

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

SPECIAL MEETING

6:15 – 7:30 P.M.

AGENDA  
May 14, 2014

**VISION STATEMENT**

*To represent education at its best, preparing each student for an ever-changing society, and becoming a full community of learning where excellence is achieved through each individual's success.*

- A. CALL TO ORDER
- B. SUPERINTENDENT SELECTION PROCESS
- C. ADJOURNMENT

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA  
May 14, 2014

**VISION STATEMENT**

*To represent education at its best, preparing each student for an ever-changing society, and becoming a full community of learning where excellence is achieved through each individual's success.*

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES – Special Meeting – April 30, 2014

C. PUBLIC PARTICIPATION (2 minute limit)

*The members of the Tolland Board of Education welcome members of the public to share their thoughts and ideas at this time. When appropriate to do so, members of the Board and the administration may respond to comments during "Points of Information". However, in consideration of those in attendance and in an effort to proceed in a timely manner, follow-up discussion may need to take place outside of the meeting setting.*

D. POINTS OF INFORMATION

E. STUDENT REPRESENTATIVE REPORT – Aiyla Zahid

F. SUPERINTENDENT'S REPORT

- F.1 3 Year Budget Plan - Framework
- F.2 Status of the 2014 – 2015 Budget
- F.3 School Resource Officer – Status Report
- F.4 Field & Grounds Maintenance Agreement

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

- I.1 Board Policy and Administrative Regulation 4000 [1030] Bloodborne Pathogen  
Board Policy 5500 – Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease and Diabetes

J. PUBLIC PARTICIPATION (2 minute limit)

*Comments must be limited to items on this agenda.*

A. POINTS OF INFORMATION

B. CORRESPONDENCE

- Special Town Council Meeting - April 23, 2014
- CABA

C. FUTURE AGENDA ITEMS

D. EXECUTIVE SESSION

- Personnel Matters

E. ADJOURNMENT

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

REGULAR MEETING – April 30, 2014

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

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

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:32 P.M. The Pledge of Allegiance was recited.

B. APPROVAL OF MINUTES

April 9, 2014 – Regular Meeting

Ms. Moran inquired if questions that arose during the meeting had been addressed. It was noted that a discussion regarding Chromebooks could be covered in the Technology Presentation, Dr. Eidson will provide the survey statistics at a later date, and Mr. Pagoni addressed where one could find information regarding college acceptances at the last meeting.

Mr. Doyle motioned to approve the minutes of the April 9, 2014 regular meeting. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION (2 minute limit)

Jan Rubino, 296 Weigold Road, noted that Tolland is enrolled in the Sacred Heart University Internship Program.

Elizabeth Chounicki, 10 Old Farms Road thanked the Board for bringing the important issue of curriculum to a public forum. She commented that by ensuring that the writing program is top rate, that math is current and up to date, and that the literacy program reaches and challenges students, the students' experience will be extraordinary and exemplary. She looks forward to hearing more about curriculum and technology in future meetings.

D. POINTS OF INFORMATION

Mr. Guzman spoke about the Sacred Heart University Internship Program. At a previous meeting, the Board discussed looking into internship programs. As a result, Tolland has received many resumes. These were distributed to the principals for review. Mr. Guzman's hope is to have 8 interns in the District. Ms. Rubino commented that one challenge is that the interns need to return to the Griswold campus after the school day. Further, according to the University, this is a free program and should be advertised to the substitute teachers and others in Tolland.

E. STUDENT REPRESENTATIVE REPORT - Aiyla Zahid

Ms. Zahid noted that the Student Council held Cupcake Wars and raised about \$200 for the Cornerstone Foundation in Rockville. Further, it is continuing to plan Prom Safety Week (date of the prom is May 16<sup>th</sup>). Coffee House will be held on May 16<sup>th</sup>.

Mr. Guzman noted that the permit for use of the Green on the day of the Prom has been submitted.

## F. SUPERINTENDENT'S REPORT

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

Mr. Guzman discussed the Annual Presentation on the Town budget held on April 23, 2014. The Town Council's budget goals are to: produce a fiscally responsible budget, maintain important services, and continue to provide programmatic improvements. Mr. Adlerstein presented the Board's goals of: full day kindergarten, a school resource officer, and pay to participate fees. Mr. Adlerstein reviewed the attached presentation. He clarified that pay to participate fees refer to athletics as well as clubs. He requested that everyone vote on May 6<sup>th</sup>.

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

Mr. Guzman explained that the District anticipates having at least \$350K to cover the cost of the retirement fund as well as a portion of health insurance. The unexpended projected balance at this time is approximately \$370K. Mr. Clark inquired if there has been a change to the health insurance projection. Mr. Guzman explained that Mr. May reviewed the information and at this time there is no change to the projection. There still could be a change to the projection once data is available for May and June.

### F.3. Healthy Foods Certification Statement

Mr. Guzman noted that this is due by June 1<sup>st</sup> and the District wants to continue to participate in this program.

Mr. Clark motioned to move this to item I.4 for action. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

### F.4. Board Policies

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

These policies were reviewed by the Policy Committee at its April 9, 2014 meeting. Ms. Gorsky provided an overview of the attached policies. These policies will be on the agenda at the next meeting for the Board's consideration.

Mr. Guzman noted that on May 13<sup>th</sup>, he will attend a meeting with Ms. Fox where the state will recognize those schools that have received an Excelling Category status. This is sponsored by the Commissioner of the State Department of Education.

Mr. Adlerstein noted that items including all-day kindergarten, curriculum, and technology are not in the Superintendent's report but are fully active in committee discussions.

Ms. Moran inquired about the topic of offering a regional special education program. Mr. Guzman provided an update. They are trying to identify space at either TIS or TMS. The director of educational programs from EastConn visited the schools with his director of regional programs and identified options for renovation and re-designation.

## G. COMMITTEE & LIAISON REPORTS

### Finance and Facilities

The Committee met on April 22, 2014. Mr. Doyle noted that there have been 140 registrations for kindergarten in the upcoming academic year. Five families have expressed interest in a half day option. He also noted that DRA has committed to return to share information and to discuss how it may be presented at a Board meeting. The Committee also discussed the bus transportation contract. The bid locks in the term and the expenditure per bus. Lastly, the field maintenance agreement was discussed and will be presented to the Board in June.

## Policy

Ms. Gorsky noted that the next meeting will be on May 8<sup>th</sup> at 10:30AM in the District office. The Committee will look at policies and discuss best practices for the implementation of all-day kindergarten and a half day option. Curriculum will also be discussed.

## Communications

The Committee met on April 23<sup>rd</sup>. The members are working on the Spring Newsletter. Additionally, they discussed June 14<sup>th</sup> and June 21<sup>st</sup> as possible dates for the TMS Volunteer project. Volunteers would do some cleaning and prep work in preparation for the painting. The District is researching if there are any liability issues and the coverage that may be needed for the project. A discussion of planning and advertising future school events took place as well. The website taskforce will meet on May 5<sup>th</sup>. Ms. Moran noted that volunteers are needed to help at the Spring Fling on June 7<sup>th</sup>.

## Town Council Liaison

Mr. Clark noted that the Town Council had an item on its agenda regarding the Town renting out one of the non-turf fields. The Board was not included in this conversation. Mr. Guzman confirmed that there is a provision in the current agreement for such rental. This item has been put on hold. Further, sales for advertising on the new turf field have not been as great as was anticipated and there has been discussion about possibly reducing the cost.

## H. CHAIRPERSON'S REPORT

### H.1. School Resource Officer Recommendation - Update

A meeting was held on May 10<sup>th</sup> and the Town made it clear that the decision was up to the Board in regard to the School Resource Officer. This item will be on the May 14<sup>th</sup> agenda. A brief discussion regarding selection took place. It was noted that Tolland will be the first town in CT to have a State Trooper become a school resource officer. Mr. Pagoni inquired if it would be possible to have 2 school resource officers. Detailed information will be posted as an attachment to this evening's notes.

## I. BOARD ACTION

### I.1. Proposed Revised School Calendar – 2014/2015

Mr. Pagoni motioned to pass the revised school calendar as posted and presented. Ms. Gorsky seconded the motion. Mr. Frattaroli, Ms. Moran, Ms. Gorsky, Mr. Doyle, Mr. Adlerstein, Mr. Pagoni, and Mr. Clark were in favor. Mr. Sce abstained. Motion carried.

### I.2. Board of Education Policy 6092 – On Line Coursework

Mr. Pagoni motioned to pass Board of Education Policy 6092. Mr. Clark seconded the motion. All were in favor. Motion carried.

### I.3. Transportation Services 2014-2019 Bid Award

Mr. Pagoni motioned that the transportation bid award for the contract period of 2014 to 2019 be awarded to First Student as recommended by the administration. Mr. Doyle seconded the motion. Mr. Adlerstein clarified that only the term and rate per bus is being locked in. All were in favor. Motion carried.

### I.4. Healthy Food Certification Statement

Mr. Pagoni motioned to pass the Healthy Food Certification letter and read the following, "On behalf of the Tolland Board of Education and pursuant to Section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to student in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will meet said standards during the period of July 1, 2014 through June 30, 2015. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school

cafeterias, and any fundraising activities on school premises, whether or not school sponsored.” Mr. Clark seconded the motion. All were in favor. Motion carried.

**J. PUBLIC PARTICIPATION**

Colleen Yudichak, 12 Blueberry Hill Road, inquired about when they would know about the location for the Spring Fling scheduled for June 7<sup>th</sup>. Mr. Guzman recommended that she keep in contact with Mr. Dineen who is working on this.

Pat Martineck, 60 Doyle Road, inquired if there is a formal tracking system for inappropriate items appearing on websites used in the classroom. She would like to know the procedures for how teachers should handle this type of incident and how it is reported. She noted that there was an incident in her son’s classroom. Mr. Guzman responded that there is an extensive firewall and he will reach out the director of technology.

**K. POINTS OF INFORMATION**

Mr. Clark inquired if the Supreme Court had ruled on the cases that were presented last fall at Tolland High School. Mr. Guzman will follow up on this to learn if there was a ruling.

Mr. Clark inquired about the first round of testing. Mr. Guzman explained that testing will last through the first week of June. While there have been a handful of non-participants, given the circumstances most students have taken it seriously and are doing their best. There have been some minor concerns in terms of the mechanics of the administration but they are working through them. Mr. Clark confirmed that the Board is now a member of CABA through June 30<sup>th</sup>.

Mr. Clark received fundraising requests for the baseball team and asked if it complies with the fundraising policy that currently exists. This will be discussed at the next Policy Committee meeting and reviewed.

Mr. Frattaroli inquired as to the status of the dugouts. Mr. Guzman explained that there has been a revision to the plans in conjunction with the town building inspector. A vendor will price it according to the revised plans. The materials to be used are not as costly as the ones in the original plan. The District will request quotes.

Mr. Pagoni asked if there would be a safety and security briefing. He found the presentation to be very valuable in the past. This will be a future agenda item. Additionally, there have been discussions in the past regarding whether rescheduled meetings are special or regular meetings. He would like clarification from the state and the attorney for the upcoming Policy Committee meeting. Further, the meeting dates on the website need updating. Lastly, he would like to post the referendum date on the front page of the Board’s website. Mr. Guzman will look into this last item. If acceptable, this will be posted.

**L. CORRESPONDENCE**

- Town Council Minutes from April 9, 2014
- Town Council Minutes from April 15, 2014

Ms. Gorsky reported on the most recent correspondence which included comments and inquiries regarding the school calendar, curriculum and instruction, and all-day kindergarten.

**M. FUTURE AGENDA ITEMS**

- Policies
- 2014/15 budget update
- School resource officer detail/protocol
- Safety and security briefing
- Information on web access
- Supreme Court ruling update
- 3 year plan with a framework including enrollment and contractual data

N. EXECUTIVE SESSION

- Personnel Matters

Mr. Doyle motioned to go into executive session to discuss personnel matters at 9:35 p.m. Mr. Frattaroli seconded the motion. All were in favor. Motion carried.

O. ADJOURNMENT

Robert Pagoni motioned to adjourn the meeting at 11:11 P.M. Joe Sce seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

Respectfully submitted,



Lisa Pascuzzi

Clerk



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

**FROM: William D. Guzman**

**DATE: May 14, 2014**

**SUBJECT: 3 Year Budget Plan - Framework**

Attached for your information is the initial framework for developing a three (3) year District budget. The section entitled enrollment projection was developed by the New England School Development Council (NESDEC) developed in December 2013. Those projections are updated each year.

Other major accounts such as medical health insurance and utilities require further discussion and analysis because of the variability of the elements in the accounts. Likewise, the special education account is based upon the number of identified students, the tuition rate of the agency and the state's reimbursement percentage.

Note that this is the initial step in developing a three-year budget. Further discussion is warranted to ensure that a full analysis of the many elements of the District budget are reviewed to ensure effective and efficient use of funds.

WDG:jp

<b>TOLLAND PUBLIC SCHOOLS</b>							
<b>Three Year Budget Projection FY 2015-16 through 2017-18 Framework</b>							
	Description	FY 2014-15 Budget		FY 2015-16 Budget	FY 2016-17 Budget	FY 2017-18 Budget	Notes
x	<b>Enrollment Impact</b>						
	Birch Grove	543		489	476	472	
	Tolland Intermediate	580		547	527	504	
	Tolland Middle	665		650	600	563	
	Tolland High	834		801	779	759	
	<b>Total</b>	<b>2,622</b>		<b>2,487</b>	<b>2,382</b>	<b>2,298</b>	NESDEC projection
	<b>Change in enrollment</b>			<b>(135)</b>	<b>(105)</b>	<b>(84)</b>	
1	<b>Teachers - Certified Salaries (Prog 178, 179)</b>	\$15,997,196		\$16,446,717	\$16,912,159		Based on contract
2	<b>Administrator Salaries (Prog 186, 188)</b>	\$1,680,954		\$1,714,573	\$1,752,294		Based on contract
3	<b>Central Office Salaries (Prog 183, 184, 185, 188)</b>	\$854,599		\$875,964	\$897,863		Based on history of increase
4	<b>Non-Certified Salaries (Prog 180, 186, 188)</b>	\$1,894,730					
5	<b>Custodial/Maintenance Salaries (Prog 181,182)</b>	\$981,882		\$1,001,520	\$1,021,550		Based on salary increase history prior years and contract
6	<b>Health Insurance (Prog 177)</b>	\$5,621,417					
7	<b>Health Insurance (Prog 177) Affordable Care Act</b>	\$55,240					
x	<b>Health Insurance (Prog 177) Prepayment</b>	\$(200,000)					No prepayment planned.
8	<b>Other Post Employment Benefits (OPEB)(Prog 177)</b>	\$30,723		\$146,000	\$146,000	\$146,000	Based on current cost
9	<b>Pension ICMA (Prog 177)</b>	\$174,568		\$179,805	\$185,199	\$190,755	Based on 3% increase
10	<b>Staff Srvs (Prog 177, less severance obj 195)</b>	\$991,224					
x	<b>Teacher retirements</b>	\$(122,755)					
11	<b>Special Services (Prog 131)</b>	\$2,399,935					
12	<b>Transportation (Prog 701, less diesel &amp; fuel)</b>	\$2,141,407		\$2,022,135	\$2,077,760	\$2,134,885	Based on bid results for regular transportation only, not extra runs, summer school, etc.

<b>TOLLAND PUBLIC SCHOOLS</b>							
<b>Three Year Budget Projection FY 2015-16 through 2017-18 Framework</b>							
	Description	FY 2014-15 Budget		FY 2015-16 Budget	FY 2016-17 Budget	FY 2017-18 Budget	Notes
13	<b>Utilities (Prog 663) &amp; Energy Mgt (Prog 666)</b>	\$1,383,433					
14	<b>Other: Comm, Ins, Diesel, Gas (Prog 667, 701)</b>	\$513,558					
15	<b>Custodial/Maintenance (Non salary) (Prog 661, 662)</b>	\$619,576					
16	<b>Central Office and Admin program costs: (Prog 710, 755-756, 770, 790-791)</b>	\$559,463					
17	<b>Student Athletics/Activities (Prog 134, 136)</b>	\$194,936					
18	<b>Instructional Programs (Prog 101-15, 132, 142-146)</b>	\$456,813					
19	<b>Technology (Prog 757)</b>	\$273,680					
20	<b>Interdistrict Tuition (Prog 133)</b>	\$247,541		\$257,443			Based on 4% increase in tuition rates, unknown student enrollment
21	<b>Substitutes, Curriculum Writing and Tutoring (Prog 187, 188)</b>	\$550,260					
	<b>Grand Total</b>	<b>\$37,300,380</b>		<b>\$22,644,157</b>	<b>\$22,992,825</b>	<b>\$2,471,640</b>	

**TO: Members of the Board of Education**  
**FROM: William D. Guzman**  
**DATE: May 14, 2014**  
**SUBJECT: Status of the 2014 – 2015 Budget**

The Town Council's Board of Education budget was approved at referendum on Tuesday, May 6, 2014.

The approved FY 2014 – 2015 Board of Education budget is \$37,189, 581, a 3.14% increase of \$1,130,331.

No adjustments have been made to the attached Budget Cost Impact Scenario since last reported on April 9, 2014.

TOLLAND PUBLIC SCHOOLS  
 Business Services  
 FY 2014-15 Budget Cost Impact  
 Scenarios

<u>Program</u>	<u>Current Budget</u>	<u>Unit Cost</u>	<u>Cost Impact</u>		<u>Explanation</u>
			<u>High</u>	<u>Low</u>	
Transportation	Projected at 5% increase	\$ 20,615	\$ -	\$ (61,845)	High: No reduction in projection of 5% rate increase, Low: project bid results come in at 8% rate increase.
Retirees	Projected 7 retirees	\$ 9,772	\$ 48,860	\$ 9,772	High: 5 additional retirees, Low: 1 additional retiree.
Health Insurance	Projected 10.0% increase	\$ 45,867	\$ 133,000	\$ 45,867	High: Additional 2.9% reduction in renewal increase, Low: 1% renewal reduction.
Health Insurance (H S A)	Projected enrollment of 105 employees	\$ 4,848	\$ 48,480	\$ 9,696	High: 10 moves to H S A, Low: 2 projected moves.
Special Services	Projected 82% reimbursement from Excess Cost Grant	\$ 15,465	\$ -	\$ (46,395)	High: No change, Low: reimbursement at 80%.
Sub-Total			\$ 230,340	\$ (42,905)	
Health Insurance	Revised to 10.0% increase		\$ 73,387		Reduction to Health Insurance Account
Transportation (Diesel fuel)	Revised to reflect bid results.		\$ 43,384		Diesel fuel budgeted @ \$3.60 vs. \$3.0547 locked-in rate.
Reduction to misc accounts			\$ 18,564		Recommended reduction after review of line item budgets.
Transportation	Bid results		\$ (64,573)		Addition to budget due to bid results.
Total			\$ 301,102		
Projected Account Adjustments			\$ 301,102		
BOE Budget Request			\$ (110,108)		Town Council reduction to BOE request 4/1/14
All Day Kindergarten			\$ (161,157)		Implementation of ADK approved by BOE 3/19/14
Participation fee revisions			\$ (26,565)		Athletic and Cocurricular revised fees approved by BOE 3/19/14
Difference			\$ 3,272		

TOLLAND PUBLIC SCHOOLS  
Business Services  
FY 2014-15 Budget Cost Impact  
Scenarios

**Recommended Priorities to FY  
2014-15 BOE Budget**

**Cost**

**Explanation**

Technology implementation	\$	69,500
Board of Education	\$	9,966
Total	\$	<u>79,466</u>

Computer equipment Science each school  
CABE membership

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

**FROM: William D. Guzman**

**DATE: May 14, 2014**

**SUBJECT: School Resource Officer – Status Report**

Attached for your information is a draft of the Mission Statement and Memorandum of Understanding for the Tolland School Resource officer position developed by Nancy Dunn, Youth Services Coordinator, Stephanie Mansell, Human Services Case Manager, Margot Martello, Assistant Principal at Tolland High School, and Sargent Todd Stevens, Resident State Trooper. You will note that the memorandum also includes the goals and objectives of the Resource Officer Program.

Resident State Trooper, Sargent Todd Stevens has indicated as of this date two current Resident Troopers are interested in the Resource Officer position. To the degree permissible, a panel of district and town staff will assist Sargent Stevens in the affirmation process.

Below is a tentative outline of the major implementation timelines:

**June** -Office at Tolland High School identified with appropriate telecommunications/technology equipment.

**July** – Affirmation Interview as noted above.

**August** – School Resource Officer Training  
Town Council and Board of Education approve Memorandum of Understanding.  
School Resource Officer introduced by school staff convocation

**September** – School Resource Officer introduced to the community at PTO meetings and Open Houses.

**June 15, 2015** - Collaboration Team (Sargent Stevens, School Resource Officer, Nancy Dunn, Dominique Fox, Walter Willett, and Superintendent) – conduct evaluation and recommendation for subsequent year.

WDG:jp

MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN  
THE TOWN OF TOLLAND, TOLLAND PUBLIC SCHOOLS  
AND  
TOLLAND RESIDENT STATE TROOPERS' OFFICE / CONNECTICUT STATE POLICE

MISSION STATEMENT

The Tolland School Resource Officer Program is a partnership between the Town of Tolland, Tolland Public Schools and the Tolland Resident State Troopers Office. As a result of this cooperative relationship, we will be better able to identify and address the needs and concerns of the school community with the goal being to provide a safe and secure learning environment.

MEMORANDUM OF UNDERSTANDING

The following memorandum of understanding is between the Town of Tolland, Tolland Public Schools and the Tolland Resident State Troopers Office/ Connecticut State Police. It strives to ensure a consistent response to non-emergency issues on the school campus and clarify the responsibilities of school and police personnel with regard to such issues, promoting the best interest of the student, school system, law enforcement and community at large.

The parties agree to the following principles upon which this agreement is founded.

**GOAL**

The goal of the Tolland School Resource Officer Program is to promote collaborative problem-solving and to educate, counsel and protect our school community.

**OBJECTIVES**

- To foster educational programs and activities that will increase students' knowledge of and respect for the law and the function of law enforcement agencies (e.g. integrating law-enforcement education into relevant school curriculum; providing law enforcement perspective in discussions with individual students, parents and staff),
- To assist in developing prevention strategies to resolve problems affecting our youth, including but not limited to alcohol and drug use, bullying, sexting, adolescent relationships



and domestic issues, facilitated by establishing a positive connection between law enforcement and youth in what youth view as a safe environment,

- To establish and maintain a close partnership with school administrators in order to provide a safe school environment (e.g. instructing school personnel in handling potential crisis situations; being present during situations where potentially emotional or volatile behavior may present a risk to school staff; assisting administrators in emergency crisis planning and building security matters),
- To assist in and coordinate appropriate school-law enforcement responses in handling non-emergency disruptive behavior at school and school-related events by State Troopers and school personnel, using a Right Response Model (Attachment A) as follows:
  - Level 1- Classroom Intervention- The classroom teacher plays a prominent role in guiding, developing and reinforcing appropriate student conduct and is acknowledged as the first line of implementing the school discipline code. As such, this model begins with a range of classroom management techniques that must be implemented prior to any other sanctions or interventions. Classroom intervention is managed by the teacher for behaviors that are passive and non-threatening such as dress code violations, and violations of classroom rules. The SRO is not involved at this level.
  - Level 2- School Administration Intervention- Classroom interventions must be supported by someone with the authority to suspend, expel or recommend disciplinary action and who can address more serious or repetitive behaviors and behaviors in school but outside of the classroom. Examples of behavior at this level include repetitive patterns of misconduct, defacing school property, truancy, threatening, and disruptive behaviors in hallways, bathrooms, courtyards and school buses. Prior to suspension or expulsion, and BEFORE student actions rise to a criminal level, school administration may request the SRO's involvement in ameliorating the behavior if administration is not successful in curbing the behavior through traditional methods.
  - Level 3- Assessment and Service Provision- Certain behaviors and needs of the student will call for an assessment process and intervention with the use of the school and community services, and school administration may request the SRO's involvement to perform behavior threat/risk assessments, and to help coordinate municipal resources as necessary. This intervention is managed by the school administrator. Repetitive truancy or defiance of school rules, and behaviors that interfere with others such as vandalism or harassment, belong at this level as well as misbehaving students who would benefit from service provisions. Assessment and service intervention options should include any Classroom or School Administration interventions.
  - Level 4- Law Enforcement Intervention- When classroom, school and community options have been found ineffective (or in an emergency) the school should involve law enforcement as a last line of defense, including the School Resource Officer. Involvement of the police does not necessarily mean arrest and referral to court; however under no circumstances does any part of this entire Agreement restrict, supersede or limit the SRO's requirements under Connecticut State Statutes or by Department Policy and Procedures. Behaviors at this level should only be violations of criminal law, and should follow Classroom, School Administration and Assessment

and Service interventions, except in the case of an emergency or criminal violation. Law enforcement options are discretionary, remain with the attending officer at all times, and may include verbal warning, conference with student, parents, teachers and/or others, referral to other specified diversionary programs and referral to court.

- To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses on the school campus (e.g. disorderly conduct by trespassers; the possession /use of weapons; sale and/or distribution of illegal/controlled substances; riots), and to help coordinate municipal resources as necessary,
- To report serious crimes which occur on the school campus and conduct investigation and to cooperate with other law enforcement officials in their investigations of criminal offenses which occur on and off school grounds while adhering to State Police policies and procedures.

#### LAW ENFORCEMENT ACTIVITY ON SCHOOL CAMPUS

The parties agree that police should follow certain protocols when on school grounds in non-emergency circumstances as follows:

- Police will act through school administrators whenever they plan any activity on school grounds.
- Officers entering school grounds will be aware of the potential disruption of the educational process that police presence may cause.
- Prior to entering a school to conduct an investigation, arrest or search, officers will consider the necessity of such action based on:
  - The potential danger to persons;
  - The likelihood of destruction of evidence or other property;
  - The ability to conduct the investigation, arrest or search elsewhere.
- When taking a student into custody:
  - Officers should make reasonable efforts to avoid making arrests or taking students into custody on the school premises.
  - Whenever possible, students should be taken into custody out of sight and sound of other students.
- The School Resource Officers will not be responsible for student discipline or enforcement of school rules, although the SRO may provide assistance to school personnel. The SRO will work collaboratively with the school administrator to determine the goals and priorities for the SRO program and the parameters for SRO involvement in school disciplinary matters.

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

**FROM: William D. Guzman**

**DATE: May 14, 2014**

**SUBJECT: Fields and Grounds Maintenance Agreement**

Attached for your review is a copy of the proposed Fields and Grounds Maintenance Agreement for the period July 1, 2014 through June 30, 2017. This agreement has been updated by the Town Manager, the Town Public Works Director, the School Maintenance Director and the Superintendent of Schools.

Added language is in uppercase letters while deleted language is in brackets. This agreement will be presented to the Town Council at its May 27, 2014 meeting for consideration.

The administration recommends approval.

WDG:jp

## FIELDS AND GROUNDS MAINTENANCE AGREEMENT

This Agreement made and entered into as of this \_\_\_\_\_ day of June, 2014, by and between the Town of Tolland (hereinafter called the "Town") and the Town of Tolland Board of Education (hereinafter called the "Board").

**WHEREAS**, the Board desires to enter into a contract with the Town for the maintenance of playfields and certain school grounds; and

**WHEREAS**, the Town desires to provide the Board with these services; and

**WHEREAS**, it is the desire of the Town and Board to have services performed without financial profit to either party and that the cost to the Board be at a minimum consistent with efficient administration of the services by the Town; and

**WHEREAS**, accurate and segregated cost figures are not available for such services, the Town and Board have agreed to continue the past practice of accounting for said services.

**NOW THEREFORE**, in consideration of the covenants contained herein and for other good and valuable considerations, it is agreed as follows:

### ADMINISTRATIVE ISSUES:

1. This Agreement shall commence and shall be effective July 1, 2014 and shall remain in effect until June 30, 2017 unless sooner terminated by mutual written agreement between the Town and the Board.
2. The Town agrees to instruct its employees to use their best efforts to maintain the fields and grounds around the school building, consistent with the revenue and manpower available for this purpose. Routine maintenance to be performed by the Town includes: mowing, top dressing, lining, edging, seeding, fertilizing, soil sampling, **MAINTAINING ARTIFICIAL TURF FIELD (AS NEEDED ACCORDING TO INDUSTRY STANDARDS)**, parking lot, sidewalk and driveway plowing, and related maintenance in those areas identified in Appendix I. [and additional areas when/if a new school building is completed or when a new addition to an existing building is added.]
3. The Town will provide the Board with a year-end total cost for maintaining the school playfields and grounds which is associated with school use of the fields and grounds by July 15<sup>th</sup> of every year. This cost will include but is not limited to personnel costs, supplies, materials, and depreciation of equipment and will be submitted to the State Department of Education as an in-kind service.
4. The Board of Education will give the Town, at least a year's advance notice of the intent to add programs or facilities that will create a need for additional resources in the form of equipment, supplies or manpower to maintain the fields. **THERE IS NO GUARANTEE THAT THE TOWN WILL BE ABLE TO ACCOMMODATE THE ADDITIONAL PROGRAMS OR FACILITIES WITHOUT ADDITIONAL STAFF OR OTHER BUDGET RESOURCES.**

5. An annual meeting held on or before June 1<sup>st</sup> of each year will be convened by the Town to review progress and requirements of all community fields. Participants will be invited from the various schools, town leagues, and [Board of Recreation] **PARKS & RECREATION ADVISORY BOARD** to join with representatives of the Town Council and Board of Education.
6. Regular meetings will be scheduled between the Superintendent of Schools and Town Manager to review concerns and needs. Should conflicts arise that cannot be resolved between the liaison personnel, a representative from the Board of Education, a representative from the Town Council, [ and a neutral third party **THE TOWN MANAGER AND SUPERINTENDENT OF SCHOOLS** will be the final arbitrators.]
7. This Agreement shall be administered by the Town Manager.

**FIELD AND LAWN AREA ISSUES:**

8. The Board shall prepare a master schedule of its field utilization requirements at the end of each school year. This schedule will be directed to the Town **FOR THE FALL BY JUNE 1<sup>ST</sup> AND SPRING SCHEDULE BY FEBRUARY 1<sup>ST</sup>** for inclusion in a town-wide master schedule by the Town's Director of Recreation. From time to time it may be necessary to modify the schedule because of the need to reschedule league games. When this is necessary, first priority will be given to meeting the needs of the school. When games are scheduled or rescheduled, the field(s) will be prepared in accordance with CIAC rules.
9. The use of school fields and grounds remains under the jurisdiction and control of the Board. Priority of Board field use will rest in favor of school teams.
10. When fields are undergoing renovation work or are unusable, an alternate field, whenever possible, will be provided or the play will be rescheduled.
11. The Town will have access to Board fields and related facilities when school use is not required for games or practices. Such use shall be subject to reasonable rules and regulations as established by the Town's Director of Recreation in concert with the Board's Athletic Director. Every effort will be made to schedule the use of the field by the children in order to ensure that maintenance activities required by this Agreement may be executed in an efficient and timely manner.
12. The [ Parks and Facilities] **PUBLIC WORKS** Supervisor and the High School Athletic Director will communicate each week to update team schedules and clarify issues. In the event of conflicts which cannot be resolved between the Public Works Supervisor and the Athletic Director, the matter will be addressed by the Public Works [Operations Manager] **DIRECTOR**, and then by the Town Manager and Superintendent of Schools to review the issues at hand and develop a compromise solution.
13. The Board will transfer funds to the Parks & Facilities line account (16106172-733600) for field maintenance on or before August 1<sup>st</sup> as provided for in the adopted Board budget. Prior to November 1<sup>st</sup> of each year, the Town will submit budget items with

associated dollar amounts for field maintenance to the Board's Maintenance Manager to be included in the projected Board's budget for the following fiscal year.

14. The schools will provide a minimum four hour period each day when Town personnel and equipment may perform the necessary work and freely enter and exit the work area without restriction which includes mowing/overseeding, top dressing ball fields etc. The Town reserves the right to restrict access to fields when major repairs are needed. Prior notice will be given.
15. When other than normal maintenance is planned for the high school fields, the Athletic Director will be involved in the planning and discussions.
16. Every effort should be made to keep students, coaches, spectators and other personnel from parking their motor vehicles on the grass areas.
17. The Town will line all fields once a week for games. Minor touch up marking prior to a weekend game shall be the responsibility of the Board of Education. Baseball/Softball fields will be lined **DRAGGED AND SCARIFIED** the day of a game on weekdays, **WEATHER DEPENDING**. [For weekend games the fields will be lined on Fridays].
18. The purchase, maintenance, and upkeep of field accessory items such as bats, balls, scoreboards, benches, batting cages, fencing, [light poles, light fixtures] and goals on fields related to school activities are the responsibility of the Board of Education. **THE LIGHT POLE AND LIGHT FIXTURES AT THE TOLLAND MIDDLE SCHOOL FIELD ARE ALSO THE RESPONSIBILITY OF THE BOARD OF EDUCATION.**
19. Major capital improvement requirements for field reconstruction will be identified in the respective Capital Improvement Program of each party evaluated along with other Town priorities. The Board shall put track resurfacing in their Capital Budget request **AT LEAST ONCE EVERY TEN YEARS.**
20. [For the 2012/2013 Budget] The cost for operating the irrigation system at the Tolland High School will be in the Board Budget.
21. Normal grass clippings will be left on the field. The Town will make every effort to eliminate large windrows that would damage the grass.
22. The Town will assist in the put-out/setup of soccer goals, before the season and the take-down/storage at the end of the season. The individual teams will be responsible for the put-up and take-down of nets and benches. **THE TOWN WILL NOT MOVE GOALS FROM FIELD TO FIELD OR SCHOOL TO SCHOOL.**
23. [The bank on the south side of the field one will be maintained in a reasonable manner by the Town]. **THE BOARD OF EDUCATION SHALL ARRANGE TO HAVE THE AREA AROUND ALL BASES, PITCHER'S MOUND AND CATCHER'S AREA LIGHTLY RAKED TO ENSURE OPTIMUM PLAYING CONDITIONS.**
- [24. The town will drag and scarify the baseball and softball fields the day of a game whenever possible. The Board of Education shall arrange to have the areas around all

bases, pitcher's mound and catcher's area lightly raked to ensure optimum playing conditions.]

[25].24 The fields will be watered by the Town when they become dry as long as there is a source of water available. Under no circumstances should potable, Tolland Water Fund or Connecticut Water Company water be used for any irrigation purpose at any school without prior written consent by the Superintendent of Schools, or his/her designee.

[26].25 The Town will paint the lines on the shot/disc slab and javelin approach at Tolland High School.

[27] The Board will make sure all hurdles are off the grass of field 6 after all games and practices.]

[28].26 If the Board elects to use infield tarps on baseball/softball fields, they are responsible for making sure the tarps are removed and stored so they don't interfere with field grooming or mowing by the Town.

**SNOW REMOVAL ISSUES:**

[29].27 School walkways, driveways, and parking areas will be plowed and sanded as needed by the Town. Areas to be cleared are identified in Appendix II.

**TRASH/RUBBISH ISSUES:**

[30]. 28 School personnel shall be responsible for emptying field barrels at the new high school. The Town shall be responsible for emptying the field barrels at all other school fields as part of their weekly lawn maintenance activities. Private clubs utilizing school fields on the weekend shall be asked to take full bags of garbage to site dumpsters and to replace the plastic bag. **CLEANING BLEACHERS AND GARBAGE PICKUP AND REMOVAL WILL BE THE RESPONSIBILITY OF THE BOARD FOR BOARD SPONSORED EVENTS.**

**BOARD OF EDUCATION RESPONSIBILITIES AS IDENTIFIED IN APPENDIX I:**

**29. THE BOARD OF EDUCATION SHALL ENGAGE A CONTRACTOR OR USE SCHOOL PERSONNEL TO PERFORM THE TASKS IDENTIFIED IN APPENDIX I. AT A MINIMUM THE TASKS IDENTIFIED SHALL BE ADDRESSED AT LEAST ONCE IN THE SPRING AND ONCE IN THE FALL.**

And it is mutually understood and agreed that, this agreement shall be binding upon the parties hereto and upon their respective successors.

SIGNED in Tolland, Connecticut on this \_\_\_\_\_ day of June, 2014.

By: \_\_\_\_\_  
Steven R. Werbner  
Town Manager

By: \_\_\_\_\_  
William D. Guzman  
Superintendent of Schools

## APPENDIX I

The Town will be responsible for cutting the grass at all schools with the following areas being excluded:

### **Parker School**

No exclusions.

### **Tolland Intermediate School**

1. The southeast corner by the rear parking lot and Old Post Road, i.e., lawn between rear parking lot and custodial lot/delivery area.
2. Lawn adjacent to school in rear of building inside parking area.
3. Pine grove to north of rear parking lot adjacent to industrial arts classroom.
4. The front lawn inside the pavement (down to Old Post Road).
5. The two small islands in front of the school adjacent to the parking lot and main drive.
6. The large island along Old Post Road and west of incoming front driveway.
7. Small area of lawn north and front islands in front lot to bulb light pole.
8. Lawn on north and east sides of school inside the sidewalk including triangular island with light pole between the two schools and to fence (property boundary).

### **Tolland Middle School**

1. Traffic islands.
2. Twenty-two inch border around school.
3. Lawn area in front of school between school and sidewalk excluding large lawn areas next to the auditorium, band room and behind new art wing.
4. Lawn area directly in front of auditorium main entrance between sidewalks.



**Birch Grove Primary School**

1. Ten feet from the front sidewalk to the building.
2. Thirty feet x thirty feet playscape area.

**Tolland High School**

1. Traffic islands.
2. Three foot border surrounding building.
3. **THE TOWN WILL BE RESPONSIBLE FOR MAINTAINING THE ARTIFICIAL TURF FIELD. EXPENSES RELATED TO MAINTENANCE SHOULD FIRST BE PAID FROM ANY REVENUE GENERATED FROM THE RENTAL OF THE FACILITY OR THE SALE OF ADVERTISING SIGNS.**

## **APPENDIX II**

### **SNOW REMOVAL**

The Town will be responsible for snow removal in parking lots and major sidewalks at all schools.

All plowing and sanding will be completed at the schools as early in the morning as possible in order to safely open schools at their regularly scheduled times.

Parking lot at the Board Office Building.

It is the intention that areas most logically addressed by larger equipment, truck mounted plows etc., shall be done by the Town. Areas most appropriate to light shoveling or inaccessible to bigger equipment shall be done by the Board of Education. This general rule shall apply under most circumstances with exceptions to be resolved by the School Superintendent and Town Manager to address difficult or unusual conditions. In the event school is closed per the Superintendent, lots will be cleared as early in the morning as possible in order for other programs to operate, i.e. Family Resource Center at Birch Grove.

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

**FROM: William D. Guzman**

**DATE: May 14, 2014**

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

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

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

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

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

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BOARD POLICY

REGARDING: Bloodborne Pathogen Exposure  
Control Plan

Number: [1030] **4000**

[Community/Board Operation] **PERSONNEL**

Approved: 10/9/02

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

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

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

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

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

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ADMINISTRATIVE REGULATION

REGARDING: Bloodborne Pathogens  
Exposure Control Plan

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

Approved: 5/28/03

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

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

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

**LEGAL REFERENCES:**

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

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS**

**I. DEFINITIONS**

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

**II. EXPOSURE DETERMINATION**

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

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

### **III. METHODS OF COMPLIANCE**

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

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



#### **IV. PREVENTATIVE MEASURES**

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

#### **V. HEPATITIS B VACCINATION**

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

- B. EMPLOYEES WHO DECLINE TO ACCEPT THE VACCINATION SHALL SIGN THE HEPATITIS B VACCINATION DECLINATION STATEMENT.**

#### **VI. TRAINING FOR EXPOSURE CONTROL**

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

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

**VII. REPORTING INCIDENTS**

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

## **VIII. POST-EXPOSURE EVALUATION AND FOLLOW-UP**

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

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

## **IX. RECORDS**

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

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

B. MEDICAL RECORDS FOR EACH EMPLOYEE WITH OCCUPATIONAL EXPOSURE SHALL BE KEPT CONFIDENTIAL AND NOT DISCLOSED OR REPORTED WITHOUT THE EMPLOYEE'S WRITTEN CONSENT TO ANY PERSON WITHIN OR OUTSIDE THE WORKPLACE EXCEPT AS REQUIRED BY LAW.

C. UPON REQUEST BY AN EMPLOYEE, OR A DESIGNATED REPRESENTATIVE WITH THE EMPLOYEE'S WRITTEN CONSENT, THE SUPERINTENDENT OR DESIGNEE SHALL PROVIDE ACCESS TO A RECORD IN A REASONABLE TIME, PLACE AND MANNER, NO LATER THAN 15 DAYS AFTER THE REQUEST IS MADE.

D. RECORDS SHALL BE MAINTAINED AS FOLLOWS:

1. MEDICAL RECORDS SHALL BE MAINTAINED FOR THE DURATION OF EMPLOYMENT PLUS 30 YEARS.
2. TRAINING RECORDS SHALL BE MAINTAINED FOR THREE YEARS FROM THE DATE OF TRAINING.
3. THE SHARPS INJURY LOG SHALL BE MAINTAINED FIVE YEARS FROM THE DATE THE EXPOSURE INCIDENT OCCURRED.
4. EXPOSURE RECORDS SHALL BE MAINTAINED FOR 30 YEARS.
5. EACH ANALYSIS USING MEDICAL OR EXPOSURE RECORDS SHALL BE MAINTAINED FOR AT LEAST 30 YEARS.

X. LABELS

A. WARNING LABELS SHALL BE AFFIXED TO CONTAINERS USED TO STORE, TRANSPORT OR SHIP BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIAL.

B. LABELS SHALL INCLUDE THE FOLLOWING:

C. THE LABELS SHALL BE FLUORESCENT ORANGE OR ORANGE-RED OR PREDOMINANTLY SO, WITH LETTERING AND SYMBOLS IN A CONTRASTING COLOR.

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

**LEGAL REFERENCES:**

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

**HEPATITIS B VIRUS (HBV) WAIVER**

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

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

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

### 1. Exposure Determination

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

RN  
LPN  
First Aid/CPR Trained Staff

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

#### Job Classification

Certified Staff  
Non-Certified Staff  
Custodians

#### Tasks/Procedures

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

## 2. Implementation Schedule and Methodology

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

### Compliance Methods

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

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

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

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

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

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

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

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

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

### **Needles**

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

### **Work Area Restrictions**

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

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

### **Specimens**

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

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

### **Personal Protective Equipment (PPE)**

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



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

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

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

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

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

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

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

Decontamination will be accomplished by utilizing the following materials:

Multi-Purpose Germicide Cleaner/Spray  
1:10 bleach/H<sub>2</sub>O solution

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

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

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

### **Regulated Waste Disposal**

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

Location – Health Office

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

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

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

### **Hepatitis B Vaccine**

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

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

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

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

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

### **Post-Exposure Evaluation and Follow-up**

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

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

This follow-up will include the following:

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

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

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

### **Interaction with Health Care Professionals**

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

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

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

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

### **Training**

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

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

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

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

Training for employees will include the following explanation of:

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

### **Record Keeping**

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

### **Dates**

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

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

**TOLLAND PUBLIC SCHOOLS**  
Tolland, Connecticut

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

Number: 5500  
Student

Approved: 6/25/08  
Revised: 3/24/10  
**REVISED:**

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

I. Identifying Students With Life-Threatening Food Allergies

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

## II. Individualized Health Care Plans And Emergency Care Plans

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

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



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

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

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

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

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

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

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

- [9.]11. Whenever appropriate, a student with a life-threatening food allergy **AND/OR GLYCOGEN STORAGE DISEASE** should be referred to a Section 504 team for consideration if/when there is reason to believe that the student has a disability that substantially limits a major life activity, as defined by Section 504. Whenever appropriate, students with life-threatening food allergies **AND/ OR SYMPTOMS OF A DIABETIC EMERGENCY**, should be referred to a PPT for consideration of eligibility for special education and related services if there is reason to suspect that the student has a qualifying disability and requires specialized instruction.
- [10.] 12. When making eligibility determinations under section 504 and/or the idea, schools must consider the student's needs on an individualized, case-by-case basis.

### III. Training/Education

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

#### IV. Prevention

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

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

#### V. Communication

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

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

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

VI. Monitoring the district's plan and procedures

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

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

Legal References:

State Law/Regulations/Guidance

Conn. Gen. Stat. § 10-212a Administration Of Medications In Schools

Conn. Gen. Stat. § 10-212c Life-Threatening Food Allergies: Guidelines; District Plans

Conn. Gen. Stat. § 10-220i Transportation Of Students Carrying Cartridge Injectors

Conn. Gen. Stat. § 10-231c Pesticide Applications at Schools Without an Integrated Pest Management Plan.

Conn. Gen. Stat. § 19a-900 Use Of Cartridge Injectors By Staff Members Of Before Or After School Program, Day Camp Or Day Care Facility.

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

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

Public Act [09-155, "An Act Concerning the Use of Asthmatic Inhalers and Epinephrine Auto-Injectors While at School] 12-198, "AN ACT CONCERNING THE ADMINISTRATION OF MEDICINE TO STUDENTS WITH DIABETES, THE DUTIES OF SCHOOL MEDICAL ADVISORS, THE AVAILABILITY OF CPR AND AED TRAINING MATERIALS FOR BOARDS OF EDUCATION AND PHYSICAL EXERCISE DURING THE SCHOOL DAY."

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

Federal Law:

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

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

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

# SPECIAL MEETING MINUTES

## TOLLAND TOWN COUNCIL TOLLAND HIGH SCHOOL – AUDITORIUM APRIL 23, 2014 – 7:30 P.M.

### ANNUAL BUDGET PRESENTATION

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

**MEMBERS ABSENT:** Ben Stanford

**OTHERS PRESENT:** Steven Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services

1. **CALL TO ORDER:** Jack Scavone called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** None.
4. **ANNUAL BUDGET PRESENTATION**

4.1 Pursuant to C9-9 of the Town of Tolland Charter, the Town Council shall arrange for an annual budget presentation. The annual budget presentation is intended to provide information and encourage public discussion.

Mr. Scavone added 4.2 to the Agenda. Mr. Adlerstein will show some slides regarding the BOE's budget.

Mr. Scavone advised that prior to the Annual Budget Referendum the Town Council is required by Charter to arrange for an Annual Budget Presentation. He reviewed all the public meetings held on the budget to date, and advised that a presentation will be given on April 24<sup>th</sup> at the Senior Center. A PowerPoint was used.

The budget referendum will be on Tuesday, May 6<sup>th</sup>. The question on the ballot will be:

*“Shall the Town of Tolland’s proposed 2014-2015 budget of \$53,175,832, reflecting a spending increase of \$1,331,107 or 2.57% which is equal to a 2.849% tax increase of .86 mills compared to the current mill rate and requiring a tax rate of 31.05 mills, be adopted? Yes/No”*

This budget will maintain town services, continue to provide quality education for our children, provide for certain programmatic improvements and produce a fiscally responsible budget. The expenditure summary for FY2014-2015 was reviewed: Town Departments: 4.12% increase; Capital Expenditures: 39.11% decrease; Debt Service: 4.08% decrease and Board of Education: 3.13% increase. Total 2.57% increase. In looking at a pie chart, 70% of our money goes towards education, the town operating budget is 21%, capital improvements are negligible and debt service is 8.5%.

The BOE requested 3.44%. The Town Manager recommended: 3.13%. The Town Council adopted 3.13%. The slight difference was due to the Resource Officer's compensation. Even though 3.13% was adopted, if you consider the Resource Officer's funding, the BOE did receive 3.44%.

A slide showing tax implications on three houses was reviewed. Residents are encouraged to go to the calculator located on the town's website to figure out how the increase will affect them.

Mr. Scavone said that this Town Council and BOE have been more involved in this process. They have worked very hard to investigate everything; to work together to come up with a budget that has something in it for everyone. He added that if residents really want to make a difference in this town, get involved. You can get involved by educating yourself, sign up

for e-blast, follow Facebook and Twitter, sign up for a Board or Commission. You can make a difference. He is proud to serve with all who put time into this budget and thanked them. The town needs knowledgeable people that care.

He reminded that the town has two (2) polling places: the Hicks building and the Senior Center. The polls will be open from 6:00 a.m. – 8:00 p.m. If anyone has any questions regarding your voting district, please contact the Registrars of Voters 860/ 871-3634, the Town Clerk's Office 860/871-3630 or the Town Manager's Office 860/ 871-3600.

*“Shall the Town of Tolland's proposed 2014-2015 budget of \$53,175,832, reflecting a spending increase of \$1,331,107 or 2.57% which is equal to a 2.849% tax increase of .86 mills compared to the current mill rate and requiring a tax rate of 31.05 mills, be adopted? Yes/No”*

Mr. Scavone finished by saying that the Town Council only has the ability to approve a dollar amount requested by the BOE, and invited Mr. Adlerstein to give his presentation.

#### **4.2 What is in the BOE's budget and why:**

Mr. Adlerstein, Chair of the BOE, spoke about the BOE's budget process and what their budget contains. Back on December 3<sup>rd</sup>, the Council and the BOE met and came up with a goal in common, which he read. They dove deep in the budget process. He showed a budget plan, and reminded it is still a work in process. There are three parts to it: 1.) they wanted to maintain level services, 2.) focus on priorities and (3.) look at potential cost savings. A slide was shown detailing the year over year cost changes. The health insurance cost is approximately \$5m of their budget. This year is a perfect storm, because there is a lot of change happening, including the common core curriculum, mandated teacher evaluations and student testing.

The common core curriculum is designed for full day kindergarten. More than 75% of districts have implemented all-day kindergarten. For the most part, implementing all-day kindergarten is not a choice, but a necessity. With regard to the Resource Officer, the biggest benefit beyond safety is prevention and reducing risky behaviors. A slide showing that 31% of sophomores disagree or strongly disagree that they have not been teased or bullied. Also, binge drinking and the use of marijuana are on the rise. Putting a school resource officer in the school is the opportunity to do additional prevention work. The principals are very supportive of having the Resource Officer in the schools.

With regard to pay to participate, a committee was formed to look at our fees. In 2003, about 10% of our athletics programs were paid for by participation fees. In 2012, 75% of our athletics programs were paid for by participation fees. The plan was to reduce them a little bit over several years. Last year, they did not get reduced. This year, there is a modest reduction in the budget. This applies to clubs and athletics.

With regard to the reduction in enrollment, there has been a decline and they forecast a decline in the foreseeable future. In this next year, enrollment does not come down enough in a particular grade to cut a class, although it does make an adjustment to class size, which is a benefit. In FY ending 2016, they do see that there will be an impact in particular grades to reduce classes.

If there is a surplus from this budget, they now have an opportunity to use a reserve account. It gives the BOE the opportunity to set aside some money, so that as issues come up they can be addressed.

Mr. Doyle, Vice Chair of the BOE, began by saying if you really want to make a difference, get involved. They have been looking at the low cost and no cost options that can be used. Through their project with Honeywell, Honeywell has agreed to do some volunteer work in our middle school (painting the bathrooms). They are asking residents to come out and volunteer as well. The residents will be doing some of the prep work, so that when Honeywell comes in for that one day, they will be able to finish the job. It is an opportunity to make improvements to our schools without costing any money. They are looking at June 14<sup>th</sup> and June 21<sup>st</sup> for volunteers to come out and help.

Mr. Scavone said going forward, it is critical that we not go from a one year budget to another one year budget, etc. The thinking of this group of people is to look at two years, three years, and five years down the road. They want to investigate the needs of the community, and plan for them.

## 5. PUBLIC PARTICIPATION:

**A Resident:** She looked at the statistics over the last five years and those that have been anticipated for student enrollment in the next three years; our population is down 432 students in the last five years. If the BOE is estimating 21.5 students per classroom that is 21 classrooms full of children that we are no longer educating. Despite that, the BOE budget in the last five years is up 15%, and the number of full-time equivalent positions has only dropped 2.5 positions. Is anyone bringing this to the BOE's attention? Now that we are educating fewer children, maybe it should go to tax relief or the town?

*Mr. Scavone said they have been involved in this for the last couple of years, and there have been conversations on this. Again, the Council can only approve the number. If the numbers do not look right, it is their responsibility to act. The BOE decides what the number is and why. Mr. Adlerstein said there will be significant reductions in personal in the following budget year. Ms. Rubino said there have been facilities studies, open workshops and the BOE meetings where public participation is encouraged. She suggested that is when these issues should be brought up. Mr. Krasusky said a lot of times the increases of the costs are outpacing the decreases in enrollment. An example is the health insurance costs. Mr. Eccles said it is unfair to say that the BOE is not aware of the enrollment rate. Mr. Adlerstein mentioned it in his presentation. Mr. Adlerstein recommended that she look at the class size. When you compare our classes to other districts, our sizes are larger. He doesn't believe they are out of line.*

**Dale Kasai of 32 Marbella Lane:** He complimented the Council and the BOE on their work. The public has been invited to the meetings and workshops. He believes a lot has been learned by both the Council and BOE. Anyone is welcomed to comment on anything at the meetings. He is pleased to hear that all-day kindergarten is a necessity.

**Kathy Gorsky of 211 Gehring Road:** She is not sure how many staff they have lost over the last few years, although she has seen huge reductions in programs and opportunities in our school system. For example, World Language has been cut hugely, the music department has taken a hit, and pay-to-play has gone up, which is an issue for families.

**Gerry Griffin of 40 Cervens Road:** He asked for an explanation as to why the budget increase for the town and BOE was 2.57%, but the mill increase was 2.849.

*Mr. Eccles said the amount of money that the town has to raise is not \$53,000,000. We get approximately \$12-13m from the State. That number has not changed from last year to this year. So, when we have to come up with the difference, the percentage is a larger percent of a smaller number. Mr. Eccles used an example to clarify his explanation.*

Mr. Scavone thanked everyone for attending tonight's meeting.

**6. ADJOURNMENT:** Bill Eccles moved to adjourn the meeting; Seconded by Rick Field at 8:16 p.m. All were in favor.

---

Jack Scavone, Council Chair

Michelle A. Finnegan  
Town Council Clerk



Richard Murray  
President  
Killingly

Ann Gruenberg  
First Vice President  
Hampton

Robert Mitchell  
Vice President  
for Government Relations  
Montville

Elaine Whitney  
Vice President  
for Professional Development  
Westport

John Prins  
Secretary/Treasurer  
Branford

Lydia Tedone  
Immediate Past President  
Simsbury

Donald Harris  
Executive Committee  
Member at Large  
Bloomfield

Robert Rader  
Executive Director

Patrice A. McCarthy  
Deputy Director  
and General Counsel

Bonnie B. Carney  
Senior Staff Associate  
for Publications

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

Sheila McKay  
Senior Staff Associate  
for Government Relations

Kelly Balsler Moyher  
Senior Staff Attorney

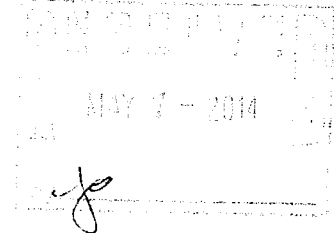
Vincent A. Mustaro  
Senior Staff Associate  
for Policy Service

Lisa M. Steimer  
Senior Staff Associate  
for Professional Development

Teresa Costa  
Coordinator of Finance  
and Administration

May 5, 2014

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



Dear Mr. Adlerstein:

We encourage and appreciate your continued membership in CABE. CABE exists to serve you. In these difficult fiscal times, with so much expected of boards of education, we need you more than ever to remain supportive and committed to the only statewide organization dedicated to the needs of school boards.

CABE is a membership organization, with nearly 90% of all school boards in Connecticut as members. We work together to stay informed on issues, provide our members with valuable resources, and help fulfill boards' governance and management responsibilities. Participation by active board members is a large part of our success. Together, we are a more powerful voice than individually.

Your CABE membership provides you with an expanded network with more resources to tap, allows you to have a voice in our work in representing the needs of boards statewide, gives you the strength found in numbers, and allows us to better influence legislators with regard to making decisions that are in the best interest of your board and public education. CABE enables you to have a more effective board, allows your district to better focus on student achievement and potentially save your district money.

We ask you to renew your membership today for the 2014-2015 year to strengthen the most valuable resource for Connecticut's school boards. United, we make a difference!

Here are additional advantages of CABE membership:

- Receive many of CABE's services at no additional cost or at greatly discounted rates,
- Participate in professional development opportunities that are offered throughout the year at greatly reduced member rates,
- Allow us to be your advocates at the Legislature testifying on key issues, following all bills and influencing legislators, and
- Receive information both on paper and digitally on many educational issues.

As was true last year, we have been at the Legislature throughout the Session, ensuring that your voice and those of all CAFE members was heard.

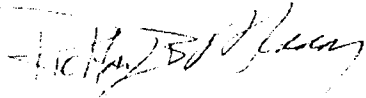
We hope you will continue your support of CAFE. Your membership dues for fiscal year 2014-2015 are \$ 9,682.

We also invite you to become more involved with CAFE. Contact us or your Area Director(s) if you would like to become more actively involved with the Association or have any questions or comments.

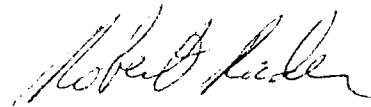
We know all school boards are dealing with difficult financial situations, but it is precisely at times like these that it is more important than ever to band together. By doing so we can share solutions and take advantage of economy of scale in many areas, but we also speak with a louder, firmer voice to the state and national policy makers who ultimately determine the viability of local public education.

We want to help every student in Connecticut succeed, and we need your support and involvement to do that. Thank you for your support and consideration.

Sincerely yours,



Richard Murray  
President



Robert Rader  
Executive Director

Note: Your district's invoice has been sent to your Business Administrator.

ccs  
Enclosure

Glad that Toland has rejoined!  
Bob



# INVOICE

Date: 5/2/2014

Connecticut Association of  
Boards of Education  
81 Wolcott Hill Road  
Wethersfield, CT 06109

**Tolland Public Schools**

<b>Basic Dues FY 2014-2015</b>	
Member Dues	\$ 9,682

<b>Services Available</b>	<b>Description</b>	<b>Current Services</b>	<b>Add Additional Services</b>
<b>CABE POLICY SERVICES</b>	Customized Policy Update Service (\$750) Annual Policy Update Service Publication (quarterly) (\$250) Annual Policy Update Service Publication available on CD with purchase of Update Service (\$50)		
<b>OTHER POLICY SERVICES</b> (Contact CABE For Further Information)	Customized Policy Service (Develop New Manual) Policy Audit Service Core Policies, Regulations and Bylaws Manual on CD Connecticut Online Policy Service		
<b>CABE NEGOTIATIONS SERVICE</b>	Data Service (\$350)		
<b>OTHER CABE SERVICES</b>	CABE Connection (\$325) CABE Express Program (\$375) CABE Administrator Express Program (\$300) CABE Administrator Option (\$195)		
<b>CABE-MEETING</b>	CABE-Meeting* (Renewal Fee) *(for new subscriptions contact CABE)		

<b>OTHER SERVICES</b>	<b>Basic Dues</b>	\$ 9,682
<b>Contact CABE for Further Information on These Services</b>	<b>Current Services</b>	
	<b>Subtotal of Current Dues and Services</b>	\$ 9,682
	<b>Additional Services for FY 2014-15</b>	
	<b>Balance Due</b>	

**CABE INSURANCE**  
(Unemployment Insurance  
Cost Control Service -  
Contact CABE for Pricing)

**CABE SEARCH SERVICES**

**COMMUNICATIONS SERVICES**  
(Provides tailored media  
advice through Baldwin  
Communications)

Make all checks payable to CABE  
Payment due by July 1, 2014  
Thank you for your support!

**CABE Vision**  
*CABE is passionate about strengthening public education through high-performing, transformative local school board/superintendent leadership teams that inspire success for each child.*

## Connecticut Association of Boards of Education



### The Benefits of Membership

- CABE is the only statewide organization devoted solely to representing the needs of boards of education.
- Membership provides boards with an expanded network with more resources to tap and allows them to have a voice in the work of representing the needs of boards statewide.
- Membership gives boards the strength found in numbers, and allows us to better influence legislators with regard to making decisions that are in the best interest of school boards and public education.
- CABE helps in professionally educating boards so that they are more effective. Tailored workshops, such as on FOIA, roles and responsibilities and goal-setting, are provided as a member benefit to local boards (there is no fee).
- Advice on many educational issues is available with a call to our office. If we don't know the answer, we point the caller, a board member or superintendent, in the right direction.
- CABE helps districts to better focus on student achievement by helping board members to better understand the role of the board in this critical area.
- CABE can potentially save your district money with our services, as well as the information provided at workshops and the Convention.
- In this time of increased fiscal stress, it is more important than ever that school boards stick together to protect public education.
- Receive many of CABE's services at greatly discounted rates from what nonmembers can receive.
- Participate in regional or statewide professional development opportunities that are offered throughout the year at greatly reduced member rates.
- Receive timely *Advocacy Highlights*, *Policy Highlights* and other emailed updates, as well as the highly-regarded *CABE Journal* with information on current issues and best practices.
- CABE provides advocacy on behalf of local boards at the Legislature, the State Board of Education and other state and federal organizations by testifying on key issues, following all bills and providing legislators with needed information.
- Membership allows your board chair to participate in the board chair listserv which engages participants in thought-provoking conversations about current issues and allows board chairs statewide to exchange ideas.
- We provide legal and negotiations information that covers issues that board members and superintendents need to understand. And, we're only a phone call away should you need a quick response.



## Connecticut Association of Boards of Education

*Mission: To assist local and regional boards of education  
in providing high quality education for  
all Connecticut children through effective leadership.*



**STRENGTHENING PUBLIC EDUCATION**

### **Our Purpose**

The *Connecticut Association of Boards of Education* (CABE) is a statewide non-profit organization that advocates for public schools and school board leadership in Connecticut. CABE is dedicated to strengthening public education through advocacy, education and service to our member boards of education. It's our belief that providing high-quality education for all Connecticut children begins with effective leadership. CABE exists solely to support our school boards so the future of public education continues to be a bright one.

## **Our Services**

### **Lobbying Efforts**

Monitoring legislative bills, testifying, developing strategies, informing legislators of impact of legislation in Hartford and Washington, D.C.

### **CABE-Meeting**

Provides for paperless board meetings through the CABE-Meeting product; an online agenda building and meeting manager software package

### **Negotiations Service**

Information exchange/clearinghouse, settlement trends, contract review, referrals

### **Legal Services**

Legal updates, legal consultation, legal advocacy

### **Publications**

*CABE Journal, Action Alert, Hotline and Legislative Report*, books, brochures and videos

### **Policy Service**

*Policy information, Reference Manual, Customized Policy Service, Online Service, Update Services, Policy Audit Service*

### **Board Development**

Workshops, conferences, seminars, and Annual Conference

### **Media Relations**

Increasing media and general publics' awareness of concerns of school boards

### **Unemployment Insurance**

Consultation, claims processing, administration, appeal hearings

### **Search Services**

Specializing in executive searches tailored to the specific needs of Connecticut districts

**How to  
Learn More**

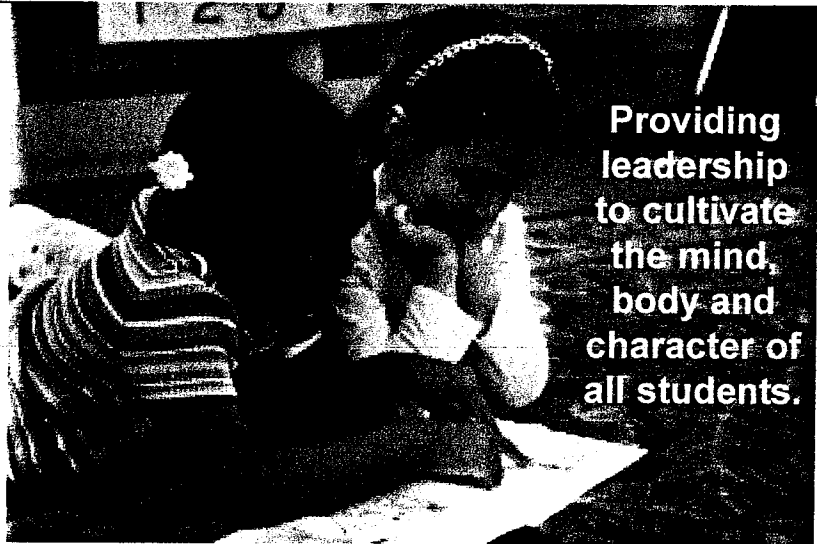
Visit [www.cabe.org](http://www.cabe.org)  
for what's new at CABE,  
upcoming events, news clips and  
more information on our services.

Like us on Facebook  
to be in the know  
and see what's  
going on at CABE.

*Vision: CABE is passionate about strengthening public education through high-performing,  
transformative local school board/superintendent leadership teams that inspire success for each child.*

## From the *CABE* *Code of Ethics* for School Board Members

The success of every school system depends on an effective working relationship between the board of education and superintendent of schools. This code incorporates those standards and responsibilities most critical to productive board and superintendent relations.



Providing  
leadership  
to cultivate  
the mind,  
body and  
character of  
all students.

- Board members and superintendents ensure the opportunity for high quality education for every student and make the well-being of students the **fundamental goal** of all decision-making and actions.
- Board members and superintendents are **staunch advocates** of high quality free public education for **all** Connecticut children.
- Board members and superintendents **honor all** national, state and local laws and regulations pertaining to education and public agencies.
- Board members and superintendents recognize that **clear and appropriate communications** are key to the successful operation of the school district.
- Board members and superintendents will always carry out their respective roles with the highest levels of **professionalism, honesty and integrity**.
- Board members recognize that they represent the **entire** community and that they must ensure that **the** community remains fully informed on school-related matters.
- Superintendents and Board members recognize that the Superintendent serves as the board of education's **agent** and will, in that role, **faithfully apply** the policies and contracts adopted by the board.
- Board members adhere to the principle that they shall confine the board's role to **policy-making, planning and appraisal** while the superintendent shall **implement** the board's policies.
- Board members and superintendents both recognize that they serve as apart of an educational team with **mutual respect, trust, civility and regard** for each other's respective roles and responsibilities.
- Board members are committed to the concept that the strength of the superintendent is in being the **educational leader** of the school district.
- Board members and superintendents practice and promote **ethical behavior** in the **boardroom** as a **model** for all district employees.
- Board members and superintendents consider and decide all issues **fairly** and **without bias**.

*Adopted by the CABE Board of Directors on April 17, 1997*



Connecticut Association  
of Boards of Education

81 Wolcott Hill Road  
Wethersfield, CT 06109

Phone: 860-571-7446/800-317-0033  
Email: [admin@cabe.org](mailto:admin@cabe.org)  
[www.cabe.org](http://www.cabe.org)