved by the Commissioner of Children and Families.
- c) All school employees, as defined above, shall retake a refresher training course developed and approved by the Commissioner of Children and Families at least once every three years.

15. Records

- a) the Board shall maintain in a central location all records of allegations, investigations and reports that a child has been abused or neglected by a school employee, as defined above, employed by the Board, and conducted in accordance with this policy. Such records shall include any reports made to the Department of Children and Families. The State Department of Education shall have access to such records upon request.
- b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of Children and Families, upon request and for the purposes of an investigation by the Commissioner of Children and Families of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the Board, and records of the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of Superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.

Legal References:

Connecticut General Statutes:
Section 10-151
Section 17a-101 et seq.
Section 17a-103
Section 53a-65

[Public Act 11-93, "An Act Concerning the Response of School Districts and the Department of Children and Families to Reports of Child Abuse and Neglect" and the Identification of Foster Children with a District.]

PUBLIC ACT 13-53 "AN ACT CONCERNING RESPONSIBILITIES OF MANDATED REPORTERS OF CHILD ABUSE AND NEGLECT"

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Electronic Information Security

Number: 4111
Personnel

Approved:

THE OBJECTIVE OF ELECTRONIC INFORMATION SECURITY IS TO ENSURE BUSINESS CONTINUITY AND MINIMIZE BUSINESS DAMAGE BY PREVENTING, CONTROLLING AND MINIMIZING THE IMPACT OF SECURITY BREACHES. THE PURPOSE OF THIS POLICY IS TO PROTECT THE TOLLAND PUBLIC SCHOOL SYSTEM'S ELECTRONIC INFORMATION RESOURCES FROM THREATS, WHETHER INTERNAL OR EXTERNAL, DELIBERATE OR ACCIDENTAL. ELECTRONIC INFORMATION RESOURCES ARE DEFINED AS ALL DISTRICT COMPUTER EQUIPMENT, INCLUDING ANY DESKTOP OR LAPTOP COMPUTERS AND ALL HARDWARE OWNED OR LEASED BY THE SCHOOL SYSTEM; THE DISTRICT'S COMPUTER NETWORK, AND ANY COMPUTER SOFTWARE LICENSED TO THE DISTRICT; AND STORED DATA. THIS POLICY SHALL APPLY TO ALL USERS, WHETHER OR NOT AFFILIATED WITH THE DISTRICT, OF DISTRICT ELECTRONIC INFORMATION RESOURCES AS WELL AS TO ALL USES OF THOSE RESOURCES, WHEREVER LOCATED.

THE SCHOOL SYSTEM WILL MAINTAIN ACCESS MANAGEMENT PROCESSES TO ENSURE THAT APPROPRIATE ACCESS WILL BE AFFORDED TO ELECTRONIC INFORMATION RESOURCES.

AVAILABILITY OF THE ELECTRONIC INFORMATION INFRASTRUCTURE IS CRUCIAL TO THE CONTINUED EFFECTIVENESS OF THE TOLLAND PUBLIC SCHOOLS. THE DISTRICT WILL DEVELOP AND IMPLEMENT PROCEDURES IN ACCORDANCE WITH PREVAILING INDUSTRY STANDARDS AND APPLICABLE FEDERAL AND STATE LAW TO MANAGE ENVIRONMENTAL, DEVELOPMENTAL AND DISASTER RECOVERY REQUIREMENTS.

THE DISTRICT WILL EDUCATE ALL USERS REGARDING ACCEPTABLE USE AND PROPER SECURITY PROCEDURES FOR ELECTRONIC INFORMATION RESOURCES.

THE DISTRICT WILL MANAGE ELECTRONIC INFORMATION RESOURCES IN ACCORDANCE WITH APPLICABLE FEDERAL AND STATE LAW AND REGULATIONS, INCLUDING LAWS REGARDING THE CONFIDENTIALITY OF

STUDENT AND PERSONNEL INFORMATION AND ACCESS TO PUBLIC RECORDS.

(CF. 3520.1 – INFORMATION SECURITY BREACH AND NOTIFICATION)

LEGAL REFERENCE: CONNECTICUT GENERAL STATUTES

1-19(B)(11) ACCESS TO PUBLIC RECORDS. EXEMPT RECORDS.

7-109 DESTRUCTION OF DOCUMENTS.

10-15B ACCESS OF PARENT OR GUARDIANS TO STUDENT'S RECORDS.

10-209 RECORDS NOT TO BE PUBLIC.

11-8A RETENTION, DESTRUCTION AND TRANSFER OF DOCUMENTS

11-8B TRANSFER OR DISPOSAL OF PUBLIC RECORDS. STATE LIBRARY BOARD TO ADOPT REGULATIONS.

46B-56 (E) ACCESS TO RECORDS OF MINORS.

**CONNECTICUT PUBLIC RECORDS ADMINISTRATION SCHEDULE V -
DISPOSITION OF EDUCATION RECORDS (REVISED 1983).**

**FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974
(SECTION 438 OF THE GENERAL EDUCATION
PROVISIONS ACT, AS AMENDED, ADDED BY SECTION 513 OF
P.L. 93-568, CODIFIED AT 20 U.S.C.1232G.).**

**DEPT. OF EDUC, 34 C.F.R. PART 99 (MAY 9, 1980 45 FR 30802) REGS.
IMPLEMENTING FERPA ENACTED AS PART OF 438 OF GENERAL EDUC.
PROVISIONS ACT (20 U.S.C. 1232G) PARENT AND STUDENT PRIVACY AND
OTHER RIGHTS WITH RESPECT TO EDUCATIONAL RECORDS, AS AMENDED
11/21/96.**

**42 U.S.C. 1320D-1320D-8, P.L. 104-191, HEALTH INSURANCE PORTABILITY AND
ACCOUNTABILITY ACT OF 1996 (HIPAA)**

65 FED. REG. 503 12-50372

65 FED. REG. 92462-82829

63 FED. REG. 43242-43280

67 FED. REG. 53 182-53273

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION

**REGARDING: ELECTRONIC
INFORMATION SECURITY**

NUMBER: 4111
PERSONNEL

APPROVED:

THE SCHOOL SYSTEM WILL MAINTAIN ACCESS MANAGEMENT PROCESSES TO ENSURE THAT APPROPRIATE ACCESS WILL BE AFFORDED TO ELECTRONIC INFORMATION RESOURCES.

CONTROLLING ACCESS TO ELECTRONIC INFORMATION, SYSTEMS AND SECURITY:

A. MANAGING ACCESS CONTROL STANDARDS ACCESS CONTROL STANDARDS FOR INFORMATION SYSTEMS AND INFRASTRUCTURE WILL BE ESTABLISHED AND MAINTAINED BY DISTRICT INFORMATION TECHNOLOGY (I.T.) MANAGEMENT AND THE SUPERINTENDENT TO INCORPORATE THE NEED TO BALANCE PROTECTION FROM UNAUTHORIZED ACCESS AND DATA LOSS WITH THE NEED TO PROVIDE ACCESS TO MEET LEGITIMATE DISTRICT OR CURRICULUM OBJECTIVES.

B. MANAGING USER ACCESS

ACCESS TO ALL DISTRICT SYSTEMS, NETWORKS AND INFRASTRUCTURE MUST BE AUTHORIZED BY THE DISTRICT I.T. STAFF. SUCH ACCESS, INCLUDING THE APPROPRIATE ACCESS RIGHTS (OR PRIVILEGES) MUST BE DOCUMENTED. SUCH DOCUMENTATION IS TO BE REGARDED AS CONFIDENTIAL AND SAFEGUARDED ACCORDINGLY.

C. SECURING UNATTENDED WORKSTATIONS AND EQUIPMENT

ALL DISTRICT EQUIPMENT, OR PERSONAL EQUIPMENT ATTACHED TO DISTRICT NETWORKS OR INFRASTRUCTURE, ARE TO BE SAFEGUARDED APPROPRIATELY – ESPECIALLY WHEN LEFT UNATTENDED. IT IS EACH INDIVIDUAL USER'S RESPONSIBILITY TO ENSURE THE EQUIPMENT IS SECURED WITH PASSWORD PROTECTION FOR AUTHENTICATION WHEN LEFT UNATTENDED. PASSWORD AUTHENTICATION IS REQUIRED FOR ALL CONNECTED SYSTEMS IN THE CASE OF USER/SYSTEM "TIME OUT".

D. MANAGING NETWORK ACCESS CONTROLS

ACCESS TO THE RESOURCES ON THE NETWORK WILL BE CONTROLLED BY DISTRICT I.T. STAFF TO PREVENT UNAUTHORIZED ACCESS. ACCESS TO ALL COMPUTING AND INFORMATION SYSTEMS AND PERIPHERALS SHALL BE RESTRICTED UNLESS EXPLICITLY AUTHORIZED.

E. ADMINISTRATIVE RIGHTS TO SYSTEMS, NETWORKS, AND INFRASTRUCTURES

ADMINISTRATOR RIGHTS ACCESS TO SYSTEMS, NETWORKS AND INFRASTRUCTURE WILL BE RESTRICTED TO ONLY DISTRICT I.T. STAFF. THE PURPOSE OF THIS POLICY IS TO ENSURE THAT APPROPRIATE SYSTEM MANAGEMENT, SECURITY, AND LICENSING STANDARDS ARE MAINTAINED AND DOCUMENTED. THE SUPERINTENDENT REQUEST ADMINISTRATOR RIGHTS BE GRANTED TO INDIVIDUAL SYSTEMS AFTER A DOCUMENTED BUSINESS NEED IS IDENTIFIED AND AGREED TO BY THE DISTRICT I.T. STAFF.

F. CONTROLLING ACCESS TO OPERATING SYSTEM SOFTWARE

ACCESS TO OPERATING SYSTEM COMMANDS, SUCH AS APPLICATION INSTALLATION, IS TO BE RESTRICTED TO DISTRICT I.T. STAFF WHO ARE AUTHORIZED TO PERFORM SYSTEMS ADMINISTRATION/MANAGEMENT FUNCTIONS.

G. MANAGING PASSWORDS

THE SELECTION OF PASSWORDS, THEIR USE AND MANAGEMENT AS A PRIMARY MEANS TO CONTROL ACCESS TO SYSTEMS MUST STRICTLY ADHERE TO BEST PRACTICE GUIDELINES PROVIDED BY DISTRICT I.T. STAFF. IN PARTICULAR, PERSONAL ACCOUNT/DEVICE PASSWORDS SHALL NOT BE SHARED WITH ANY OTHER PERSON FOR ANY REASON. SYSTEM PASSWORDS WILL BE CHANGED EVERY 90 DAYS.

H. SECURING AGAINST UNAUTHORIZED PHYSICAL ACCESS PHYSICAL ACCESS

DESIGNATED HIGH SECURITY AREAS ARE TO BE CONTROLLED WITH STRONG IDENTIFICATION AND AUTHENTICATION TECHNIQUES. STAFF WITH AUTHORIZATION TO ENTER SUCH AREAS ARE TO BE PROVIDED WITH INFORMATION ON THE POTENTIAL SECURITY RISKS INVOLVED.

I. MONITORING SYSTEM ACCESS AND USE

ACCESS TO INFORMATION SYSTEMS, NETWORKS AND INFRASTRUCTURE IS TO BE LOGGED AND MONITORED TO IDENTIFY POTENTIAL MISUSE OF SYSTEMS OR INFORMATION BY DISTRICT I.T. STAFF

J. CONTROLLING REMOTE USER ACCESS

REMOTE ACCESS CONTROL PROCEDURES, MANAGED BY DISTRICT I.T. STAFF, WILL PROVIDE ADEQUATE SAFEGUARDS THROUGH ROBUST IDENTIFICATION, AUTHENTICATION AND ENCRYPTION TECHNIQUES.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: November 13, 2013

Subject Capital Improvement Plan (CIP) – 2014/15 to 2018/19

Below is the District's recommended Capital Improvement Plan for the 2014/15 through 2018/19 fiscal years.

Included is a spreadsheet, which lists each of the projects by school and by fiscal year. Please note that the listing of recommended projects will be transmitted to the Town Manager who will review the listing with me to determine budgeting impact and/or alternative funding sources.

A public hearing on the Town- Wide Capital Improvement Plan is scheduled for February 20, 2014.

The administration recommends approval of the CIP subject to review by the Town Manager and the Superintendent.

YEAR 2014 - 2015

- **THS Roof Top Chiller # 2 Eddy Current Test**

Due to a design flaw in the McQuaid rooftop chiller #2 (Installed in 2005) it has been suggested by both Hartford Steam Boiler Insurance Co. and their Engineering Consultant that an eddy current analysis be done on the 236 evaporator tubes (Wall thickness of the thin-wall type copper tubes) located inside the large chiller barrel. Also, tubes 1,2,3,4 be plugged to ward off any possible future problems in this area with this unit.

Approximate cost to do this work is \$10,300

- **THS Repair of 6" Chiller/Hot Water Main Loop that has a Water Leak**

The 6 " diameter main circulation loop chilled/hot water line that is located in the 1st floor ceiling hallway outside the boiler room is leaking on to the floor. We have determined that it is not a condensation problem (only leaks in the summer) but a leak in one of three "O" ring gaskets that make up the 6" "T" connector that distributes chilled/hot water to other parts of the building. We will need to install new valves before the repairs can be made to isolate classroom un-l-vents and the 2nd floor. There is also a problem with the location of the large "Cable Troft" (telephone, data, fiber optic cables) that is slung directly under (tight against the insulation) the large 6" "T" connector.

Approximate cost to do this work is \$10,710

- **BGS Removal & Replacement of 1999 Grinnell /Autocall Co. Master Fire Alarm Control Panel**

Project # A The existing Grinnell /Autocall master fire alarm panel(BGS front lobby) by Simplex Co. that was installed in 1999 (Formerly the Grinnell /Autocall Co.fire panel) will no longer be supported (service & parts no longer available) by the Simplex Co. A new Simplex 4100-U addressable fire alarm panel and devices need to be installed at BGS as soon as possible. It has been suggested by Simplex that by installing new devices in Hallway "A" **only** the old units could be used for replacement as needed using the existing wiring that runs throughout the building making our upfront cost lower.

Project # B It has been suggested by both the Safety Committee & Architects that this master fire alarm panel be moved to a new location (Inside the front office or someplace else in the front lobby) as to make way for future installation of a new front office high security entry door (buzzer & camera) from the lobby to the front office. At that time the 3 sets of existing lobby doors to the main building can be secured (There are no locks on these doors at the present time and once you are through these doors you can go anywhere you want in the building without going through the front office).

Project # C Cut a hole in the existing wall where the Simlpex/Grinnell fire panel was and install new handy cap access fire rated door and frame with a mag/lock and camera. Relocate "Baseboard Radiation "(water type) on office side. At this time install the 2 sets of new panic bar devices on existing lobby doors to the main building so they can be secured.

TOTAL Installed Cost (New Control Circuits Boards for Main Fire Panel & some devices)
Cost for Project # A \$ 38,396.00

Installed Cost: To Relocate Main Fire Panel with New Control Circuits Boards
Cost for Project # B \$ 4,000.00

Installation of a New Front Office Entry Door from Foyer
Contingency for Plumbing \$2 000
Estimated Cost for Project # C \$10,800

Installation of New Exit Devices on Interior Vestibule Entry Door from Foyer
Estimated Cost for Project # D \$4,159

Total Cost for Proj A,B,C,D = \$ 57,355.00

- **BGS Repair 8 Rusted Outside Class Room. Door Frames and Repair or Replacement 13 Rusted-Out Class Rm. Doors**

Estimated Cost for Project \$ 17,300

- **TMS Gym Door Removal**

Remove hydraulic/chain operated large bi folding gym door (installed 1966). Note: (20' H x 88" L) replace with electric operated "row down curtain". Parts are hard to find or need to be custom made for this door and down time is very disruptive for teaching.

Gym door repair costs run \$1,500 - \$3,000 a year.

Estimated Cost - \$60.000

- **TIS Building Façade**

The Capital Improvement Plan approved for the 2011/2012 fiscal year includes the amount of \$216,738 (of which \$190,077 remains) for repairing the Building Façade Cracks at the Intermediate School. This project has been delayed due to (1) the potential that caulking in the expansion joints between the bricks in the building façade may contain polychlorinated biphenyls (PCB's) and (2) asking for a more exact estimate of cost of the project. Friar Associates, architects hired for developing plans and specifications for the façade repair work submitted a revised estimate for the project totaling \$386,000 which includes an allowance for removal of contaminated caulking, if any.

Friar Associates has divided the project into two (2) phases. Phase 1 which includes masonry demolition and repair, concrete foundation repairs, etc. totals \$131,021. This would leave a balance of \$59,056 (\$190,077 less \$131,021) to be used for the next phase of the project.

Phase 2 of the project which includes installing new control joints, replacement of damaged brick, disposal cost totals \$254,979. Of this amount, approximately \$59,056 would come from the Phase 1 portion, leaving a balance of \$195,923.

In light of this new information, the Capital Improvement Plan would need to be increased by an amount of \$195,923 for Phase 2 of the Building Façade project at the Intermediate School.

Estimated Additional amount - \$195, 923

YEAR 2015 – 2016

- **BGS CONDENSING UNIT REPLACEMENTS (Roof Top AC Units) – BIRCH GROVE PRIMARY SCHOOL.**

PROPOSED EQUIPMENT – R410A UPGRADE WITH NEW COILS

Building	PROPOSED EQUIPMENT				
	Equipment	Make	Model	Qty	Tonnage
Birch Grove Primary	Condenser	Trane	4TTA306D3000	2	5
	DX Coil		DFDB18032G0DB120DAAA00B	2	2
	Condenser		TTA090D300A	1	7.5
	DX Coil		DFDB24036G0DB120DAA00B	1	7.5
	Condenser		TTA09003000	2	10
	DX Coil		DFDB24068G0DB120DAAA00B	2	10

Scope of Work:

- 1) Reclaim, demo and remove five existing condensing units
- 2) Furnish and install new R410A condensing units, sized to match existing
- 3) Furnish and install new DX coils
- 4) Refrigerant piping modifications as required
- 5) Wiring as required
- 6) Rigging as required
- 7) Start up and commissioning

Estimated Cost by Honeywell – Total: \$132, 905

- **TBO 45 KW 3 Phase Propane Type Emergency Generator**

This 3 Phase generator is large enough for building. (excluding air conditioning)

Approximate cost for all Electrical equipment and installation – Total: \$23,246

NOTE: Install a New 1000 gallon Propane Tank (Owned by TBE)

Approximate cost for all Propane equipment and installation – Total: \$3,000

- **TIS Remove and Replace Asbestos Floor Tile**

NOTE: Gray floor tile 12"x12" in the main building 1st & 2nd floor has been tested by Fuss & O'Neill (Enviror Science LLC) on 9/14/11 and found to contain asbestos. The floor mastic is negative.

Removal of AFT:

Main Building 1st & 2nd Floor

1. Removal of asbestos floor tile
2. Moving company
3. Installation of new floor tile
4. Project planning/bid spec's and state approval
5. Soft cost
6. Contingency

Estimated Cost of AFT 46,000 sq. ft x \$9.00 sq. ft. - \$414,000

Please Note: Yellow floor tile 12"x12" in the new addition 1973 1st & 2nd floor has been tested and was found **NOT** to contain asbestos, but the floor mastic is positive for ACM. The science wing is not included at this time but will be used for a staging area for furniture and equipment for this project.

Large areas of floor tile have come up over time due in part to the glue (installed 1970) used to hold down the asbestos floor tile. The glue has been drying out and the only thing holding the 9"x9" tile in some places is the old floor wax between the files.

The average classroom (700 sq. ft) can cost \$6,000+ for removal of VAT and air sampling (not covered by insurance) and installation of new tile. Classroom can be out of service for a week or more and no students can be in the building until final air sampling is done. The larger areas, CAFÉ and hallway can cost \$3,000+ and the down time can be a lot greater.

- **TIS Skylight Replacement:**

Replace all 8 gym roof area skylights installed in 1973.

Note: In order to save money in 1991, the Town opted not to replace 15 year old skylights. They have been repaired a number of times and the weather seals are "shot". The light area has been reduced due to repairs and plastic area is cracked and crazed due to age. No company wants to take the units apart for fear that the large plastic lens will break. Eagle Roofing Co. installed the new roof in Feb. 1991 and Owens Corning Co. holds the 20 year bond. (#20-54696-91)

Cost to repair \$300 to \$500.

Estimated Cost - \$18,000

- **TIS Removal of Concrete (2,249 sq. ft) Front Entrance Area**

Some areas of the sidewalk entrance area (1970) and other areas have been repaired more than once. The snowstorm of 2011 has made things worse in regards to "tripping issues", Handicap access.

Cost to remove old concrete sidewalk and replace with new

Estimated Cost - \$21,480

- **TMS Removal of 90 Old Locker Fronts**

Locker #1 to 180 – old double door side-by-side with 2 book doors above (most middle school children cannot use – installed 1968) Some of the lockers have rust on the inside and will need to be painted.

1. Replace with new double tier "front only" to match existing lockers that were installed throughout the building in 1990's.
2. Install with recessed combination locker set with master key entry.

Estimated Cost \$15,310

- **THS Front Entrance Cantilever Roof Ice Melting Equipment**

During the snow storm 2010 /11 we had 8' of snow on the Cantilever Roof over the front entrance and foyer to the THS. This caused 5 of the 8 front entry doors to be jammed shut due to snow loads. The snow came from the two high roofs above Cantilever roof. (All 8 of the Rear Bus Entry doors were in good working order) The 2" to 3" stones (Roof Ballast) will have to be moved to make way for the 912 sq. ft. ice melting cable and then be reinstalled over the cable.

Approximate cost for all equipment and installation – Total; \$25,255

- **TIS Gym Door Removal**

Remove large bi-folding gym door (installed 1973 - 20'6" H x 72'L) and replace with electric "row down curtain". Parts are hard to find or need to be custom made for this door and we also have had to restrict usage.

Gym door repair costs run \$1,500 - \$3,000 a year

Estimated Cost - \$54,000

YEAR 2016 - 2017

- **TBO Removal and Replacement of 1983 (30 yr. Old) Oil Fired Boiler**

Remove Oil Fired Boiler that was installed in 1983 and replace with an LP Gas unit that is sized appropriately. NOTE :Cost based on newly installed boiler at Crandall Lodge.
Cost for Project A =\$ 26,560

Install a new 1000 gal. PL Gas Tank above ground (owned by the town) for the new boiler at TBO. **Cost for Project B =\$ 2,500**

Approximate cost for Project A,B, = Total: \$ 29,060

Please Note: That if we ever wanted to install a new PL Gas type emergency generator at the TBO it could be powered by the 1,000 gal. PL Gas Tank for the boiler.

- **BGS Fire Exit Foyer Door Area by Classroom A-2 & SPL A-12 (floods after a heavy rain).**

NOTE: The concrete slab and asphalt outside the exit area approximately 1,680 sq. ft. needs to be removed and the area re-graded so the rain and ice melt flow towards an existing field catch basin 30' away from the exit doors. The doors and frames for both the foyer and outside door need additional work due to rusting from standing water.

Approximate cost \$12,000

- **TMS Painting of all Class Rm. & Hallways.**

Paintable area (Classroom walls, unside steel windows, hallways & steel door frames) at TMS locker room, science wing, café, kitchen, art room, auditorium section, with an approximate sq. ft. 94,500

(1) Painting of classroom & office door frames	\$80.00 X 165 =	\$13,200
(2) Painting of classroom & office steel windows	\$100.00 X 58 =	\$ 5,800
(3) Painting of classroom Cinder Block Walls at \$ 6.50 sq. ft. =		<u>\$ 614,250</u>
	Total	\$633,250

YEAR 2017 - 2018

- **THS All Weather Track (installed 2005) Resurfacing**

NOTE: Suggested revised cost based on TMS 2013/14 Urethane RE-Coat Bid was \$96,000

Estimated cost \$97,000

- **BGS Repair driveway and parking lot**

Estimated Cost - \$200,000

**FIVE YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2014-2015 THROUGH 2018-2019**

PROJECT SUMMARY DESCRIPTIONS	FY	FY	FY	FY	FY	FY
BOARD OF EDUCATION	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	
Birch Grove Primary School						
Removal/Replacement Master Fire Alarm Control Panel						
Repair 8 Rusted Outside Classroom Door Frames and Repair or Replace 13 Rusted Classroom Doors	\$57,355					
Condensing Unit Replacement (Rooftop AC units)	\$17,300					
Fire Exit Foyer Door Area - remove concrete slab and asphalt Driveway and Parking Lot repairs		\$132,905				
			\$12,000			
Tolland Intermediate School				\$200,000		
Repair Building Façade	\$195,923					
Removal of Concrete - Front Entrance Area		\$21,480				
Asbestos Floor Tile Removal and Replacement		\$414,000				
Skylight Replacement (8)		\$18,000				
Gym Bifold Door Removal		\$54,000				
Tolland Middle School						
Gym Door Removal	\$60,000					
Removal of Old Locker Fronts (90)		\$15,310				
Painting of All Classroom and Hallways			\$633,250			
Tolland High School						
Roof Top Chiller #2 Eddy Current Test	\$10,300					
Repair 6" Chiller/Hot Water Main Loop	\$10,710					
Front Entrance Cantilever /Roof Ice Melting Equipment		\$25,255				
All Weather Track Resurfacing				\$97,000		
Board of Education Building						
Emergency Generator - 45KW 2 Phase Propane		\$23,246				
Installation - 1000 gallon Propane Tank (generator)		\$3,000				
Oil Fire Boiler removal and Replacement				\$26,560		
Installation - 1000 gallon Propane Tank (boiler)				\$2,500		
Total	\$351,588	\$707,196	\$674,310	\$297,000		

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM OCTOBER 22, 2013 – 7:30 P.M.

MEMBERS PRESENT: Jack Scavone, Chairman; Richard Field, Vice-Chair; George Baker; Josh Freeman; Mark Gill, Jan Rubino and Benjamin Stanford

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven Werbner, Town Manager; Michael Wilkinson, Director of Administration Services; Clem Langlois, Public Works; Beverly Bellody, Human Services; Nancy Dunn, Youth Services Coordinator

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

Bill Eccles of 106 Sugar Hill Road – He said he appreciates the work this Council has done over the past two years. A \$6m shortfall in the budget is nothing to be sneezed at. He added that all of the members have worked well together to see that things have worked out. He also asked what the debt structure will look like if the Tolland Public Library expansion bond referendum is passed.

Mr. Werbner will get him a copy of the schedule.

6. **PUBLIC HEARING ITEMS:**

- 6.1 Approval of Resolution authorizing the Town Council Chair, Jack Scavone to sign a Quit Claim Deed with WPX Energy.

Mr. Werbner said this is a small piece of property that was bequeathed to the Library Board. There have been ongoing discussions about signing the rights over to an entity that has been interested in purchasing this small piece of property. The value is \$875. The Town Attorney recommends that the Chair sign a quit-claim deed so that the town can get out of any liabilities associated with this property, which is located out-of-state. The property has limited value, and is currently not insured.

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

A straw poll was conducted of all those in favor of this resolution: 8 in favor. 0 opposed.

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

Rick Field read the following resolution:

BE IT RESOLVED, that, Jack Scavone, Town Council Chair, is hereby authorized to sign the Quit Claim Deed from Tolland Public Library Foundation, by and through Tolland Town Council, its Governing Body, to WPX Energy Appalachia, LLC.

Seconded by Jan Rubino.

Mr. Freeman asked where the funds are going?

Mr. Werbner said the Library Foundation.

Mr. Freeman commented that he is opposed to the practice of what this company represents, and is having a moral challenge of voting yes on this. Although, he does not want the town to have the liability, so he will vote in favor.

All in favor. None opposed.

7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL: Mr. Freeman said the Technology Advisory Board is still meeting, although they had lost a little steam after they got the funds set aside for the fiber project. For the next term, he believes this Board should still exist. He believes we need an advocate for technology investments in the community. Some things they would like to focus on in the future are: voice over IP, improved communication systems (e-blast), emergency communications, etc. He wants to encourage the next Council to continue with this Board. Mr. Field updated that Mr. Baker and he attended the Fire Department Awards dinner. It was very nice. He extended thanks to the Lt. Governor for coming and helping with the celebration.

Mr. Field updated that the correct date for the tree lighting ceremony is November 30th at 4:00 p.m. After the ceremony, the torch light parade will start at 5:00 p.m.

7b. REPORTS OF TOWN COUNCIL LIAISONS: Mr. Clark commented that the BOE meeting tomorrow night will start at 6:30 with an Executive Session to discuss security issues. The regular meeting will follow at 7:30 p.m. The BOE approved the teachers and administrators contracts. They will be coming to the Council for approval soon.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

- 8.1 Consideration of a resolution for approval of the Tolland 300th Anniversary Committee to place a granite founders monument on a five-acre parcel of town-owned land at Dunn Hill and Old Stafford Roads.

Mr. Werbner said the Tolland 300th Anniversary Committee is seeking permission to place a granite founders monument on a parcel of town-owned land at Dunn Hill and Old Stafford Roads. They have raised more than \$10,000 to purchase the monument and need approval to place the monument there. A dedication will be on Saturday, June 13, 2015.

Rick Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby gives approval of the Tolland 300th Anniversary Committee to place a granite founders monument on a five-acre parcel of town-owned land at Dunn Hill and Old Stafford Roads.

Seconded by Jan Rubino.

Kate Farrish, Secretary of the Anniversary Committee, updated that they are still tinkering with the design. They may try to include Settlers Rock on the monument. The 59 landowners from 1713, who first petitioned the state, will be listed on the monument. She gave the measurements of the monument.

Mr. Field thanked the Committee for all their hard work and the work they continue to put in.

All in favor. None opposed.

- 8.2 Consideration of a resolution to authorize the submission of an application for the 2013-2014 Local Prevention Council Grant offered by the Department of Mental Health and Addiction Services (DMHAS) through East of the River Action for Substance Abuse Elimination (ERASE).

Nancy Dunn said this is a non-competitive grant that they get every year. ERASE is actually looking to develop a different mission to expand their services. It is already in their budget, and will not go any higher until our population goes a lot higher. Mr. Freeman asked what the funding is being used for. Ms. Dunn said it is used for all sorts of prevention activities, ex.: mentoring programs, consultants come in to assist in developing programs, etc.

Rick Field read the following resolution:

RESOLVED: That Steven R. Werbner, Town Manager of the Town of Tolland, and in his absence the Acting Town Manager, has been empowered to sign the **2013-2014 Local Prevention Council Grant** offered by the Department of Mental Health and Addiction Services (DMHAS) through East of the River Action for Substance Abuse Elimination (ERASE), and any subsequent amendments and modifications on behalf of the Town of Tolland, between the Town of Tolland and ERASE.

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

- 8.3 Consideration and action on approving the Temporary Working Foreman Job Description.

Mr. Werbner said this will be for a 9 to 12 month temporary nonunion position with the main duties being the day-to day oversight of the facility improvements relating to the energy efficiency project. This position will monitor all work performed as part of the ESCO project including work performed at Board of Education Facilities. Acting in the capacity of a Clerk of the Works, the salary for this temporary position will be \$60,000 annually and will receive town benefits as well. This cost of the position will be charged to the project. The person filling this temporary position is currently part of the Parks & Facilities crew. The vacated position will be temporarily back filled so that we can continue to meet all the requirements of our daily assignments in that division.

Mr. Gill wanted to clarify that this was a position that was expected the entire way through this process. There is no way we would be able to complete the amount of work and the type of work that needs to be done without having someone oversee this. This position was identified early on in the process. This is not something created out of thin air.

Rick Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached non-union group Working Foreman job description.

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

8.4 Consideration of a resolution to approve the revised Town's All Weather Field Advertising Sign Policy.

Mr. Werbner said in conjunction with the new turf field, a field advertising sign policy was adopted. The hope is to sell signs to gain some revenue. Two signs have been sold already. After further discussion and looking at other communities, the signs will be changed from a polyvinal material, to thin aluminum to withstand the weather better. Also, there will only be one standard size for the signs. The rental fee is approximately \$300. A portion of that fee will go towards the purchase of that sign. If anything happens to the sign, or the company wants to replace the sign, it would be their responsibility to do so. The Town will be responsible for getting the signs made, not the advertiser, to better control the process.

Rick Field read the following resolution:

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

Seconded by George Baker.

Jan Rubino asked how we are going to get advertisers. Mr. Werbner said right now it is within the Recreation Department, although there is talk about different ways to handle it in the future.

Mr. Freeman asked where the rate structure came from (2 year contract, \$800 1st year, \$700 2nd year, each subsequent year \$500).

Mr. Werbner said it coincides with what other area towns are charging.

Mr. Gill reminded that as the turf field was discussed, the advertising was a key part of it all along. The goal with this project was not only to create a turf field at little to no cost to the taxpayer, but also to create a recurring revenue stream to help offset some of the pay-to-play fees and athletic fees.

All in favor. None opposed.

8.5 Consideration and action on approving the Human Services Case Manager Job Description.

Mr. Werbner said the license case manager has left. They have been working to figure out what the appropriate rehire would be in terms of qualifications. This position will be advertised at 25 hours, and it will no longer be a licensed clinician. It will require a Masters in social work.

Rick Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached non-union group Human Services Case Manager job description.

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

8.6 Appointments to vacancies on various municipal boards/commissions.

Jan Rubino motioned to make the following appointments:

Re-Appointments-

Fence Viewer:

Robert A. Rubino, new term 11/06/2013 – 11/03/2015

Historic District Commission:

Rodney S. Hurtuk, new term 11/12/2013 – 11/12/2018

Jonathan H. Gould, Alternate, new term 11/12/2013 – 11/12/2018

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

Ben Stanford motioned to make the following appointments:

Permanent Celebration Committee:

Celeste T. Senechal, new term 11/06/2013 – 11/08/2016

Sharon Hiller, new term 11/06/2013 – 11/08/2016

Herbert DeMeola, new term 11/06/2013 – 11/08/2016

Town Historian:

Barbara F. Cook, new term 11/06/2013 – 11/03/2015

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

Mr. Scavone congratulated Ms. Rubino and Mr. Stanford for doing a wonderful job in keeping all of the Boards / Commissions full. Ms. Rubino said the residents have stepped up, and the e-blast has worked great. They also thanked Holly Suchecki for all her assistance with filling the vacancies.

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Werbner thanked the Council on behalf of the staff. Both parties have extended great courtesies to the staff. He appreciates their time over the last two years.

11. **ADOPTION OF MINUTES**

11.1 October 8, 2013 Meeting Minutes: Rick Field moved to adopt the minutes with **the following change:**

Page 2, item 7b: The PCC Tree Lighting and TFD Torch Light Parade will be held on November 30, 2013, not December 4th as stated in the October 8th minutes.

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

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

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Mr. Scavone thanked Mr. Freeman and Mr. Gill for the two years they spent on the Council. Ms. Rubino said there will be a "Meet the Candidates" on October 29th at THS @ 7:00 p.m. Mr. Field thanked Mr. Freeman and Mr. Gill for their work on the Council, and the rest of the Council members. He said it has been a very good two years.

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

Ken Hankinson of 54 Johnson Road – He added his personal and town-wide thanks to the Council for their time, efforts and the projects that they oversaw over the last two years. He has never seen a Council that has interacted professionally and with such stability like this one. He hopes that future Councils look back at what they have done and follow their lead. It has been refreshing and productive.

15. **ADJOURNMENT:** Rick Field moved to adjourn the meeting; Seconded by Mark Gill at 8:06 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk