

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA  
March 9, 2011

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. STUDENT REPRESENTATIVE REPORT
- C. APPROVAL OF MINUTES
  - February 16, 2011 – Regular Meeting
  - March 1, 2011 – Special Meeting
- D. SUPERINTENDENT'S REPORT
  - D.1. Health/Physical Education Curriculum Report
  - D.2. Learning Resources and Information Technology Curriculum Report
  - D.3. Leave of Absence Report
  - D.4. Board Policies
    - Board Policy 4060 – Sex Discrimination and Sexual Harassment in the Workplace
    - Board Policy 5040 – Transportation
    - Board Policy 5051 – Student Privacy
    - Administrative Regulation 5090 – Search and Seizure
    - Board Policy and Administrative Regulation 6092 On-Line Coursework
  - D.5. Insurance Consultants - Milliman Proposal
- E. PUBLIC PARTICIPATION
- F. POINTS OF INFORMATION
- G. COMMITTEE REPORTS
- H. BOARD ACTION
- I. INFORMATIONAL ITEMS
- J. OLD BUSINESS
- K. COMMUNICATIONS
  - Minutes of the Town Council Meeting of February 17, 2011
  - Minutes of the Town Council Meeting of February 22, 2011
- L. CHAIRPERSON'S REPORT
- M. FUTURE AGENDA ITEMS
- N. EXECUTIVE SESSION – Personnel Matters
- O. ADJOURNMENT

**TOLLAND BOARD OF EDUCATION  
Tolland, CT****MINUTES – February 16, 2011**

**Members Present:** Mr. Robert Pagoni, Chairperson, Dr. Gayle Block, Vice Chairperson; Mr. Andy Powell, Secretary; Mr. Steve Clark; Mr. Thomas Frattaroli; Ms. Karen Bresciano; Ms. Christine Riley Howard; and Mrs. Judy Grabowicz.

**Administrators Present:** Mr. William Guzman, Superintendent of Schools; Dr. Kathryn Eidson, Director of Curriculum and Instruction; Dr. Walter Willett, Principal, Tolland Middle School; Mr. James Dineen, Principal, Tolland Intermediate School; Mr. Thomas Swanson, Principal, Birch Grove Primary School; and Ms. Jane Regina, Business Manager.

The meeting was called to order at 7:35 p.m.

**STUDENT REPRESENTATIVE REPORT**

Beverly Naigles reported that the Open House on February 10, 2011 went very well. The Student Council is continuing to work on Kindness Week. Students left early today for the field trip to Costa Rica. The students were settling down after all the snow days.

**APPROVAL OF MINUTES**

Mr. Powell motioned and Mrs. Bresciano seconded to approve the minutes of the regular meeting of February 9, 2011. Mr. Pagoni indicated that under the motion to add to the agenda that the word “abstained” was missing after Mrs. Bresciano and Mrs. Grabowicz. All in favor. Motion carried.

**SUPERINTENDENT’S REPORT**

The Superintendent related to the Board that Beverly Naigles was named a finalist in the National Merit Scholarship Program and that Trevor LaFontaine had been offered admission to West Point.

**D.1. Gifted and Talented Report**

Dr. Kathryn Eidson gave a presentation on the gifted and talented program focusing on three areas. These are:

1. The process of identification of gifted students in Tolland.
2. Current practices that address the needs of the gifted students in Tolland.
3. Possible additional ways to address gifted student’s educational needs with and without additional resources.

The process of identification of the students was determined with the aid of a consultant in 2004-2005. The criteria established is based on the CogAT Age Stanine, The CMT Math, Reading and Writing tests and the DRP. After identification of a student, a PPT is held with the parents.

The current opportunities in Tolland consist of classes that group children during certain lessons, placement in clusters, enriched curriculum, additional enrichment opportunities, i.e. clubs, sports and competition and Advanced Placement classes.

Possible additional ways to address gifted and talented educational needs would be to continue to improve the quality of classroom curriculum and instruction, to continue with clusters, to improve classroom libraries, to provide a wide range of after school activities, to provide personnel to help create imbedded and extended experiences and to integrate additional technology resources.

Dr. Eidson responded to questions by members of the Board and also a request to have Professor Sally Reis of the University of Connecticut present to the Board on available resources.

### **D.2. Tolland High School Accreditation**

The Superintendent presented the Pre-Self Study Report (January 31, 2011) requested by the New England Association of Schools and Colleges (NEASC) in its September 9, 2010 letter. These reports and correspondence are provided to the Board for their information.

### **D.3. District Improvement Goals – Mid-Year Status Reports**

Mr. Guzman presented the mid-year status reports for each to the District's schools. Each school has three goals. The goals are based on curriculum, school climate and Response to Intervention initiatives. Many of the other measurement criteria are not available at this time. A final report will be presented to the Board in August.

### **D.4. Superintendent of Schools Budget Request Fiscal Year 2011-2012 Budget**

The Superintendent distributed responses to questions on the budget from Board members. Members of the Board reviewed the responses.

Mr. Clark asked the Superintendent for his perspective. Mr. Guzman indicated that he felt that it was impractical to bring back the positions that have been cut from the budget during the last two budget cycles. He also indicated that on the 7 period day that the Middle School was planning to schedule, the additional two World Language teachers would not be necessary. The Superintendent also stated that reinstating ROPE and Skills for Adolescence would be relatively inexpensive if paraprofessionals were used under the direction of the Guidance Counselors.

Mrs. Grabowicz stated that she could not vote in favor of reinstating sports and that the fees should be the same as the current fiscal year and that savings be used to add a .5 math support teacher and a 1.0 reading/math paraprofessional at Birch Grove, a 1.0 math paraprofessional at Tolland Intermediate School and 1.0 math support teacher at Tolland Middle School along with reinstating Skills for Adolescence. She also would use the funds to add 1 FTE teacher at Tolland High School.

Mr. Frattaroli asked if the ROPE program was effective. Dr. Willet indicated that it was very effective for the age group. The absence of programs at the high school level was evident and that the popular culture was not a friend to children. Mr. Powell asked why it was necessary for the schools to provide this type of guidance in the schools. Mr. Guzman stated that the district has a student discipline policy and that studies show that having strategies in place increase academic learning.

Dr. Block indicated the Board's goal is to provide a strong education to the students and that she supported the Superintendent's budget request.

The Superintendent reminded the Board that many aspects of the budget could be impacted by upcoming events such as the status of the budget in May, the final health insurance increase and a possible surplus in the energy account. Mr. Christopher White, Energy Manager, gave a brief explanation of the various factors affecting the energy budget.

Mr. Pagoni suggested having Steve May go out to bid to see if there was a better rate available. Mr. Guzman reminded Mr. Pagoni that Mr. May had indicated that because we have gone out to bid so many times that it could be detrimental to the rate.

Mr. Clark asked about savings for having plan participants go the HSA plan. The would be impossible to predict at this time.

Mrs. Grabowicz stated that she could not vote for anymore than a 1% reduction in the budget request.

### **PUBLIC PARTICIPATION**

None

### **POINTS OF INFORMATION**

Mrs. Grabowicz reported on the possible need to install carbon monoxide testers in the schools. She requested that the thank you to the volunteers for the snow removal project be sent to the Rockville Reminder. Renee Canada said that she would do it through the Tolland Patch.

### **COMMITTEE REPORTS**

None

### **BOARD ACTION**

#### **H.1. Board Policies**

- **Policy 4110, Employee Use of the District's Computer System**
- **Policy 1040, Pesticide Application on School Property**
- **Policy 4090, Report of Suspected Abuse or Neglect of Children**

Dr. Block motioned and Mr. Clark seconded to approve Policy 4110, Employee Use of the District's Computer System, Policy 1040, Pesticide Application on School Property

and Policy 4090, Report of Suspected Abuse or Neglect of Children as presented to the Board on February 9, 2011. All in favor. Motion carried.

The Board requested that Board Action H.3. be presented prior to the vote on the budget.

**H.3. 2010/2011 School Calendar – Proposed Revisions to Shorten the School Year**

Dr. Block motioned and Mr. Clark seconded to approve the reduction of the total number of school days from 183 to 180. Mrs. Grabowicz felt that the time should be taken off of April as stated in the calendar. Mr. Guzman explained that this reduction was part of a staged reduction and that those days in April maybe needed if more snow days are used. Mr. Frattaroli, Mr. Clark, Dr. Block, Mr. Pagoni, Mr. Powell, Ms. Riley Howard and Mrs. Bresciano in favor. Mrs. Grabowicz abstained. Motion carried.

**H.3. Superintendent of Schools Budget Request Fiscal Year 2011-2012 Budget**

Dr. Block motioned and Mrs. Bresciano seconded to adopt the 2011/2012 budget request in the amount of \$36,016,107. Mr. Frattaroli, Dr. Block, Mr. Pagoni, Mr. Powell, Mrs. Grabowicz, Ms. Riley Howard and Mrs. Bresciano in favor. Mr. Clark against. Motion carried.

**INFORMATIONAL ITEMS**

School calendars for March were enclosed.

**OLD BUSINESS**

None

**COMMUNICATIONS**

None

**CHAIRPERSON'S REPORT**

Mr. Pagoni reported that he visited Tolland Intermediate School after the flood on Friday, February 11, 2011. He said that there was an amazing effort made to mop up the water and get the students back to school. Mr. Dineen agreed that everyone had stepped up to help with the cleanup.

**FUTURE AGENDA ITEMS**

1. Geothermal for Schools
2. Dr. Reis – Gifted presentation
3. School Calendar 2011/2012
4. Energy Management Report
5. Board Policies
6. PE/Health Curriculum Report
7. Learning Resources and Information Technology Curriculum Report
8. Leave of Absence Report
9. Status of the Budget

**EXECUTIVE SESSION – Personnel Matters**

Mr. Clark motioned and Mr. Powell seconded to go into executive session at 9:47 p.m. All in favor. Motion carried.

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

**ADJOURNMENT**

Mr. Clark motioned and Dr. Block seconded to adjourn the meeting at 9:59 p.m. All in favor. Motion carried.

Respectfully submitted,

Cheryl J. Abbott  
Board Clerk

D.1.

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

**FROM: William D. Guzman  
Kathryn L. Eidson**

**DATE: March 9, 2011**

**SUBJECT: Physical Education and Health Curriculum**

A report on the status of the Physical Education and Health curriculum in Tolland Public Schools will be presented to the Board of Education. This report will focus on the following:

1. Time for instruction,
2. Student numbers,
3. Curricula,
4. Resources,
5. Needs, and
6. Accomplishments.

D.2.

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

**FROM: William D. Guzman  
Kathryn L. Eidson  
Roger Leege**

**DATE: March 9, 2011**

**SUBJECT: Learning Resources and Information Technology Curriculum Report**

The Learning Resources and Information Technology curriculum in Tolland includes K-12 library instruction, and instruction in the use of computers, programs and other technologies. A review of these subject areas will include time for instruction, student numbers, the curriculum, the resources, the needs and the accomplishments.



**TO: Members of Board of Education**

**FROM: William D. Guzman**

**DATE: March 9, 2011**

**SUBJECT: Leave of Absence Report**

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

<b>POSITION</b>	<b>DATES OF REQUEST</b>	<b>RATIONALE</b>	<b>GRANTED/REJECTED</b>
Paraprofessional	February 15-28, 2011	Family Matter (Daughter's Illness)	Granted
Paraprofessional	March 10-11, 2011	Family Illness	Granted
Secretary	May 18-20, 2011	Family Matter (Son's Graduation)	Granted

WDG:ca

D.4.

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

**FROM: William D. Guzman**

**DATE: March 9, 2011**

**SUBJECT: Board Policies**

- **Board Policy 4060 – Sex Discrimination and Sexual Harassment in the Workplace**
- **Board Policy 5040 – Transportation**
- **Board Policy 5051 – Student Privacy**
- **Administrative Regulation 5090 – Search and Seizure**
- **Board Policy and Administrative Regulation 6092 On-Line Coursework**

Attached please find Board Policy 4060, Sex Discrimination and Sexual Harassment in the Workplace, Board Policy 5040, Transportation, Board Policy 5051, Student Privacy, Administrative Regulation 5090, Search and Seizure and Board Policy and Administrative Regulation 6092 – On-Line Coursework.

These Policy and Regulations were reviewed by the Policy Committee on February 26, 2011 and March 9, 2011.

Board Policy 4060, 5040, 5051 and Regulation 5090 are revised. The language to be deleted is in brackets and new language is in caps and is bolded.

Board Policy and Administrative Regulation 6092 is a new policy and regulation. The Administrative Regulation 6092 – On-Line Coursework is enclosed for your information and does not require Board approval.

WDG:ca

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

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BOARD POLICY

REGARDING: Sex Discrimination and Sexual  
Harassment in the Workplace

Number: 4060  
Personnel

Approved: 2/12/03

**REVISED:**

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It is the policy of the board of education to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex and free from discrimination based on sex. Verbal or physical conduct by a supervisor or co-worker relating to an employee's sex which has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities is prohibited.

Discrimination

Sex discrimination is defined as when an employer refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her compensation, terms, conditions, or privileges of employment on the basis of the individual's sex. Sex discrimination is also defined as when a person, because of his or her sex, is denied participation in, or the benefits of, a program that receives federal financial assistance.

Harassment

Sexual harassment is a form of sex discrimination. While it is difficult to define sexual harassment precisely, it does include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

1. Unwelcome sexual advances from a co-worker or supervisor, such as unwanted hugs, touches, or kisses;
2. Unwelcome attention of a sexual nature, such as degrading, suggestive or lewd remarks or noises;
3. Dirty jokes, derogatory or pornographic posters, cartoons or drawings; and
4. The threat or suggestion that continued employment advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment.
5. **CIRCULATING, SHOWING OR EXCHANGING EMAILS, DIGITAL IMAGES OR WEBSITES OF A SEXUAL NATURE;**
6. **USING COMPUTER SYSTEMS, INCLUDING EMAIL, INSTANT MESSAGING, TEXT MESSAGING, BLOGGING OR THE USE OF SOCIAL NETWORKING WEBSITES, OR OTHER FORMS OF ELECTRONIC COMMUNICATIONS, TO ENGAGE IN ANY CONDUCT PROHIBITED BY THIS POLICY.**

Any infraction of this policy by supervisors or co-workers should be reported immediately to the **TITLE IX COORDINATOR, THE Superintendent or his/her designee IN ACCORDANCE WITH THE DISTRICT'S SEX DISCRIMINATION AND SEXUAL HARASSMENT GRIEVANCE PROCEDURE.** Retaliation against any employee for complaining about sexual harassment or sex discrimination is prohibited under this policy and illegal under state and federal law. Violations of this policy will not be permitted and may result in discipline up to and including discharge from employment. [Harassment of an employee by a supervisor or co-worker on the basis of sex creates a harmful working environment and is illegal under state and federal law.] Individuals who engage in acts of sexual harassment or sex discrimination may also be subject to civil and criminal penalties.

Legal Reference: United States Constitution, Article XIV  
Civil Rights Act of 1964, Title VII, 42 U.S.C. 2000-e2(a).

Equal Employment Opportunity Commission Policy Guidance (N-915.035) on Current Issues of Sexual Harassment, effective 10/15/88.

Title IX of the Education Amendments of 1972, 20 USCS § 1681, *et seq.*

Title IX of the Education Amendments of 1972, 34 CFR Section 106.

Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)

Connecticut General Statutes § 46a-60 Discriminatory employment practices prohibited.

**CONN. AGENCIES REGS. § 46A-54-200 THROUGH §46A-54-207**

Constitution of the State of Connecticut, Article I, Section 20.

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

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BOARD POLICY

REGARDING: Transportation

Number: 5040  
Students

Approved: 2/28/01

Revised: 5/13/09

**REVISED:**

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Statement of Policy

The Board of Education will provide transportation for students under provisions of state law and regulations. The superintendent of schools shall administer the operation so as to:

1. provide for the safety of students.
2. supplement and reinforce desirable student behavior patterns.
3. assist disabled students appropriately.
4. enrich the instructional program through carefully planned field trips as recommended by the staff.

Definitions

1. "School transportation" means the procedure, program, or fully effective and implemented plan by which a pupil is conveyed to and/or from school from his/her residence or the bus stop at public expense, whether by use of publicly owned equipment or by contract. Such transportation shall be over public roads approved by the municipality or private roads approved pursuant to C.G.S. Section 10-220c.
2. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and his/her school from a point at the curb or edge of a public or private road nearest the pupil's residence to a point at the entrance of the school, or a safe entrance to the school grounds located within one hundred feet of the school building entrance or the bus pick-up area, or the route from the point on the public thoroughfare nearest the residence to the school bus or vehicle embarkation point established by the Tolland Board of Education.

3. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet, but not more than 5,380 feet.
4. "Grade K" means kindergarten, or a school program appropriate to a beginning pupil.
5. "Hazard" means a thing or condition, as prescribed in this policy under "Hazardous Conditions--Guidelines" that affects the safety of pupils walking to and from school and/or designated bus pick-up area.
6. "Sidewalk" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any white line safety markings along the street pavement.
7. "Raised walk area" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any painted safety markings along the street pavement.
8. "Pupil" means any individual of school age enrolled in a public or nonprofit private school located within the school district or contiguous school district as the case may be.

#### Provision of Transportation

Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned/leased facilities. If parents volunteer, and the administration permits, parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient.

Resident public and eligible private school students living outside of the following limits, based on the most direct route from the students' home beginning at a point at the curb or edge of a public road or highway nearest the home to the edge of the school property or bus pickup areas, will be furnished transportation by the Board of Education.

<u>Age/Grade</u>	<u>Limit</u>
K	1 mile
1-3	1 mile
4-6	1 1/4 miles
7-12	1 1/2 miles

Students living within the stated limits will receive transportation when, in the opinion of the Board, it is in the best interests of the district to provide transportation.

### **ACCESS TO BUS STOPS/TRANSPORTATION**

**PARENTS AND/OR GUARDIANS ASSUME RESPONSIBILITY FOR ENSURING THE SAFETY OF THEIR CHILDREN UP UNTIL THE POINT WHEN STUDENTS BOARD THE SCHOOL BUS OR OTHER SCHOOL PROVIDED TRANSPORTATION, AND AFTER STUDENTS GET OFF THE BUS AFTER SCHOOL. THIS RESPONSIBILITY INCLUDES THE SELECTION OF WALKING ROUTES TO/FROM ANY BUS STOP AND THE PROVISION OF SUPERVISION THAT IS APPROPRIATE TO THE STUDENT'S AGE, MATURITY AND CONDITIONS AT THE BUS STOP AT ALL TIMES. GIVEN THAT BUS PICK UP TIMES MAY VARY, THE BOARD EXPECTS THAT PARENTS AND/OR GUARDIANS WILL ENSURE THAT THEIR CHILDREN ARRIVE AT THE BUS STOP IN ADVANCE OF ANY SCHEDULED PICK UP TIME.**

### Hazardous Conditions

1. Any walking route to either the bus stop or the school which is in excess of the guidelines stated above.
2. A street or road having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exist:
  - a) For pupils under age ten, or enrolled in grades K through 3:
    - (i) The absence of pedestrian crossing light or crossing guard where three or more streets intersect, and at street crossings where there are no stop signs or crossing guards and the traffic count during the time that pupils are walking to or from school exceeds sixty vehicles per hour at the intersection.
  - b) For pupils over age ten, or enrolled in grades 4 through 12:
    - (i) the absence of a traffic light or stop signs or crossing guard at an intersection where three or more streets intersect



which has a traffic count which exceeds ninety vehicles per hour during the time that pupils are walking to or from school;

- c) For all pupils:
    - (i) any street, road, or highway with speed limits in excess of forty miles per hour which does not have pedestrian crossing lights or crossing guards or other safety provisions at points where pupils must cross when going to or from school or the bus stop;
    - (ii) For all pupils, the usual or frequent presence of any nuisance such as open man-holes, construction, snow plowed or piled on the walk area making walkways unusable, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five miles per hour, and the like, including such nuisance which hazardous or attractive to children.
3. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous if any one of the following conditions exist:
- a) For pupils under age ten, or enrolled in grade K through 3:
    - (i) any street, road, or highway possessing a traffic count of sixty or more vehicles per hour at the time that pupils are walking to or from schools;
    - (ii) any street, road, or highway possessing a speed limit in excess of thirty miles per hour.
  - b) For all pupils:
    - (i) the presence of man-made hazards including attractive nuisances, as stated in 2(c)(ii) above;
    - (ii) any roadway available to vehicles that does not have a minimum width of approximately twenty-two feet;
    - (iii) any roadway available to vehicles that, when plowed free of snow accumulations, does not have a minimum width of approximately twenty feet; and
    - (iv) any street, road, or highway where the line-of-sight visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Drivers Manual or Department of Transportation, Division of Design Standard, or other reasonable standard.

4. Any walkway, path, or bridge in an area adjacent or parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between pupils and the track; and any crossing of railroad tracks that carry moving trains during hours that pupils are walking to or from school or to and from a designated bus pick-up area shall be deemed hazardous unless:
  - a) a crossing guard is present; or
  - b) for pupil under age ten, an automatic control bar is present at crossings; or,
  - c) for pupils over age ten, a bar or red flashing signal light is operational.
  
5. For pupils in grades K through 4, the following conditions shall be deemed hazardous:
  - a) a lake, pond, stream, culvert, water-way, or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the pupil and the water; and
  - b) any area adjacent to a roadway, sidewalk, or bridge having a drop of three or more feet per four feet of travel length on either side of the established lanes, the absence of a fence or other suitable barrier.
  
6. For pupils in grades K through 8, the following condition shall be deemed hazardous:
  - a) walking to or from school or the bus stop at any time prior to one-half hour before sunrise or any time one-half hour after sunset.
  
7. For all students, walking along any street, road, walkway, sidewalk, or path designated as a walking route for all school pupils which passes through an area which has a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when pupils ordinarily walk to or from school shall be deemed hazardous.

#### Applicability and Exceptions

1. These guidelines are applicable to private roads approved for passage of school transportation vehicles in accordance with C.G.S. Section 10-220c.
  
2. Special Education pupils and pupils eligible for services under Section 504 of the Rehabilitation Act shall be judged on an individual basis, and appropriate transportation provided.

3. The Board of Education may grant an exception to any provision of this guideline where a peculiar condition or combination of conditions renders such condition(s) a hazard based upon reasonable judgment; or where under the circumstances, other conditions exist under which the safety of students necessitate a variance with the above guidelines.

### Complaint Procedure

All complaints concerning school transportation safety shall be made in writing to the Superintendent of Schools or designee. The Superintendent or designee shall maintain a written record of all such complaints, and shall conduct appropriate investigations of the allegations in a timely manner. The investigation shall include 1) the review of the complaint raised with the appropriate personnel responsible for transportation of students and 2) the opportunity for the parent or other person making the complaint to meet with the Superintendent to discuss the complaint and any possible resolution thereof. If a complaint covered by Section 10-186 of the Connecticut General Statutes, and is not resolved by the Superintendent, the Superintendent shall inform parent or guardian, or an emancipated minor or a pupil eighteen years of age or older, of his or her right to request a hearing regarding the complaint. Such hearing, if requested, shall be held in accordance with Section 10-186 of the Connecticut General Statutes, as it may be amended from time to time.

#### Legal Reference:

Connecticut General Statutes

10-186 Duties of local and regional boards of education.

10-220 Duties of boards of education.

10-221c Development of policy for reporting complaints regarding school transportation safety

14-275b Transportation of mobility impaired students.

14-275c Regulations re school buses and motor vehicles used to transport Special Education students.

TOLLAND PUBLIC SCHOOLS  
Tolland, Connecticut

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BOARD POLICY

REGARDING: Student Privacy

Number: 5051  
Students

Approved: 6/9/04

REVISED:

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STUDENT PRIVACY

In accordance with federal law, the Board of Education adopts, in consultation with parents, the following provisions related to student privacy.

I. Definitions

- A. "Invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- B. "Parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).
- C. "Personally identifiable information" includes, but is not limited to, the name and address of the student, student's parent, or other family member, the student's personal identifier, such as social security number or student identification number, or a list of characteristics or other information that would make the student's identity easily traceable.
- D. "Personal information" means individually identifiable information including—
  - 1. a student's or parent's first and last name;
  - 2. a home or other physical address (including a street name and the name of a city or town);
  - 3. a telephone number; or
  - 4. a Social Security identification number.

- E. "Survey" includes an evaluation, but does not include a survey or evaluation administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.).

II. Student Surveys

A. Surveys Funded in Whole or in Part by the U.S. Department of Education:

1. The administration shall make available for inspection by parents all instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation funded in whole or in part by the U.S. Department of Education.
2. The administration shall obtain the prior written consent of the parent or student (if the student is an adult or an emancipated minor), prior to requiring a student to submit to a survey, analysis, or evaluation funded in whole or part by the U.S. Department of Education that reveals information concerning any of the following topics:
  - a. political affiliations or beliefs of the student or the student's parent;
  - b. mental or psychological problems of the student or the student's parent;
  - c. sex behavior or attitudes;
  - d. illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. critical appraisals of other individuals with whom respondents have close family relationships;
  - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - g. religious practices, affiliations, or beliefs of the student or of the student's parent; or
  - h. income (other than that required by law to determine eligibility in a program or for receiving financial assistance under such program).

B. Surveys Funded by Sources Other than the U.S. Department of Education:

1. Third Party Surveys

- a. Prior to distributing any third party survey, the administration shall give notice to parents of the district's intent to distribute a survey on behalf of a third party.
- b. Upon request, the administration shall permit parents to inspect any third party survey before it is administered or distributed by a school to a student. The administration shall grant reasonable access to the survey within a reasonable period of time after a parental request is received.
- c. Student responses to third party surveys that contain personally identifiable information shall be considered student records, and shall be subject to the district's Confidentiality and Access to Student Records Policy and any administrative regulations or procedures governing the confidentiality of student records.

2. Confidential Topic Surveys

- a. The provisions of this subsection apply to any survey (sponsored by the school district or a third party) which contains questions pertaining to one or more of the following items ("Confidential Topic Surveys"):
  - i) political affiliations or beliefs of the student or the student's parent,
  - ii) mental or psychological problems of the student or the student's parent,
  - iii) sex behavior or attitudes,
  - iv) illegal, anti-social, self-incriminating, or demeaning behavior,
  - v) critical appraisals of other individuals with whom respondents have close family relationships,
  - vi) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,

- vii) religious practices, affiliations, or beliefs of the student or of the student's parent,
  - viii) income (other than that required by law to determine eligibility in a program or for receiving financial assistance under such program).
- b. At the beginning of the school year, the administration shall give direct notice to parents of affected students of the district's intent to distribute a Confidential Topic Survey(s). Such notice shall include the specific or approximate dates during the school year of such distribution.
- c. Upon request, the administration shall permit parents to inspect any Confidential Topic Survey before it is administered, distributed or used by a school to or with a student. The administration shall grant reasonable access to the Confidential Topic Survey within a reasonable period of time after a parental request is received.
- d. Student responses to any Confidential Topic Survey that contains personally identifiable information shall be considered student records, and shall be subject to the district's Confidentiality and Access to Student Records Policy and any administrative regulations or procedures governing the confidentiality of student records.
- e. Upon written request, the administration shall permit the parent or student (if an adult or emancipated minor) to opt out of participation in any Confidential Topic Survey described in this subparagraph.

### III. Collection of Personal Information

- A. The provisions of this subsection apply to any instrument designed to collect personal information from a student for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose.
- B. At the beginning of the school year, the administration shall give direct notice to parents of affected students (or to the students aged eighteen (18) or older or emancipated minors) of the district's intent to collect, disclose or use personal information collected from students for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose. Such notice

shall include the specific or approximate dates during the school year of such collection, disclosure or use of personal information.

- C. Upon written request, the administration shall permit parents to inspect an instrument designed to collect personal information of students before it is administered or distributed by a school to a student. The administration shall grant reasonable access to the instrument within a reasonable period of time after a parental request is received.
- D. Upon written request, the administration shall permit parents (or students aged eighteen (18) or older or emancipated minors) to opt out of participation in the collection, disclosure or use of personal information obtained from students for the purposes of marketing, selling or otherwise distributing the personal information to others for that purpose.
- E. The provisions regarding the collection, disclosure and/or use of personal information do not apply to personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
  - 1. college or other post-secondary education recruitment, or military recruitment\*;
  - 2. book clubs, magazines, and programs providing access to low-cost literary products;
  - 3. curriculum and instructional materials used by elementary schools and secondary schools;
  - 4. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
  - 5. the sale by students of products or services to raise funds for school-related or education-related activities;
  - 6. student recognition programs.

\*Note: Notwithstanding the foregoing, the district will permit parents and students over the age of eighteen (18) or emancipated minors to prevent disclosure of secondary school students' names, addresses and telephone numbers to military recruiters and



institutions of higher education, in accordance with the district's Confidentiality and Access to Student Records Policy.

IV. Non-Emergency Invasive Physical Examinations and Screenings:

- A. The provisions described in this subparagraph shall apply to any non-emergency, invasive physical examinations/screenings conducted by the school district, when such examinations/screenings meet the following conditions:
1. they are required as a condition of attendance;
  2. they are administered by the school and scheduled by the school in advance;
  3. they are not necessary to protect the immediate health and safety of the students; and
  4. they are not required by state law.
- B. At the beginning of the school year, the administration shall give direct notice to parents of affected students (or the affected student if eighteen (18) or older or an emancipated minor) of the district's intent to conduct non-emergency invasive physical examination(s)/ screening(s) described above, except for hearing, vision or scoliosis screenings. Such notice shall include the specific or approximate dates during the school year of the administration of such the non-emergency invasive physical examination(s) / screening(s).
- C. Upon written request, the administration shall permit parents of affected students or the affected students (if adults or emancipated minors) to opt out of participation in the non-emergency invasive physical examination(s)/screening(s) described in this subparagraph.

V. Complaint Procedure

Parents or students (if adults or emancipated minors) who believe that their rights under this policy have been violated may file a complaint with:

Family Policy Compliance Office  
United States Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

Legal References:

Federal Law:

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§  
1232g et seq.

Pupil Privacy Rights Act, as amended by the No Child Left Behind  
Act of 2001, Public Law 107-110, § 1061, codified at 20 U.S.C. §  
1232h.

Model Notification of Rights Under the Protection of Pupil Rights Amendment  
("PPRA")

**[Note: Districts must send this notification to parents and/or eligible students annually, at the beginning of the school year, and within a reasonable period of time after any substantive change to its PPRA policies.]**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents and eligible students (*i.e.* students over 18 or emancipated minors) certain rights with respect to the administration of student surveys, the collection and use of personal information, and the administration of certain physical exams. These rights include:

1. the right of a parent to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student;
2. the right of a parent to inspect, upon request, any survey concerning one or more of the following confidential topics:
  - a. political affiliations or beliefs of the student or the student's parent;
  - b. mental or psychological problems of the student or the student's family;
  - c. sex behavior or attitudes;
  - d. illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. critical appraisals of other individuals with whom respondents have close family relationships;
  - f. legally recognized privileged relationships, such as those with lawyers, doctors, physicians, or ministers;
  - g. religious practices, affiliations, or beliefs of the student or the student's parent; or
  - h. income, other than as required by law to determine eligibility for certain programs or for receiving financial assistance under such programs;
3. **THE RIGHT OF A PARENT TO CONSENT BEFORE A STUDENT IS REQUIRED TO SUBMIT TO A SURVEY THAT CONCERNS ONE OR MORE OF THE CONFIDENTIAL TOPICS (SEE #2, ABOVE, A-H) IF THE SURVEY IS FUNDED IN WHOLE OR IN PART BY A PROGRAM OF THE U.S. DEPARTMENT OF EDUCATION;**
- [3.] 4. the right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum. Instructional material means any instructional content that is provided to a student, regardless of its format, including printed or

representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet) but does not include academic tests or academic assessments;

- [4.] 5. the right of a parent to inspect, upon request, any instrument used in the collection of personal information from students gathered for the purpose of marketing, selling or otherwise providing that information to others for that purpose. Personal information means individually identifiable information including, a student or parent's first and last name, a home or other physical address; a telephone number or a social security number;
- [5.] 6. the right of a parent to be notified of the specific or approximate dates of the following activities, as well as the right of a parent or eligible student to opt-out of participation in these activities:
- a. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose);
  - b. the administration of any survey containing confidential topics (see #2, above, a-h); or
  - c. any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and unnecessary to protect the immediate health and safety of a student. Such examinations do not include a hearing, vision, or scoliosis screening or other examinations permitted or required by State law.

Parents and eligible students may not opt-out of activities relating to the collection, disclosure, and/or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing education products or services for, or to students or educational institutions, such as the following:

- a. college or other post-secondary education recruitment, or military recruitment;
- b. book clubs, magazines, and programs providing access to low-cost literary products;
- c. curriculum and instructional materials used by elementary and secondary schools;
- d. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;

- e. the sale by students of products or services to raise funds for school-related or education-related activities;
- f. student recognition programs.

To protect student privacy in compliance with the PPRA, the Tolland School District has adopted policies regarding these rights. Parents and/or eligible students who believe their rights have been violated under the PPRA may contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

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

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ADMINISTRATIVE REGULATION

REGARDING: Search and Seizure

Number: 5090  
Administrative

Approved: 2/28/01

**REVISED:**

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1. Search of a Student and His/Her Effects
  - A. All searches of students shall be conducted or directed by an authorized school administrator, i.e., the principal or vice principal, in the presence of a witness.
  - B. A search of a student's handbag, gym bag, **CELLULAR TELEPHONE, PERSONAL ELECTRONIC DEVICE** or similar personal property carried by a student may be conducted if there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. A student's other effects are also subject to the same rule. Effects may include motor vehicles located on school property.
  - C. A search of a student's person may be conducted only if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. Both metal detectors and breathalyzers may be used to conduct searches to the extent authorized by Board policy.
  - D. Strip searches are prohibited except when there are reasonable grounds for suspecting that such a search will produce evidence of conduct which places students, staff or school property in immediate danger. Such searches may be conducted at the request of the school principal, generally by a member of the police department. During such searches, a member of the school staff shall be present at all times as a witness, and both the police officer

conducting the search and the witness shall be of the same sex as the student searched.

- E. Any evidence of illegal conduct or conduct violative of the rules of the school produced as a result of searches according to these regulations shall be subject to seizure. Where required by law and otherwise at the option of the building principal, such evidence shall be submitted to the police department for proper disposition. Evidence not submitted to the Police Department shall be disposed of as directed by the building principal.

2. Search of a Locker, Desk and Other Storage Area

- A. The Board of Education provides lockers, desks, gym baskets and other storage areas in which pupils may keep and store personal belongings and materials provided by the Board of Education. Such storage areas are the property of the Board of Education.
- B. No pupil shall keep or store personal belongings or materials provided by the Board of Education in any storage area other than one provided by the Board of Education and designated for his/her use by the school administration.
- C. Each pupil shall be responsible for maintaining any storage area assigned to him/her for his/her use in an orderly and sanitary condition.
- D. No pupil shall keep or store in a storage area assigned to him/her for his/her use any item the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of self or others (such as matches, chemicals, ammuniton, weapons, drugs, tobacco, alcoholic beverages, etc.).
- E. The use of lockers and other storage areas by pupils is a privilege. At all times such storage areas remain the property of the Board of Education. If the school administration reasonably suspects that a pupil is not maintaining a storage area assigned to him/her in a sanitary condition, or that the locker contains items the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of the student or others, it has the right to open and examine the storage area and to seize any such items that are found. The school administration may authorize law enforcement officials to search lockers/storage areas in accordance with Board Policy 5145, Section 2(A).

- F. When required by law and otherwise at the option of the building principal, items that have been seized shall be submitted to the police department for proper disposition. Items not submitted to the police department shall be disposed of as directed by the building principal.

Legal References:

Connecticut General Statutes:

Section 10-221, Boards of education to prescribe rules

Section 54-33n, Searches

New Jersey v. T.L.O., 469 U.S. 325 (1985)



**TOLLAND PUBLIC SCHOOLS**  
Tolland, Connecticut

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**BOARD POLICY**

**REGARDING: ON-LINE COURSEWORK**

**NUMBER: 6090**  
**INSTRUCTION**

**APPROVED:**

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**PURPOSE**

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

**STATEMENT OF POLICY**

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

APPROVED ON-LINE COURSES TAKEN SUCCESSFULLY BY STUDENTS IN GRADES NINE THROUGH TWELVE MAY BE USED FOR CREDIT RECOVERY. CREDIT MAY ALSO BE GRANTED TOWARDS GRADUATION FROM TOLLAND HIGH SCHOOL FOR COURSES WHICH EXTEND EDUCATIONAL OPPORTUNITIES. THE NUMBER OF CREDITS WILL BE DETERMINED AT THE TIME OF APPROVAL. NO MORE THAT 2.0 CREDITS MAY BE APPLIED DURING ANY ONE SCHOOL YEAR. IN ADDITION, THE FOLLOWING GUIDELINES MUST BE FOLLOWED:

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

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

**LEGAL REFERENCES**

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

**TOLLAND PUBLIC SCHOOLS  
TOLLAND, CONNECTICUT**

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**ADMINISTRATIVE REGULATION**

**REGARDING: ON-LINE COURSEWORK**

**NUMBER: 6092  
INSTRUCTION**

**APPROVED:**

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**IN ORDER TO RECOVER CREDIT AND/OR EXTEND THEIR COURSE CHOICES AND EDUCATIONAL OPPORTUNITIES, STUDENTS ATTENDING TOLLAND HIGH SCHOOL IN GRADES NINE THROUGH TWELVE, MAY APPLY TO TAKE AND RECEIVE CREDIT FOR ON-LINE COURSES PROVIDED BY AN APPROVED ON-LINE COURSE PROVIDER.**

**A. APPLICATION PROCESS:**

- 1. A STUDENT WISHING TO TAKE AN ON-LINE COURSE NEEDS TO FILL IN AN APPLICATION FORM. COURSE LISTINGS/CATALOGS WILL BE AVAILABLE IN THE COUNSELING OFFICE.**
  
- 2. UPON RECEIPT OF THE COMPLETED APPLICATION, THE PRINCIPAL OR HIS/HER DESIGNEE WILL REVIEW THE APPLICATION AND INFORM THE STUDENT OF ITS STATUS. FINAL APPROVAL RESTS WITH THE PRINCIPAL AND/OR HIS/HER DESIGNEE AND MUST BE RECEIVED PRIOR TO BEGINNING COURSEWORK.**

**B. CREDIT:**

**ALL APPROVED ON-LINE COURSES TAKEN BY STUDENTS IN GRADES NINE THROUGH TWELVE WILL COUNT AS CREDIT TOWARDS GRADUATION FROM TOLLAND HIGH SCHOOL, CREDIT BEING 0.5 FOR A SEMESTER COURSE AND 1.0 FOR A YEAR LONG COURSE. NO MORE THAN 2.0 CREDITS MAY BE APPLIED DURING ANY ONE SCHOOL YEAR.**

**ALL ON-LINE COURSES INCLUDING SUMMER SCHOOL ON-LINE COURSES ARE TO BE MONITORED BY THE STUDENT AND/OR HIS/HER PARENT OR GUARDIAN.**

**A STUDENT TAKING A COURSE DURING THE SCHOOL YEAR FOR THE PURPOSE OF EXTENDING THEIR EDUCATIONAL OPPORTUNITIES MUST TAKE AT LEAST THREE REGULARLY SCHEDULED TOLLAND HIGH SCHOOL COURSES.**

**ON-LINE COURSE GRADES WILL NOT BE TAKEN INTO CONSIDERATION FOR GRADE POINT AVERAGE OR CLASS RANK.**

**CREDIT FOR THE ON-LINE COURSE WILL ONLY BE GRANTED ONCE A TRANSCRIPT FROM THE PROGRAM IS RECEIVED, REVIEWED AND APPROVED BY THE DIRECTOR OF SCHOOL COUNSELING.**

**C. FUNDING:**

**COSTS FOR STUDENTS TAKING COURSES FOR CREDIT RECOVERY ARE THE RESPONSIBILITY OF THE STUDENT AND/OR HIS/HER PARENT(S)/GUARDIAN(S). THE COSTS FOR STUDENTS TAKING COURSES TO EXTEND EDUCATIONAL OPPORTUNITIES ARE SUBJECT TO BUDGET APPROPRIATIONS. IF NO SUCH FUNDS ARE AVAILABLE, COSTS ARE THE RESPONSIBILITY OF THE STUDENT AND/OR HIS/HER PARENT(S)/GUARDIAN(S). IF FUNDS ARE LIMITED, FUNDING DECISIONS WILL BE MADE BY THE PRINCIPAL AND/OR HIS/HER DESIGNEE.**

**TO: Members of the Board of Education**  
**FROM: William D. Guzman**  
**DATE: March 9, 2011**  
**SUBJECT: Insurance Consultants – Milliman Proposal**

Attached is a proposal for services from Milliman, Insurance Consultants, to extend their contract for the next four years. The current contract expires on June 30, 2011. As you are aware, Milliman, through Steve May, Senior Healthcare Consultant, and Lisa Daly, Health Benefits Consultant, have been providing consulting services to the Town and the District since 2007. A listing of the services is found on pages 1 and 2 of the proposal.

You will note that a GASB valuation lee is an additional cost as noted on page 3 of the proposal. Also note that there is an additional fee for a formal Request for Proposal as well an informal Request for Qualification if we choose to have these services. Assistance at open enrollment meetings and transitional implementation meetings are to be charged at an hourly rate of \$120 per hour.

The contract fees for these services as outlined in the proposal are:

<b>Calendar Year</b>	<b>Fee</b>	<b>% Increase</b>
July 2011-June 2012	\$45,000	20%
July 2012-June 2013	\$47,500	5.6%
July 2013-June 2014	\$50,000	5.3%
July 2014-June 2015	\$52,000	4.0%

All fees are divided between the Board and the Town on a 91%/9% basis, respectively.

WDG:ca



80 Lambertson Road  
Windsor, CT 06095  
USA

Tel +1 860 687 2110  
Fax +1 860 687 2111

milliman.com

March 2, 2011

Mr. Steven Werbner  
Town Manager  
Town of Tolland  
21 Tolland Green Street  
Tolland, CT 06084

Mr. William D. Guzman  
Superintendent  
Tolland Public Schools  
51 Tolland Green Street  
Tolland, CT 06084

Dear Steve and Bill:

We are sending this letter to update and continue the current contract pertaining to ongoing annual consulting services for the Town and Board of Education's health benefits program. This letter describes the services we will perform on annual basis, timing for periodic reviews, estimated costs and billing arrangements, and contractual requirements.

### **Background**

Milliman, Inc. has provided consulting services for the Town of Tolland and Tolland Public Schools for the past four years. Our initial consulting services contract will expire June, 2011. The Town and Public Schools and Milliman, Inc. will extend the consulting services agreement for a multiple year period as illustrated below. Milliman will provide ongoing annual consulting services pertaining to the medical, prescription drug, and dental insurance programs. For example, services will include review of renewals, review of summary plan descriptions, monitoring of claims reports, and periodic meetings with management. A thorough list of proposed services is detailed below.

### **Scope of Services**

Milliman is prepared to provide these services on a regular and ongoing basis for The Town and Board of Education of Tolland. Steve May and Lisa Daley will continue as the lead consultant and account manager for the Town and Board of Education. Steve and Lisa will utilize their years of experience in underwriting and public sector account management of Connecticut, New England and East Coast Public Sector market as the basis for the management of this important engagement.

### **Our regular annual health consulting services will include:**

- ❖ Ensure accurate follow through on all negotiated contractual arrangements made between the Town and any administrators or insurance carriers utilized by the Town.

- ❖ Ensure that all negotiated premium arrangements and other arrangements with any administrator and/or insurance carriers are strictly adhered to.
- ❖ Provide current information on managed care delivery systems, including HMO, PPO, POS, PBMs, and other current and emerging systems and any other general health care consulting advice.
- ❖ Intervene and resolve claims issues related to all fully insured plans.
- ❖ Monitor claim performance on a monthly basis.
- ❖ Assist and provide recommendations in order to fulfill compliance requirements with State and Federal regulations, statutes and mandates. (COBRA, HIPAA, etc.)
- ❖ Provide routine group benefit and general health care consulting advice.
- ❖ Provide ongoing analysis of plan designs, cost containment strategies and cost sharing alternatives available to the Town and Board of Education while maintaining integrity of union contracts.
- ❖ Proactively advise the Town and Board of Education of legislative updates
- ❖ Provide information regarding new developments in the market
- ❖ Advise regarding regulatory compliance
- ❖ Perform a rate analysis, evaluate, and negotiate all renewals for each fiscal year.
- ❖ Monitor insurer's actuarial and renewal assumptions under the fully-insured program.
- ❖ Monitor all contracts and maximize management information available through all providers.

To ensure effective and routine communications, we will establish periodic summary reporting to the Town and Board of Education on emerging experience. We will schedule regular meetings with the Town and Board of Education to review emerging experience, to identify issues or concerns that become evident from the review, to discuss these issues and suggest possible actions, and to address questions, concerns and issues that the Town and Board of Education may have.

On an ongoing basis, we will share new developments in the benefits market, including regulatory as well as emerging opportunities, issues, etc., using Milliman's Washington, DC Research Group and their publications as part of that process.

We will leverage the *Health Cost Guidelines* as well as nationally known and established Milliman tools, databases, and methodologies, to provide benchmark data tailored to the Town's and Board of Education's population and benefit plans. These tools will support your ability to understand utilization and cost variances by identifying under, over, and inappropriate usage patterns by diagnosis, provider, member and region.

### **Services Outside the Annual Retainer**

Union negotiations will be billed separately on hourly time charge basis. For any requested services that are outside the scope of the regular retainer services, we will provide an estimated scope of services and fee arrangement for your approval prior to starting the project.

We have initially discussed the cost of providing services for formal RFP services, including drafting the RFP, creating a formal questionnaire, providing answers to all questions, completing and organizing the data for the RFP, analyzing responses, and presenting a summary of the responses. The fixed fee for this formal RFP process would be \$32,000 if the Town and Board of Education decide to move forward regarding these services.

A cost efficient manner of checking the market would be for Milliman to perform a more informal process, or request for qualifications. We could gather the claims experience and basic summary information of the current plan designs and ask the competition for financial proposals only. The additional fixed fee for performing this type of market analysis is \$10,000. The formal questionnaire, network analysis, and plan design match is not completed or part of this type of market analysis.

Open enrollment meetings and transitional implementation meetings are not included in the proposed services. We will review the materials for accuracy and prepare staff for any issues or concerns that may arise, but attendance at these meetings will be charged under a separate time charge basis like that of union negotiations.

GASB OPEB Retiree Valuation services will be provided every other year and invoiced separately from the health benefits retainer. In years that we provide the full valuation services, the fees illustrated include the disclosure statement fee of \$500. In those years that Milliman does not provide a full valuation we will only charge the \$500 disclosure statement fee. The schedule for the GASB OPEB valuation and fixed fees are as follows.

❖	July 1, 2010 GASB OPEB valuation	\$14,800
❖	July 1, 2011 disclosure statement	\$ 500
❖	July 1, 2012 GASB OPEB valuation	\$15,700
❖	July 1, 2013 disclosure statement	\$ 500

### **Timetable**

The assumed start date for this engagement is July 1, 2011. This agreement will be renewed upon mutual agreement annually based upon the fiscal year and fee schedule illustrated below. We will provide monthly experience reports from the insurance company in force. We will discuss time lines with the Town and the Board of Education regarding budget projections as the time approaches each year. We will set a meeting late October/early November in order to set time lines and strategies for the upcoming budget year. Based upon the agreed upon schedule we will request the current insurance company provide renewal projections for review and negotiation.



### **Annual Health Consulting Services Costs**

At Milliman, we understand the Town and Board of Education's need to control fees for consulting services. Fees will be billed monthly in arrears. Should the scope of work expand such that the cost will exceed this range, I will inform you of that situation before proceeding further.

❖	July, 2011 thru June, 2012 annual fees	\$ 45,000
❖	July, 2012 thru June, 2013 annual fees	\$ 47,500
❖	July, 2013 thru June, 2014 annual fees	\$ 50,000
❖	July, 2014 thru June, 2015 annual fees	\$ 52,000

Request for proposal, request for qualifications, open enrollment meetings, union negotiations, new carrier implementation meetings and GASB retiree health valuation services will be invoiced in addition to the regular ongoing annual consulting services.

### **Contractual Requirements**

All of Milliman's engagements are governed by the terms of a Consulting Services Agreement (CSA). This ongoing arrangement is subject to the terms and conditions contained in the CSA dated November 16, 2005 signed by the Town of Tolland.

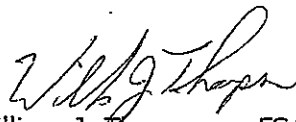
### **Next Steps**

Steve and Bill, please review the scope of work, timing, and cost structure and get back to Steve May with questions or modifications. If the terms of the engagement are acceptable to you, please acknowledge the same by signing this engagement letter in the space provided below and returning a signed copy of both documents to Steve May. Thank you. We look forward to continuing our relationship with The Town and Board of Education of Tolland.

Sincerely,



Steven P. May  
Senior Healthcare Consultant



William J. Thompson, FSA, MAAA  
Principal & Consulting Actuary

Steven Werbner  
March 2, 2011  
Page 5

**Acceptance:**

I hereby accept the terms of engagement as described in this engagement letter. This letter is subject to the terms and conditions contained in the consulting services agreement executed November 16, 2005 as described above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Steven Werbner

\_\_\_\_\_  
Tolland Town Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
William D. Guzman

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date