

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
April 27, 2011

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. STUDENT REPRESENTATIVE REPORT
- C. APPROVAL OF MINUTES
 - April 13, 2011 – Regular Meeting
- D. SUPERINTENDENT'S REPORT
 - D.1. Tolland Intermediate School – Connecticut Road Safety Poster Contest
 - D.2. Career and Technical Education Curriculum Report
 - D.3. Board Policy 5120 - Administration of Student Medications in the Schools
Board Policy 9130 – Time, Place and Notice of Meetings
Administrative Regulation 5180 – Immunizations
 - D.4. Athletic Participation Fees
 - D.5. Status of the Health Savings Account (no enclosure)
 - D.6. Status of the Budget – April 15, 2011
- E. PUBLIC PARTICIPATION
- F. POINTS OF INFORMATION
- G. COMMITTEE REPORTS
- H. BOARD ACTION
 - H.1. Healthy Food Certification
- I. INFORMATIONAL ITEMS
 - School Calendars for May are enclosed.
- J. OLD BUSINESS
- K. COMMUNICATIONS
 - Town Council Minutes from April 5, 2011 Special Meeting
 - Town Council Minutes from April 12, 2011 Regular Meeting
- L. CHAIRPERSON'S REPORT
- M. FUTURE AGENDA ITEMS
- N. EXECUTIVE SESSION – Personnel Matters
- O. ADJOURNMENT

**TOLLAND BOARD OF EDUCATION
Tolland, CT****MINUTES – April 13, 2011**

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

Administrators Present: Mr. William Guzman, Superintendent of Schools; Dr. Kathryn Eidson, Director of Curriculum and Instruction.

The meeting was called to order at 7:31 p.m.

STUDENT REPRESENTATIVE REPORT

Lexi Shea reported that spring sports were well underway and that grades for the third quarter had closed on April 13, 2011. The Band and Chorus had a concert on April 6, 2011 and are leaving on April 14, 2011 for their adjudication trip to Disney. The Ireland and England field trip also leaves on April 14, 2011. The Gay Straight Alliance Day of Silence is Friday, April 15, 2011. The Student Council is preparing for Kindness Week that will be held during the week of April 16 and preparation for Prom Safety Week during the week of May 16, 2011 is also underway. The Rage Robotics, a team in First Robotics is competing in the Nationals April 28 – 30, 2011 in St. Louis.

APPROVAL OF MINUTES

Mrs. Grabowicz motioned and Mr. Clark seconded to approve the minutes of the regular meeting of March 23, 2011. Mrs. Clokey, Mr. Pagoni and Mrs. Grabowicz in favor and Mrs. Bresciano and Ms. Riley Howard abstained. Motion carried.

SUPERINTENDENT'S REPORT**D.1. Art and Music Curriculum Report**

Dr. Eidson provided information on the Art and Music programs at each of the schools. She introduced Todd Blais, Evangeline Abbott and Jan Bacewicz, art teachers in the District. The number of teachers in both Art and Music was reduced last year to accommodate the reduction in the budget. The curriculum in both areas has been drastically reduced and many of the teachers feel overwhelmed with the number of students that they are responsible for grading. The teachers presented some of their concern especially with the lack of depth in the programs. The Board requested information about the best practices for Art and Music. Dr. Eidson will research and respond to the Board with her findings. Dr. Eidson also reviewed the highlights of each program. Members of the Board voiced their support of both programs but budget reductions over the past years resulted in the reductions to both programs.

D.2. Strategic School Profiles 2009-2010

The Superintendent presented the final versions of the 2009-10 Strategic School Profiles.

The Profiles include the following five separate reports:

- School District
- Birch Grove Primary School
- Tolland Intermediate School
- Tolland Middle School
- Tolland High School

The **School District** Profile provides data about total student enrollment, resources, student performance, Special Education programs, and District revenues and expenditures. The **School Profiles** provide information about each school with respect to school needs, resources and student performance.

Board members discussed the lack of opportunities available for students identified as gifted and talented. Dr. Eidson explained the approach taken by the District to make opportunities available to all students by enriching the curriculum.

The Profiles have been placed on the District website.

D.3. Healthy Food Certification

Section 10-215f of the Connecticut General Statutes allows public school districts (including the vocational-technical school system, charter schools, interdistrict magnet schools and endowed academies) that participate in the National School Lunch Program to receive additional funding if food items sold to students meet the Connecticut Nutrition Standards. Eligible districts that opt for the healthy food certification are currently receiving 10 cents per lunch, based on the total number of reimbursable lunches (paid, free and reduced) served in the district in the prior school year. This year the School Lunch program received \$24,958 for meals served in 2009/2010. If a district chooses to receive this additional funding, it must certify that all food items sold to students separately from a reimbursable school breakfast or lunch will comply with the Connecticut Nutrition Standards. These food items include food offered for sale to student at all times, in *all schools*, and from *all sources*, including, but not limited to school stores, vending machines, school cafeterias and any fundraising activities on school premises.

If a district certifies for the healthy food option, foods that do not meet the Connecticut Nutrition Standards can only be sold to students at school if permitted by the local board of education or school governing authority and the following three conditions are met: (1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; (2) the sale is at the location of the event; and (3) the food items are not sold from a vending machine or school store.

This will be an action item at the April 27, 2011 meeting of the Board of Education.

PUBLIC PARTICIPATION

None

POINTS OF INFORMATION

None

COMMITTEE REPORTS

- **Finance and Facilities Committee – March 30, 2011**

The Finance and Facilities Committee met on March 30, 2011. Steve May from Milliman was at the meeting to review the new contract proposal. Committee members asked questions regarding the increases, the extra time spent assisting the District with the last change in our health insurance provider. Steve May provided detail regarding the services provided. The Committee discussed issues regarding the Milliman proposal and is recommending approval of the revised proposal.

The Committee reviewed proposed capital projects. The District is short \$11,551 for the TIS elevator project. The Board will be provided with a review of textbooks/inventory and priorities regarding new purchases. The Town is requesting to perform work in order to segregate utilities in the 1992 wing of Parker School for use of the gymnasium and classrooms by the Recreation Department. The utilities will be reconfigured in order to have them separately accessed and metered by the Town. The Town Manager and the Superintendent will be working on a proposed agreement.

The District has hired Sharp School to create a new website format.

Interviews continue for Roger Legee's position. Two individuals were requested to come back for a second interview.

The Superintendent provided the Committee with information regarding work with the Connecticut Energy Efficiency Fund. Low interest loans are provided for improvements that will increase energy efficiency. The Committee will provide the Board with more information as we move forward.

- **Town Council Liaison – April 12, 2011**

Mr. Clark reported that the Town Council approved the easement for AT&T provided the amount to be received be increased to \$50,000 rather than \$25,000. A public hearing was scheduled for a Medicaid reimbursement.

- **Policy Committee – April 13, 2011**

Mrs. Clokey reported on the Policy Committee meeting of April 13, 2011. Chris Grulke, the Nurse Supervisor for the District spoke about a policy on the administration of medications that will be on the agenda for a first reading at the April 27, 2011 meeting. The nursing staff will now maintain the required state medical records for all of the 154 children who attend the FRC at Birch Grove as well as the 22 preschoolers at the THS child development program. Additionally, new legislation has changed the required vaccinations timetable for students. Most notable is a requirement that all students up to 59 months (preschool) either have a flu shot every year or have a parent sign that they are declining the vaccine.

The Committee also discussed the most recent example of a strategic plan provided by the Superintendent. This one was from EASTCONN. What the Committee proposes to do is hear presentations at our next two committee meetings from both EASTCONN and NESDEC and then bring a recommendation to the full Board at the May 25th meeting. Mrs. Clokey would like to know if the rest of the board members are comfortable with this approach.

Finally, the Committee discussed the fact that the Bylaws, which govern the conduct of Board business, have not been reviewed in a while. This came up because a committee member asked that we consider changing the BOE meeting time from 7:30 p.m.-10:00 p.m. to 7:00 p.m. -9:30 p.m. Anything that we find in the Bylaws that seems outdated we will bring to the full Board for consideration.

Our next meeting will be April 27th at 1:00 p.m..

BOARD ACTION**H.1. Insurance Consultants – Second Revised Milliman Proposal**

Mr. Powell motioned and Mrs. Grabowicz seconded to approve the second revised proposed Milliman contract for insurance consultant services as shown in the table. The percentages shown indicate the increase from the previous year's amount.

Year	Original Proposal	Revised Proposal	Second Revised Proposal
2011/2012	\$45,000 (20%)	\$43,000 (14.7%)	\$42,500 (13.3%)
2012/2013	\$47,500 (5.6%)	\$47,100 (9.5%)	\$47,000 (10.6%)
2013/2014	\$50,000 (5.3%)	\$51,000 (8.3%)	\$51,000 (8.5%)
2014/2015		\$54,000 (5.9%)	\$52,000 (2.0%)

All fees are divided between the Board and the Town on a 91%/9% basis, respectively. Therefore, the Board's portion for the 2011/2012 fiscal year amounts to \$38,675. All in favor. Motion carried.

H.2. Budget Transfer Request

Mr. Powell motioned and Mrs. Grabowicz seconded that in accordance with to Board Policy 3060, the following transfer of funds should be authorized:

<u>From Account</u>	<u>Amount</u>	<u>To Account</u>	<u>Amount</u>
Program 701 Transportation	(\$81,557)	Program 791 Board of Education	\$81,557

<u>From Account</u>	<u>Amount</u>	<u>To Account</u>	<u>Amount</u>
Program 663 Utilities-Energy Management	(\$141,470)	Program 662 Maintenance	\$141,470

All in favor. Motion carried.

INFORMATIONAL ITEMS

None

OLD BUSINESS

Mr. Powell asked if any further information had been received concerning the warranty of the roofs with respect to snow removal. The Superintendent has not received any additional information.

Mr. Clark asked why the transfer of Parker School was not on the agenda. Mrs. Grabowicz explained that since the application to HUD for funds was no longer an option, the return of Parker to the Town was not applicable.

COMMUNICATIONS

- Town Council Minutes from March 22, 2011 Regular Meeting
- Town Council Minutes from March 17, 2011 Special Meeting
- Town Council Minutes from March 22, 2011 Special Meeting
- Town Council Minutes from March 23, 2011 Special Meeting
- Town Council Minutes from March 29, 2011 Special Meeting

CHAIRPERSON'S REPORT

None

FUTURE AGENDA ITEMS

1. Accessibility of Scholarship Funds for Pay to Play
2. Healthy Food Certification
3. Board Policies
4. Status of the Budget
5. Tolland Intermediate School Road Safety Poster Contest Winners
6. Health Savings Accounts – Status Report
7. Career and Technical Education Curriculum Report

EXECUTIVE SESSION – Personnel Matters

None

ADJOURNMENT

Mrs. Clokey motioned and Dr. Block seconded to adjourn the meeting at 9:07 p.m. All in favor.
Motion carried.

Respectfully submitted,

Cheryl J. Abbott
Board Clerk

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: April 27, 2011

SUBJECT: Tolland Intermediate School – Connecticut Road Safety Poster Contest

Attached is a March 4, 2011 letter from Mr. Jeffrey Parker, Interim Commissioner of the Department of Transportation, to Jim Dineen, Principal of the Intermediate School, informing him that Carling Albrecht, Grade 5 and Olivia McCarthy, Grade 3 were winning students in the poster contest sponsored by the Department.

Carling and Olivia will be in attendance at the Board Meeting to show their winning poster designs to Board members. Mr. Jim Dineen, Principal Tolland Intermediate School, Mrs. Rosa Racco, Grade 5 teacher and Mrs. Barbara Williams, Grade 3 teacher will also be in attendance.

WDG:ca

TO: Members of Board of Education

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

DATE: April 27, 2011

SUBJECT: Career and Technical Education – Curriculum Report

Career and Technical Education (CTE) includes Family and Consumer Sciences, Technology Education and Business Education. A variety of courses are offered in these departments all of which are based on state standards. Perkins Grant money partially supports these programs. Students are required to take national tests to show competency in many of the CTE areas.

The CTE Curriculum, major projects and activities and current directions will be highlighted.

WDG/KLE:ca

D.3.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: April 27, 2011

SUBJECT: Board Policy 5120 - Administration of Student Medications in the Schools
Board Policy 9130 – Time, Place and Notice of Meetings
Administrative Regulation 5180 - Immunizations

Attached please find revised copies of Board Policy 5120 – Administration of Student Medications in the Schools Board Policy 9130 – Time, Place and Notice of Meetings, and Administrative Regulation 5180 – Immunizations. The language to be deleted is in brackets and new language is in caps and is bolded

The Policies and Regulation were reviewed by the Policy Committee on April 13, 2011.

The Administrative Regulation 5180 – Immunizations is enclosed for your information and does not require Board approval.

Also enclosed for your information are the forms used by the nursing staff to administer medications in accordance with Policy 5120 – Administration of Student Medications.

WDG:ca

LICENSURE BY THE DEPARTMENT OF PUBLIC HEALTH PURSUANT TO SUBDIVISION (1) OF SUBSECTION (B) OF SECTION 19A-77 OF THE CONNECTICUT GENERAL STATUTES. SUCH PROGRAMS DO NOT INCLUDE PUBLIC OR PRIVATE ENTITIES licensed by the Department of Public Health OR BOARD OF EDUCATION ENHANCEMENT PROGRAMS AND EXTRA-CURRICULAR ACTIVITIES.

COACH MEANS ANY PERSON HOLDING A COACHING PERMIT WHO IS HIRED BY A LOCAL OR REGIONAL BOARD OF EDUCATION FOR A SPORT SEASON.

Controlled drugs means those drugs as defined in Conn. Gen. Stat. Section 21a-240.

Cumulative health record means the cumulative health record of a pupil mandated by Conn. Gen. Stat. Section 10-206.

DIRECTOR MEANS THE PERSON RESPONSIBLE FOR THE DAY-TO-DAY OPERATIONS OF ANY SCHOOL READINESS PROGRAM OR BEFORE AND AFTER SCHOOL PROGRAM.

[Day camp means any recreational camp operated by a municipal agency.]

ELIGIBLE STUDENT MEANS A STUDENT WHO HAS REACHED THE AGE OF EIGHTEEN OR IS AN EMANCIPATED MINOR.

Error means:

- (1) the failure to do any of the following as ordered:
 - (a) administer a medication to a student;
 - (b) administer medication within the time designated by the prescribing physician;
 - (c) administer the specific medication prescribed for a student;
 - (d) administer the correct dosage of medication;
 - (e) administer medication by the proper route; and/or
 - (f) administer the medication according to generally accepted standards of practice; or
- (2) the administration of medication to a student which is not ordered, or which is not authorized in writing by the parent or guardian of such student.

EXTRACURRICULAR ACTIVITIES MEANS ACTIVITIES SPONSORED BY LOCAL OR REGIONAL BOARDS OF EDUCATION THAT OCCUR OUTSIDE OF THE SCHOOL DAY, ARE NOT PART OF THE EDUCATIONAL PROGRAM, AND DO NOT MEET THE DEFINITION OF BEFORE-AND-AFTER SCHOOL PROGRAMS AND SCHOOL READINESS PROGRAMS.

Guardian means one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

INTRAMURAL ATHLETIC EVENTS MEANS TRYOUTS, COMPETITION, PRACTICE, DRILLS AND TRANSPORTATION TO AND FROM EVENTS THAT ARE WITHIN THE BOUNDS OF A SCHOOL DISTRICT FOR THE PURPOSE OF PROVIDING AN OPPORTUNITY FOR STUDENTS TO PARTICIPATE IN PHYSICAL ACTIVITY AND ATHLETIC CONTESTS THAT EXTEND BEYOND THE SCOPE OF THE PHYSICAL EDUCATION PROGRAM.

INTERSCHOLASTIC ATHLETIC EVENTS MEANS EVENTS BETWEEN OR AMONG SCHOOLS FOR THE PURPOSE OF PROVIDING AN OPPORTUNITY FOR STUDENTS TO PARTICIPATE IN COMPETITIVE CONTESTS WHICH ARE HIGHLY ORGANIZED AND EXTEND BEYOND THE SCOPE OF INTRAMURAL PROGRAMS AND INCLUDES TRYOUTS, COMPETITION, PRACTICE, DRILLS AND TRANSPORTATION TO AND FROM SUCH EVENTS.

Investigational drug means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

LICENSED ATHLETIC TRAINER MEANS A LICENSED ATHLETIC TRAINER EMPLOYED BY THE SCHOOL DISTRICT PURSUANT TO CHAPTER 375A OF THE CONNECTICUT GENERAL STATUTES.

Medication means any medicinal preparation, both prescription and non-prescription, including controlled drugs, as defined in Conn. Gen. Stat. Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

Medication Emergency means [an untoward] **A LIFE-THREATENING**

reaction of a student to a medication.

MEDICATION PLAN MEANS A DOCUMENTED PLAN ESTABLISHED BY THE SCHOOL NURSE IN CONJUNCTION WITH THE PARENT AND STUDENT REGARDING THE ADMINISTRATION OF MEDICATION IN SCHOOL. SUCH PLAN MAY BE A STAND-ALONE PLAN, PART OF AN INDIVIDUALIZED HEALTH CARE PLAN, AN EMERGENCY CARE PLAN OR A MEDICATION ADMINISTRATION FORM.

Medication order means the authorization by an authorized prescriber for the administration of medication to a student [during school hours for no longer than the current academic year] **WHICH SHALL INCLUDE THE NAME OF THE STUDENT, THE NAME AND GENERIC NAME OF THE MEDICATION, THE DOSAGE OF THE MEDICATION, THE ROUTE OF ADMINISTRATION, THE TIME OF ADMINISTRATION, THE FREQUENCY OF ADMINISTRATION, THE INDICATIONS FOR MEDICATION, ANY POTENTIAL SIDE EFFECTS INCLUDING OVERDOSE OR MISSED DOSE OF THE MEDICATION, THE START AND TERMINATION DATES NOT TO EXCEED A 12-MONTH PERIOD, AND THE WRITTEN SIGNATURE OF THE PRESCRIBER.**

Nurse means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378, Conn. Gen. Stat.

OCCUPATIONAL THERAPIST MEANS AN OCCUPATIONAL THERAPIST EMPLOYED FULL TIME BY THE LOCAL OR REGIONAL BOARD OF EDUCATION AND LICENSED IN CONNECTICUT PURSUANT TO CHAPTER 376A OF THE CONNECTICUT GENERAL STATUTES.

OPTOMETRIST MEANS AN OPTOMETRIST LICENSED TO PROVIDE OPTOMETRY PURSUANT TO CHAPTER 380 OF THE CONNECTICUT GENERAL STATUTES.

PARAPROFESSIONAL MEANS A HEALTH CARE AIDE OR ASSISTANT OR AN INSTRUCTIONAL AIDE OR ASSISTANT EMPLOYED BY THE LOCAL OR REGIONAL BOARD OF EDUCATION WHO MEETS THE REQUIREMENTS OF SUCH BOARD OF EMPLOYMENT AS A HEALTH CARE AIDE OR ASSISTANT OR INSTRUCTIONAL AIDE OR ASSISTANT.

PHYSICAL THERAPIST MEANS A PHYSICAL THERAPIST EMPLOYED FULL TIME BY THE LOCAL OR REGIONAL BOARD OF

EDUCATION AND LICENSED IN CONNECTICUT PURSUANT TO CHAPTER 376 OF THE CONNECTICUT GENERAL STATUTES.

PHYSICIAN MEANS A DOCTOR OF MEDICINE OR OSTEOPATHY LICENSED TO PRACTICE MEDICINE IN CONNECTICUT PURSUANT TO CHAPTERS 370 AND 371 OF THE CONNECTICUT GENERAL STATUTES, OR LICENSED TO PRACTICE MEDICINE IN ANOTHER STATE.

PODIATRIST MEANS AN INDIVIDUAL LICENSED TO PRACTICE PODIATRY IN CONNECTICUT PURSUANT TO CHAPTER 375 OF THE CONNECTICUT GENERAL STATUTES.

Principal means the administrator in the school.

RESEARCH OR STUDY MEDICATIONS MEANS FDA-APPROVED MEDICATIONS BEING ADMINISTERED ACCORDING TO AN APPROVED STUDY PROTOCOL. A COPY OF THE STUDY PROTOCOL SHALL BE PROVIDED TO THE SCHOOL NURSE ALONG WITH THE NAME OF THE MEDICATION TO BE ADMINISTERED AND THE ACCEPTABLE RANGE OF DOSE OF SUCH MEDICATION TO BE ADMINISTERED.

School means any educational facility or program which is under the jurisdiction of the Board **EXCLUDING EXTRACURRICULAR ACTIVITIES.**

School nurse means a nurse appointed in accordance with Conn. Gen. Stat. Section 10-212.

SCHOOL NURSE SUPERVISOR MEANS THE NURSE DESIGNATED BY THE LOCAL OR REGIONAL BOARD OF EDUCATION AS THE SUPERVISOR OR, IF NO DESIGNATION HAS BEEN MADE BY THE BOARD, THE LEAD OR COORDINATING NURSE ASSIGNED BY THE BOARD.

SCHOOL READINESS PROGRAM MEANS A PROGRAM THAT RECEIVES FUNDS FROM THE STATE DEPARTMENT OF EDUCATION FOR A SCHOOL READINESS PROGRAM PURSUANT TO SUBSECTION (B) OF SECTION 10-16P OF THE CONNECTICUT GENERAL STATUTES AND EXEMPT FROM LICENSURE BY THE DEPARTMENT OF PUBLIC HEALTH PURSUANT TO SUBDIVISION (1) OF SUBSECTION (B) OF SECTION 19A-77 OF THE CONNECTICUT GENERAL STATUTES.

Self administration of medication means [that a student is able to identify and select the appropriate medication by size, color, amount, or other label identification; knows the frequency and time of day for which the medication is ordered; and consumes the medication appropriately] **THE CONTROL OF THE MEDICATION BY THE STUDENT AT ALL TIMES AND IS SELF MANAGED BY THE STUDENT ACCORDING TO THE INDIVIDUAL MEDICATION PLAN.**

Teacher means a person employed full time by Board who has met the minimum standards as established by Board for performance as a teacher and has been approved by the school medical advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-1 through 10-212a-7.

B. General Policies On Administration of Medications

- (1) No medication, including non-prescription drugs, may be administered by any school personnel without:
 - (a) the written medication order of an authorized prescriber (for prescription drugs); [and],
 - (b) the written authorization of the student's parent or guardian (for prescription and non-prescription drugs) **OR ELIGIBLE STUDENT; AND**
 - (c) **THE WRITTEN PERMISSION OF A PARENT FOR THE EXCHANGE OF INFORMATION BETWEEN THE PRESCRIBER AND THE SCHOOL NURSE NECESSARY TO ENSURE SAFE ADMINISTRATION OF SUCH MEDICINE.**
- (2) Prescribed medications shall be administered to and taken by only the person for whom the prescription has been written.
- (3) Medications may be administered only by a licensed nurse; or, in the absence of a licensed nurse, by:
 - (a) a **FULL-TIME** principal, a **FULL-TIME** teacher, [a] **OR A FULL-TIME** licensed physical or occupational therapist employed by the school district[, a coach of intramural and/or interscholastic athletics, or a licensed athletic trainer, who has been properly trained to administer such medications to students.] A **FULL-TIME** principal, teacher, licensed physical or occupational therapist employed by the school district [, a coach of intramural and/or interscholastic athletics, or a licensed athletic trainer] may administer oral, topical, or inhalant medications. Such individuals may administer injectable medications only to a

student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death.

- (b) students **WITH CHRONIC MEDICAL CONDITIONS** who are able to self administer medication, provided all of the following conditions are met:
 - (i) an authorized prescriber provides a written **MEDICATION** order, **INCLUDING THE RECOMMENDATION** for such self administration;
 - (ii) there is a written authorization **FOR SELF ADMINISTRATION** from the student's parent or guardian **OR ELIGIBLE STUDENT**;
 - (iii) the school nurse has [evaluated the situation and deemed it safe and appropriate,] **DEVELOPED A PLAN FOR SELF ADMINISTRATION AND GENERAL SUPERVISION, AND** has documented [this] **THE PLAN** in the student's cumulative health record, [and has developed a plan for general supervision];
 - (iv) **THE SCHOOL NURSE HAS ASSESSED THE STUDENT'S COMPETENCY FOR SELF-ADMINISTRATION AND DEEMED IT SAFE AND APPROPRIATE, INCLUDING THAT THE STUDENT: IS CAPABLE OF IDENTIFYING AND SELECTING THE APPROPRIATE MEDICATION BY SIZE, COLOR, AMOUNT OR OTHER LABEL IDENTIFICATION; KNOWS THE FREQUENCY AND TIME OF DAY FOR WHICH THE MEDICATION IS ORDERED; CAN IDENTIFY THE PRESENTING SYMPTOMS THAT REQUIRE MEDICATION; ADMINISTERS THE MEDICATION APPROPRIATELY; MAINTAINS SAFE CONTROL OF THE MEDICATION AT ALL TIMES; SEEKS ADULT SUPERVISION WHENEVER WARRANTED; AND COOPERATES WITH THE ESTABLISHED MEDICATION PLAN.**
- [(iv)] **(v)**the principal, appropriate teachers, and coaches of intramural and/or interscholastic athletics are informed the student is self administering prescribed medication;

[(v)](vi) such medication is transported to school and maintained under the student's control in accordance with this policy[.];

(VII) CONTROLLED DRUGS, AS DEFINED IN THIS POLICY, MAY NOT BE SELF-ADMINISTERED BY STUDENTS, EXCEPT IN EXTRAORDINARY SITUATIONS, SUCH AS INTERNATIONAL FIELD TRIPS, WITH APPROVAL OF THE SCHOOL NURSE SUPERVISOR AND THE SCHOOL MEDICAL ADVISOR IN ADVANCE AND DEVELOPMENT OF AN APPROPRIATE PLAN.

(c) a student diagnosed with asthma who is able to self administer medication shall be permitted to retain possession of an asthmatic inhaler at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:

(i) an authorized prescriber provides a written order requiring the possession of an inhaler by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;

(ii) there is a written authorization from the student's parent or guardian regarding the possession of an inhaler by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;

(iii) **THE CONDITIONS SET FORTH IN SUBSECTION (B) ABOVE HAVE BEEN MET, EXCEPT THAT THE SCHOOL NURSE'S REVIEW OF A STUDENT'S COMPETENCY TO SELF-ADMINISTER AN INHALER FOR ASTHMA IN THE SCHOOL SETTING SHALL NOT BE USED TO PREVENT A STUDENT FROM RETAINING AND SELF-ADMINISTERING AN INHALER FOR ASTHMA. STUDENTS MAY SELF-ADMINISTER MEDICATION**

WITH ONLY THE WRITTEN AUTHORIZATION OF AN AUTHORIZED PRESCRIBER AND WRITTEN AUTHORIZATION FROM THE STUDENT'S PARENT OR GUARDIAN OR ELIGIBLE STUDENT;

- (iv) The conditions for self-administration meet any regulations as may be imposed by the state board of education in consultation with the commissioner of public health.
- (d) a student diagnosed with an allergic condition who is able to self administer medication shall be permitted to retain possession of an automatic prefilled injection cartridge or similar automatic injectable equipment at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:
 - (i) an authorized prescriber provides a written order requiring the possession of an automatic prefilled injection cartridge or similar automatic injectable equipment by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and administration of medication, and such written order is provided to the school nurse;
 - (ii) there is a written authorization from the student's parent or guardian regarding the possession of an automatic prefilled injection cartridge or similar automatic injectable equipment by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;
 - (iii) the conditions **SET FORTH IN SUBSECTION (B) ABOVE HAVE BEEN MET, EXCEPT THAT THE SCHOOL NURSE'S REVIEW OF A STUDENT'S COMPETENCY TO SELF-ADMINISTER CARTRIDGE INJECTORS FOR MEDICALLY-DIAGNOSED ALLERGIES IN THE SCHOOL SETTING SHALL NOT BE USED TO PREVENT A STUDENT FROM RETAINING AND SELF-ADMINISTERING A CARTRIDGE INJECTOR FOR MEDICALLY-DIAGNOSED ALLERGIES.**

STUDENTS MAY SELF-ADMINISTER MEDICATION WITH ONLY THE WRITTEN AUTHORIZATION OF AN AUTHORIZED PRESCRIBER AND WRITTEN AUTHORIZATION FROM THE STUDENT'S PARENT OR GUARDIAN OR ELIGIBLE STUDENT;

- (IV) THE CONDITIONS** for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.

- (e) A COACH OF INTRAMURAL OR INTERSCHOLASTIC ATHLETIC EVENTS OR LICENSED ATHLETIC TRAINER, DURING INTRAMURAL OR INTERSCHOLASTIC ATHLETIC EVENTS, MAY ADMINISTER INHALANT MEDICATIONS PRESCRIBED TO TREAT RESPIRATORY CONDITIONS AND/OR MEDICATION ADMINISTERED WITH A CARTRIDGE INJECTOR FOR STUDENTS WITH MEDICALLY DIAGNOSED ALLERGIC CONDITIONS WHICH MAY REQUIRE PROMPT TREATMENT TO PROTECT THE STUDENT AGAINST SERIOUS HARM OR DEATH, PROVIDED ALL OF THE FOLLOWING CONDITIONS ARE MET:**

 - (I) THE SCHOOL NURSE HAS DETERMINED THAT A SELF-ADMINISTRATION PLAN IS NOT VIABLE;**

 - (II) THE SCHOOL NURSE HAS PROVIDED TO THE COACH A COPY OF THE AUTHORIZED PRESCRIBER'S ORDER AND PARENTAL PERMISSION FORM;**

 - (III) THE PARENT/GUARDIAN HAS PROVIDED THE COACH OR LICENSED ATHLETIC TRAINER WITH THE MEDICATION IN ACCORDANCE WITH SECTION H OF THIS POLICY, AND SUCH MEDICATION IS SEPARATE FROM THE MEDICATION STORED IN THE SCHOOL HEALTH OFFICE FOR USE DURING THE SCHOOL DAY; AND**

 - (IV) THE COACH OR LICENSED ATHLETIC TRAINER AGREES TO THE ADMINISTRATION OF EMERGENCY MEDICATION AND IMPLEMENTS THE EMERGENCY CARE PLAN, IDENTIFIED IN**

SECTION E OF THIS POLICY, WHEN APPROPRIATE.

- (F)** an identified school paraprofessional provided medication is administered to a specific student, and that all of the following conditions are met:
- (i) there is written authorization from the student's parents; and
 - (ii) medication is administered pursuant to the written order of the student's (A) physician licensed to practice medicine, (B) an advanced practice registered nurse licensed to prescribe in accordance with section 20-94a of the Connecticut General Statutes, or (C) a physician assistant licensed to prescribe in accordance with section 20-12d of the Connecticut General Statutes.
 - (iii) a school nurse and a school medical advisor jointly approve and provide supervision to the identified school paraprofessional to administer medication, including, but not limited to, medication administered with a cartridge injector, to a specific student with a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death.
- [d] (G)** a director of a school readiness program or a before or after school program, or the director's designee, provided that the medication is administered:
- (i) only to a child enrolled in such program; and
 - (ii) in accordance with [State Board of Education regulations] **SECTION I OF THIS POLICY.**
- (H) A LICENSED PRACTICAL NURSE, AFTER THE SCHOOL NURSE HAS ESTABLISHED THE MEDICATION PLAN, PROVIDED THAT THE LICENSED PRACTICAL NURSE MAY NOT TRAIN OR DELEGATE THE ADMINISTRATION OF MEDICATION TO ANOTHER INDIVIDUAL, AND PROVIDED THAT THE LICENSED PRACTICAL NURSE CAN DEMONSTRATE ONE OF THE FOLLOWING:**

- (I) **TRAINING IN ADMINISTRATION OF MEDICATIONS AS PART OF THEIR BASIC NURSING PROGRAM;**
 - (II) **SUCCESSFUL COMPLETION OF A PHARMACOLOGY COURSE AND SUBSEQUENT SUPERVISED EXPERIENCE; OR**
 - (III) **SUPERVISED EXPERIENCE IN THE ADMINISTRATION OF MEDICATION WHILE EMPLOYED IN A HEALTH CARE FACILITY.**
- (4) Medications may also be administered by a parent or guardian to his/her own child on school grounds.
- (5) **INVESTIGATIONAL DRUGS OR RESEARCH OR STUDY MEDICATIONS MAY BE ADMINISTERED ONLY BY A LICENSED NURSE.**

C. Documentation and Record Keeping

- (1) Each school **OR BEFORE-AND-AFTER SCHOOL PROGRAM AND SCHOOL READINESS PROGRAM** where medications are administered shall maintain [a] **AN INDIVIDUAL** medication administration record for each student who receives medication during school **OR PROGRAM** hours. This record shall include the following information:
- (a) the name of the student;
 - (b) the name of the medication;
 - (c) the dosage of the medication;
 - (d) the route of the administration, (i.e., oral, topical, inhalant, etc.);
 - (e) the frequency of administration;
 - (f) the name of the authorized prescriber;
 - (g) the [date on which the] **DATES FOR INITIATING AND TERMINATIVE THE ADMINISTRATION OF** medication [was ordered], **INCLUDING EXTENDED YEAR PROGRAMS;**
 - (h) the quantity received at school **AND VERIFICATION BY THE ADULT DELIVERING THE MEDICATION OF THE QUANTITY RECEIVED;**
 - (i) the date the medication is to be reordered (if any);
 - (j) any student allergies to food and/or medication(s);
 - (k) the date and time of each administration or omission, including the reason for any omission;
 - (l) the dose or amount of each medication administered; and,

- (m) the full **WRITTEN OR ELECTRONIC** legal signature of the nurse, principal, teacher or coach of intramural and interscholastic athletics administering the medication.
 - [(n) a written physician authorization form is needed to stop a prescribed medication from being administered at school.]
 - (N) **FOR CONTROLLED MEDICATION, A MEDICATION COUNT WHICH SHOULD BE CONDUCTED AND DOCUMENTED AT LEAST ONCE A WEEK AND CO-SIGNED BY THE ASSIGNED NURSE AND A WITNESS.**
- (2) All records are **EITHER** to be made in ink[,] and shall not **BE ALTERED, OR RECORDED ELECTRONICALLY IN A RECORD THAT CANNOT** be altered.
 - (3) Written orders of authorized prescribers, written authorizations of parent or guardian, **THE WRITTEN PARENTAL PERMISSION FOR THE EXCHANGE OF INFORMATION BY THE PRESCRIBER AND SCHOOL NURSE TO ENSURE SAFE ADMINISTRATION OF SUCH MEDICATION**, and the completed medication administration record for each student shall be filed in the student's cumulative health **RECORD OR, FOR BEFORE-AND-AFTER SCHOOL PROGRAMS AND SCHOOL READINESS PROGRAMS, IN THE CHILD'S PROGRAM** record.
 - (4) Authorized prescribers may make verbal orders, including telephone orders, for a *change* in medication **ORDER**. Such verbal orders may be received only by a school nurse and must be followed by a written order, **WHICH MAY BE FAXED, AND MUST BE RECEIVED** within three (3) school days.
 - (5) Medication administration records will be made available to the [Connecticut Department of Public Health upon its request] **DEPARTMENT OF EDUCATION FOR REVIEW UNTIL DESTROYED PURSUANT TO SECTION 11-8A AND SECTION 10-212A(B) OF THE CONNECTICUT GENERAL STATUTES.**
- (A) **THE COMPLETED MEDICATION ADMINISTRATION RECORD FOR CONTROLLED MEDICATIONS MAY, AT THE DISCRETION OF THE SCHOOL DISTRICT, BE DESTROYED IN ACCORDANCE WITH SECTION M8 OF THE CONNECTICUT MUNICIPALITY RECORD RETENTION SCHEDULE, SO LONG AS IT IS SUPERSEDED BY A SUMMARY ON THE STUDENT HEALTH RECORD.**

- (B) THE COMPLETED MEDICATION ADMINISTRATION RECORD FOR CONTROLLED MEDICATIONS SHALL BE MAINTAINED IN THE SAME MANNER AS THE NON-CONTROLLED MEDICATIONS. IN ADDITION, A SEPARATE MEDICATION ADMINISTRATION RECORD NEEDS TO BE MAINTAINED IN THE SCHOOL FOR THREE (3) YEARS PURSUANT TO SECTION 10-212A(B) OF THE CONNECTICUT GENERAL STATUTES.
- (6) DOCUMENTATION OF ANY ADMINISTRATION OF MEDICATION BY A COACH OR LICENSED ATHLETIC TRAINER SHALL BE COMPLETED ON FORMS PROVIDED BY THE SCHOOL AND THE FOLLOWING PROCEDURES SHALL BE FOLLOWED:
- (A) A MEDICATION ADMINISTRATION RECORD FOR EACH STUDENT SHALL BE MAINTAINED IN THE ATHLETIC OFFICES;
 - (B) ADMINISTRATION OF A CARTRIDGE INJECTOR MEDICATION SHALL BE REPORTED TO THE SCHOOL NURSE AT THE EARLIEST POSSIBLE TIME, BUT NO LATER THAN THE NEXT SCHOOL DAY;
 - (C) ALL INSTANCES OF MEDICATION ADMINISTRATION, EXCEPT FOR THE ADMINISTRATION OF CARTRIDGE INJECTOR MEDICATION, SHALL BE REPORTED TO THE SCHOOL NURSE AT LEAST MONTHLY, OR AS FREQUENTLY AS REQUIRED BY THE INDIVIDUAL STUDENT PLAN; AND
 - (D) THE ADMINISTRATION OF MEDICATION RECORD MUST BE SUBMITTED TO THE SCHOOL NURSE AT THE END OF EACH SPORT SEASON AND FILED IN THE STUDENT'S CUMULATIVE HEALTH RECORD.

D. Errors In Medication Administration

- (1) Whenever any error in medication administration occurs, the following procedures shall apply:
 - (a) the person making the error in medication administration shall immediately implement the medication emergency procedures in this Policy if necessary[, and shall immediately notify the school nurse and the authorized prescriber];
 - (b) the person making the error in medication administration

- shall [thereafter notify the principal (if the principal was not the person who made the error);
- (c) the principal shall notify the Superintendent or the Superintendent's designee, who shall thereafter notify the student's] **IN ALL CASES IMMEDIATELY NOTIFY THE SCHOOL NURSE, PRINCIPAL, SCHOOL NURSE SUPERVISOR, AND AUTHORIZED PRESCRIBER. THE PERSON MAKING THE ERROR, IN CONJUNCTION WITH THE PRINCIPAL, SHALL ALSO IMMEDIATELY NOTIFY THE** parent or guardian, advising of the nature of the error and all steps taken or being taken to rectify the error, including contact with the authorized prescriber and/or any other medical action(s).
 - (c) **THE PRINCIPAL SHALL NOTIFY THE SUPERINTENDENT OR THE SUPERINTENDENT'S DESIGNEE.**
- (2) [A report shall be completed] **THE SCHOOL NURSE, ALONG WITH THE PERSON MAKING THE ERROR, SHALL COMPLETE A REPORT** using the authorized [accident/incident] **MEDICATION** report form. **THE REPORT SHALL INCLUDE ANY CORRECTIVE ACTION TAKEN.**
 - (3) Any error in the administration of medication shall be documented in the student's cumulative health record **OR, FOR BEFORE-AND-AFTER SCHOOL READINESS PROGRAMS, IN THE CHILD'S PROGRAM RECORD.**
 - (4) **THESE SAME PROCEDURES SHALL APPLY TO COACHES AND LICENSED ATHLETIC TRAINERS DURING INTRAMURAL AND INTERSCHOLASTIC EVENTS, EXCEPT THAT IF THE SCHOOL NURSE IS NOT AVAILABLE, A REPORT MUST BE SUBMITTED BY THE COACH OR LICENSED ATHLETIC TRAINER TO THE SCHOOL NURSE THE NEXT SCHOOL DAY.**

E. Medication Emergency Procedures

- (1) Whenever a student has [an untoward] **A LIFE-THREATENING** reaction to administration of a medication, resolution of the reaction to protect the student's health and safety shall be the foremost priority. The school nurse and the authorized prescriber shall be notified immediately, or as soon as possible in light of any emergency medical care that must be given to the student.
- (2) Emergency medical care to resolve a medication emergency includes but is not limited to the following, as appropriate under the circumstances:

- (a) if deemed necessary, the school nurse will administer epipen or Benadryl per standing order procedure.
 - (b) use of the 911 emergency response system;
 - (c) application by properly trained and/or certified personnel of appropriate emergency medical care techniques, such as cardio-pulmonary resuscitation;
 - (d) contact with a poison control center; and
 - (f) transporting the student to the nearest available emergency medical care facility that is capable of responding to a medication emergency.
- (3) As soon as possible, in light of the circumstances, the principal shall be notified of the medication emergency. The principal shall immediately thereafter contact the Superintendent or the Superintendent's designee, who shall thereafter notify the parent or guardian, advising of the existence and nature of the medication emergency and all steps taken or being taken to resolve the emergency and protect the health and safety of the student, including contact with the authorized prescriber and/or any other medical action(s) that are being or have been taken.

F. Supervision

- (1) The school nurse is responsible for general supervision of administration of medications in the school(s) to which that nurse is assigned.
- (2) The school nurse's duty of general supervision includes, but is not limited to the following:
 - (a) availability on a regularly scheduled basis to:
 - (i) review orders or changes in orders, and communicate these to personnel designated to give [administer] medication for appropriate follow-up;
 - (ii) set up a plan and schedule to ensure medications are given **PROPERLY**;
 - (iii) provide training to licensed nursing personnel, **FULL-TIME** principals, **FULL-TIME** teachers, **FULL-TIME** licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics, licensed athletic trainers and identified paraprofessionals designated in accordance

with Section B(3)(e), above, which training shall pertain to the administration of medications to students, **AND ASSESS THE COMPETENCY OF THESE INDIVIDUALS TO ADMINISTER MEDICATION;**

- (iv) support and assist other licensed nursing personnel, **FULL-TIME** principals, **FULL-TIME** teachers, **FULL-TIME** licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics, licensed athletic trainers and identified paraprofessionals designated in accordance with Section B(3)(e), above, to prepare for and implement their responsibilities related to the administration of specific medications during school hours[; and,] **DURING INTRAMURAL AND INTERSCHOLASTIC ATHLETICS AS PROVIDED BY THIS POLICY;**
 - (v) **PROVIDE APPROPRIATE FOLLOW-UP TO ENSURE THE ADMINISTRATION OF MEDICATION PLAN RESULTS IN DESIRED STUDENT OUTCOMES; AND**
 - (vi) provide consultation by telephone or other means of telecommunications, **WHICH CONSULTATION MAY BE PROVIDED BY AN AUTHORIZED PRESCRIBER OR OTHER NURSE IN THE ABSENCE OF THE SCHOOL NURSE.**
- (b) In addition, the school nurse shall be responsible for:
- (i) implementing policies and procedures regarding the receipt, storage, and administration of medications;
 - (ii) reviewing, on a [monthly] **PERIODIC** basis, all documentation pertaining to the administration of medications for students;
 - (iii) [performing work-site observation] **PERFORM OBSERVATIONS OF THE COMPETENCY** of medication administration by **FULL-TIME** principals, **FULL-TIME** teachers, **FULL-TIME** licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics, **AND LICENSED ATHLETIC TRAINERS IN**

ACCORDANCE WITH SECTION B(3)(E), ABOVE, and identified paraprofessionals designated in accordance with Section B(3)([c]F), above, who have been newly trained to administer medications; and,

- (iv) conducting periodic reviews, as needed, with licensed nursing personnel, **FULL-TIME** principals, **FULL-TIME** teachers, **FULL-TIME** licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics[,] **AND** licensed athletic trainers **IN ACCORDANCE WITH SECTION B(3)(E), ABOVE** and identified paraprofessionals designated in accordance with Section B(3)(e), above, regarding the needs of any student receiving medication.

G. Training of School Personnel

- (1) [Principals,] **FULL-TIME PRINCIPALS, FULL-TIME** teachers, **FULL-TIME** licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics[,] **AND** licensed athletic trainers **IN ACCORDANCE WITH SECTION B(3)(E), ABOVE,** and identified paraprofessionals designated [in accordance with Section B(3)(e),] **IN ACCORDANCE WITH SECTION B(3)(F),** above, who are designated to administer medications shall **AT LEASE ANNUALLY** receive training in their safe administration, and only trained **FULL-TIME** principals, **FULL-TIME** teachers **FULL-TIME LICENSED PHYSICAL OR OCCUPATIONAL THERAPIST EMPLOYED BY THE SCHOOL DISTRICT** and coaches of intramural and interscholastic athletics[;] **AND** licensed athletic trainers **IN ACCORDANCE WITH SECTION B(3)(E), ABOVE, AND IDENTIFIED PARAPROFESSIONALS DESIGNATED IN ACCORDANCE WITH SECTION B(3)(F), ABOVE,** shall be allowed to administer medications.
- (2) Training for **FULL-TIME** principals, **FULL-TIME** teachers, **FULL-TIME** licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics[,] **AND** licensed athletic trainers **IN ACCORDANCE WITH SECTION B(3)(E), ABOVE** and identified paraprofessionals designated in accordance with Section B(3)([e] F), above, shall include, but is not necessarily limited to the following:
 - (a) the **GENERAL PRINCIPLES OF SAFE ADMINISTRATION OF MEDICATION;**

- (B) **THE** procedures for administration of medications, **INCLUDING** the safe handling and storage of medications, and the required record-keeping;
 - [(b) the medication needs of specific students, medication idiosyncrasies and desired effects, potential side effects or untoward reactions.]
 - (C) **SPECIFIC INFORMATION RELATED TO EACH STUDENT’S MEDICATION PLAN, INCLUDING THE NAME AND GENERIC NAME OF THE MEDICATION, INDICATIONS FOR MEDICATION DOSAGE, ROUTES, TIME AND FREQUENCY OF ADMINISTRATION, THERAPEUTIC EFFECTS OF THE MEDICATION, POTENTIAL SIDE EFFECTS, OVERDOSE OR MISSED DOSES OF THE MEDICATION, AND WHEN TO IMPLEMENT EMERGENCY INTERVENTIONS.**
 - [(c)d) lunch room monitors will be trained to recognize reactions to food allergies and the action needed to care for them. The lunch room monitor will be trained by the school nurse and/or school physician.
- (3) The Board shall maintain[, and annually update, a list of principals, teachers, licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics, licensed athletic trainers and identified paraprofessionals designated in accordance with Section B(3)(e), above, who have been trained in the administration of medications pursuant to this Policy.] **DOCUMENTATION OF MEDICATION ADMINISTRATION TRAINING AS FOLLOWS:**
- (A) **DATES OF GENERAL AND STUDENT-SPECIFIC TRAININGS;**
 - (B) **CONTENT OF THE TRAININGS;**
 - (C) **INDIVIDUALS WHO HAVE SUCCESSFULLY COMPLETED GENERAL AND STUDENT-SPECIFIC ADMINISTRATION OF MEDICATION TRAINING FOR THE CURRENT SCHOOL YEAR; AND**
 - (D) **NAMES AND CREDENTIALS OF THE NURSE OR SCHOOL MEDICAL ADVISOR TRAINER OR TRAINERS.**

[(4) The Board shall provide for an annual review and informational update for principals, teachers, coaches of intramural and interscholastic athletics, licensed athletic trainers and identified paraprofessionals designated in accordance with Section B(3)(e), above, trained in administration of medications.]

(4) LICENSED PRACTICAL NURSES MAY NOT CONDUCT TRAINING IN THE ADMINISTRATION OF MEDICATION TO ANOTHER INDIVIDUAL.

H. Handling, Storage and Disposal of Medications

(1) All medications, except those approved for transporting by students for self medication **AND THOSE ADMINISTERED BY COACHES OF INTRAMURAL OR INTERSCHOLASTIC ATHLETICS OR LICENSED ATHLETIC TRAINERS IN ACCORDANCE WITH SECTION B(3)(E) ABOVE** must be delivered by parent, guardian, or other responsible adult to the nurse assigned to the student's school[.] **OR, IN THE ABSENCE OF SUCH NURSE, THE SCHOOL PRINCIPAL WHO HAS BEEN TRAINED IN THE APPROPRIATE ADMINISTRATION OF MEDICATION. MEDICATIONS ADMINISTERED BY COACHES OF INTRAMURAL OR INTERSCHOLASTIC ATHLETICS OR LICENSED ATHLETIC TRAINERS MUST BE DELIVERED BY THE PARENT OR GUARDIAN DIRECTLY TO THE COACH OR LICENSED ATHLETIC TRAINER IN ACCORDANCE WITH SECTION B(3)(E) ABOVE.**

(2) The nurse shall examine on-site any new medication, medication order and the required authorization to administer form, and shall develop a medication administration plan for the student before any medication is given to the student by any school personnel. No medication shall be stored at a school without a current written order from an authorized prescriber.

([2]3) THE SCHOOL NURSE SHALL REVIEW ALL MEDICATION REFILLS WITH THE MEDICATION ORDER AND PARENT AUTHORIZATION PRIOR TO THE ADMINISTRATION OF MEDICATION.

(4) EMERGENCY MEDICATIONS

(A) EXCEPT AS OTHERWISE DETERMINED BY A STUDENT'S EMERGENCY CARE PLAN, EMERGENCY MEDICATIONS SHALL BE STORED IN AN UNLOCKED, CLEARLY LABELED AND READILY ACCESSIBLE

CABINET OR CONTAINER IN THE HEALTH ROOM DURING SCHOOL HOURS UNDER THE GENERAL SUPERVISION OF THE SCHOOL NURSE, OR IN THE ABSENCE OF THE SCHOOL NURSE, THE PRINCIPAL OR THE PRINCIPAL'S DESIGNEE WHO HAS BEEN TRAINED IN THE ADMINISTRATION OF MEDICATION;

- (b) EMERGENCY MEDICATION SHALL BE LOCKED BEYOND THE REGULAR SCHOOL DAY OR PROGRAM HOURS, EXCEPT AS OTHERWISE DETERMINED BY A STUDENT'S EMERGENCY CARE PLAN.**
- (5)** All medications, except those approved for keeping by students for self medication, shall be kept in a designated and locked location, used exclusively for the storage of medication. Controlled substances shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.
- ([3]6)** Access to stored medications shall be limited to persons authorized to administer medications. Each school **OR BEFORE-AND-AFTER SCHOOL PROGRAM AND SCHOOL READINESS PROGRAM** shall maintain a current list of such authorized persons.
- ([4]7)** All medications, prescription and non prescription, shall be **DELIVERED AND** stored in their original containers and in such a manner that renders them safe and effective.
- ([5]8)** **AT LEAST TWO SETS OF KEYS FOR THE MEDICATION CONTAINERS OR CABINETS SHALL BE MAINTAINED FOR EACH SCHOOL BUILDING OR BEFORE-AND-AFTER SCHOOL PROGRAM AND SCHOOL READINESS PROGRAM. ONE SET OF KEYS SHALL BE MAINTAINED UNDER THE DIRECT CONTROL OF THE SCHOOL NURSE OR NURSES AND AN ADDITIONAL SET SHALL BE UNDER THE DIRECT CONTROL OF THE PRINCIPAL AND, IF NECESSARY, THE PROGRAM DIRECTOR OR LEAD TEACHER WHO HAS BEEN TRAINED IN THE GENERAL PRINCIPLES OF THE ADMINISTRATION OF MEDICATION SHALL ALSO HAVE A SET OF KEYS.**
- ([6]9)** Medications that must be refrigerated shall be stored in a refrigerator, at no less than 36 degrees Fahrenheit and no more than 46 degrees Fahrenheit. **THE REFRIGERATOR MUST BE LOCATED IN THE HEALTH OFFICE THAT IS MAINTAINED FOR HEALTH SERVICES WITH LIMITED ACCESS. NON-**

CONTROLLED MEDICATION MAY BE STORED DIRECTLY ON THE REFRIGERATOR SHELF WITH NO FURTHER PROTECTION NEEDED. CONTROLLED MEDICATION SHALL BE STORED IN A LOCKED BOX WHICH IS AFFIXED TO THE REFRIGERATOR SHELF.

- ([6]10)** All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent or guardian, [or with the permission of] **OR, IF THE MEDICATION CANNOT BE RETURNED TO** the parent or guardian, **THE MEDICATION SHALL BE destroyed IN COLLABORATION WITH THE SCHOOL NURSE: [.]**
- ([7] (A) [Non] NON** controlled drugs shall be destroyed in the presence of at least one witness. [Controlled]
- (B) CONTROLLED** drugs shall be destroyed in [accordance with Part 1307.21 of the Code of Federal Regulations, or by surrendering them to the Commissioner of the Department of Consumer Protection.] **PURSUANT TO SECTION 21A-262-3 OF THE REGULATIONS OF CONNECTICUT STATE AGENCIES;**
- (C) ACCIDENTAL DESTRUCTION OR LOSS OF CONTROLLED DRUGS MUST BE VERIFIED IN THE PRESENCE OF A SECOND PERSON, INCLUDING CONFIRMATION OF THE PRESENCE OR ABSENCE OF RESIDUE AND JOINTLY DOCUMENTED ON THE STUDENT MEDICATION ADMINISTRATION RECORD AND ON A MEDICATION ERROR FORM PURSUANT TO SECTION 10-212A(B) OF THE CONNECTICUT GENERAL STATUTES. IF NO RESIDUE IS PRESENT, NOTIFICATION MUST BE MADE TO THE DEPARTMENT OF CONSUMER PROTECTION PURSUANT TO SECTION 21A-262-3 OF THE REGULATIONS OF CONNECTICUT STATE AGENCIES.**
- ([8]11) MEDICATIONS TO BE ADMINISTERED BY COACHES OF INTRAMURAL OR INTERSCHOLASTIC ATHLETIC EVENTS OR LICENSED ATHLETIC TRAINERS SHALL BE STORED:**
- (A) IN CONTAINERS FOR THE EXCLUSIVE USE OF HOLDING MEDICATIONS;**
- (B) IN LOCATIONS THAT PRESERVE THE INTEGRITY OF THE MEDICATION;**

(C) UNDER THE GENERAL SUPERVISION OF THE COACH OR LICENSED ATHLETIC TRAINER TRAINED IN THE ADMINISTRATION OF MEDICATION; AND

(D) IN A LOCKED SECURED CABINET WHEN NOT UNDER THE GENERAL SUPERVISION OF THE COACH OR LICENSED ATHLETIC TRAINER DURING INTRAMURAL OR INTERSCHOLASTIC ATHLETIC EVENTS.

(12) In no event shall a school store more than a [forty-five] **THREE** ([45] **3**) [day] **MONTH** supply of a medication for a student.

I. **SCHOOL READINESS PROGRAMS, Before and After School Programs AND DAY CAMPS.**

(1) [The owner or operator of any before or after school program or day camp (as these terms are defined by this policy) shall approve and provide general supervision to an identified staff member trained to administer medication with a cartridge injector to a child diagnosed with an allergic condition that may require prompt treatment in order to protect the child against serious harm or death, provided that:] **AS DETERMINED BY THE SCHOOL MEDICAL ADVISOR AND SCHOOL NURSE SUPERVISOR, THE FOLLOWING PROCEDURES SHALL APPLY TO THE ADMINISTRATION OF MEDICATION DURING SCHOOL READINESS PROGRAMS AND BEFORE-AND-AFTER SCHOOL PROGRAMS RUN BY THE BOARD, WHICH ARE EXEMPT FROM LICENSURE BY THE DEPARTMENT OF PUBLIC HEALTH:**

(A) **ADMINISTRATION OF MEDICATION AT THESE PROGRAMS SHALL BE PROVIDED ONLY WHEN IT IS MEDICALLY NECESSARY FOR PARTICIPANTS TO ACCESS THE PROGRAM AND MAINTAIN THEIR HEALTH STATUS WHILE ATTENDING THE PROGRAM.**

(B) **NO MEDICATION SHALL BE ADMINISTERED IN THESE PROGRAMS WITHOUT:**

(I) **THE WRITTEN ORDER OF AN AUTHORIZED PRESCRIBER; AND**

(II) **THE WRITTEN AUTHORIZATION OF A PARENT OR GUARDIAN OR AN ELIGIBLE STUDENT.**

- (C) A SCHOOL NURSE SHALL PROVIDE CONSULTATION TO THE PROGRAM DIRECTOR LEAD TEACHER OR SCHOOL ADMINISTRATOR WHO HAS BEEN TRAINED IN THE ADMINISTRATION OF MEDICATION REGARDING THE SAFE ADMINISTRATION OF MEDICATION WITHIN THESE PROGRAMS. THE SCHOOL MEDICAL ADVISOR AND SCHOOL NURSE SUPERVISOR SHALL DETERMINE WHETHER, BASED ON THE POPULATION OF THE SCHOOL READINESS PROGRAM AND/OR BEFORE-AND-AFTER SCHOOL PROGRAM, ADDITIONAL NURSING SERVICES ARE REQUIRED FOR THESE PROGRAMS.**
- (D) ONLY SCHOOL NURSES, DIRECTORS OR DIRECTORS' DESIGNEES, LEAD TEACHERS OR SCHOOL ADMINISTRATORS WHO HAVE BEEN PROPERLY TRAINED MAY ADMINISTER MEDICATIONS TO STUDENTS AS DELEGATED BY THE SCHOOL NURSE OR OTHER REGISTERED NURSE OR OTHER REGISTERED NURSE. PROPERLY TRAINED DIRECTORS OR DIRECTORS' DESIGNEES, LEAD TEACHERS OR SCHOOL ADMINISTRATORS MAY ADMINISTER ORAL, TOPICAL, INTRANASAL OR INHALANT MEDICATIONS. INVESTIGATIONAL DRUGS OR RESEARCH OR STUDY MEDICATIONS MAY NOT BE ADMINISTERED IN THESE PROGRAMS.**
- (E) STUDENTS ATTENDING THESE PROGRAMS MAY BE PERMITTED TO SELF-MEDICATE ONLY IN ACCORDANCE WITH THE PROVISIONS OF SECTION B(3) OF THIS POLICY. IN SUCH A CASE, THE SCHOOL NURSE MUST PROVIDE THE PROGRAM DIRECTOR, LEAD TEACHER OR SCHOOL ADMINISTRATOR RUNNING THE PROGRAM WITH THE MEDICATION ORDER AND PARENT PERMISSION FOR SELF-ADMINISTRATION.**
- (F) IN THE ABSENCE OF THE SCHOOL NURSE DURING PROGRAM ADMINISTRATION, THE PROGRAM DIRECTOR, LEAD TEACHER OR SCHOOL ADMINISTRATOR IS RESPONSIBLE FOR DECISION MAKING REGARDING MEDICATION ADMINISTRATION.**
- (G) CARTRIDGE INJECTOR MEDICATIONS MAY BE ADMINISTERED BY A DIRECTOR, LEAD TEACHER OR SCHOOL ADMINISTRATOR ONLY TO A STUDENT WITH**

A MEDICALLY-DIAGNOSED ALLERGIC CONDITION
[that] **WHICH** may require prompt treatment [in order]to
protect the [child] **STUDENT** against serious harm or death,
[provided that:]

- [(a) The child's parent or guardian requests and provides
written authorization to administer such medication;
and
 - (b) The medication is administered pursuant to a written
order from a physician, physician's assistant or an
advance practice registered nurse.]
- (2) **LOCAL POISON CONTROL CENTER INFORMATION SHALL BE
READILY AVAILABLE AT THESE PROGRAMS.**
- (3) **PROCEDURES FOR MEDICATION EMERGENCIES OR
MEDICATION ERRORS, AS OUTLINED IN THIS POLICY, MUST
BE FOLLOWED, EXCEPT THAT IN THE EVENT OF A
MEDICATION ERROR A REPORT MUST BE SUBMITTED BY
THE PROGRAM DIRECTOR, LEAD TEACHER OR SCHOOL
ADMINISTRATOR TO THE SCHOOL NURSE THE NEXT
SCHOOL DAY.**
- (4) **TRAINING FOR DIRECTORS OR DIRECTORS' DESIGNEES,
LEAD TEACHERS OR SCHOOL ADMINISTRATORS IN THE
ADMINISTRATION OF MEDICATION SHALL BE PROVIDED IN
ACCORDANCE WITH SECTION G OF THIS POLICY.**
- (5) **ALL MEDICATIONS MUST BE HANDLED AND STORED IN
ACCORDANCE WITH SECTION H OF THIS POLICY. WHERE
POSSIBLE, A SEPARATE SUPPLY OF MEDICATION SHALL BE
STORED AT THE SITE OF THE BEFORE-AND-AFTER OR
SCHOOL READINESS PROGRAM. IN THE EVENT THAT IT IS
NOT POSSIBLE FOR THE PARENT OR GUARDIAN TO
PROVIDE A SEPARATE SUPPLY OF MEDICATION, THEN A
PLAN SHALL BE IN PLACE TO ENSURE THE TIMELY
TRANSFER OF THE MEDICATION FROM THE SCHOOL TO THE
PROGRAM AND BACK ON A DAILY BASIS.**
- (6) **DOCUMENTATION OF ANY ADMINISTRATION OF
MEDICATION SHALL BE COMPLETED ON FORMS PROVIDED
BY THE SCHOOL AND THE FOLLOWING PROCEDURES
SHALL BE FOLLOWED:**
- (A) **A MEDICATION ADMINISTRATION RECORD FOR EACH
STUDENT SHALL BE MAINTAINED BY THE PROGRAM;**

(B) ADMINISTRATION OF A CARTRIDGE INJECTOR MEDICATION SHALL BE REPORTED TO THE SCHOOL NURSE AT THE EARLIEST POSSIBLE TIME, BUT NO LATER THAN THE NEXT SCHOOL DAY;

(C) ALL INSTANCES OF MEDICATION ADMINISTRATION, EXCEPT FOR THE ADMINISTRATION OF CARTRIDGE INJECTOR MEDICATION, SHALL BE REPORTED TO THE SCHOOL NURSE AT LEAST MONTHLY, OR AS FREQUENTLY AS REQUIRED BY THE INDIVIDUAL STUDENT PLAN; AND

[2. Any staff member identified to administer medication with a cartridge injector to a child attending a before or after school program or day camp must be (a) trained in the use of a cartridge injector by a licensed physician, physician's assistant, advanced practice registered nurse or registered nurse; or (b) shall complete a course in first aid offered by the American Red Cross, the American Heart Association, the National Ski Patrol, the Department of Public Health or any Director of Health.]

(D) THE ADMINISTRATION OF MEDICATION RECORD MUST BE SUBMITTED TO THE SCHOOL NURSE AT THE END OF EACH SCHOOL YEAR AND FILED IN THE STUDENT'S CUMULATIVE HEALTH RECORD.

[(3) A director of a school readiness (as defined by C.G.S. §10-16p) or a before or after school program, or the director's designee, may administer medications to a child enrolled in such a program provided such medication is administered in accordance with regulations adopted by the state board of education, including those outlined in this policy.]

7. THE PROCEDURES FOR THE ADMINISTRATION OF MEDICATION AT SCHOOL READINESS PROGRAMS BEFORE- AND-AFTER SCHOOL PROGRAMS SHALL BE REVIEWED ANNUALLY BY THE SCHOOL MEDICAL ADVISOR AND SCHOOL NURSE SUPERVISOR.

[J. No school employee shall be required to administer any medications if he or she objects for any reason, except the school nurse.]

[K]J. Review and Revision of Policy

In accordance with the provisions of Section 10-212a-2([b)(2)A), the

Board shall review this policy periodically, and at least biennially, with the advice and [assistance] **APPROVAL** of the school medical advisor [and], the school nurse supervisor **OR OTHER QUALIFIED LICENSED PHYSICIAN**. Any proposed revisions to the policy shall be [approved by] **MADE WITH THE ADVICE AND APPROVAL OF** the school medical advisor, **SCHOOL NURSE SUPERVISOR** or other qualified **LICENSED** physician. [and submitted to the Department of Public Health of the State of Connecticut for review and approval.]

Legal References:

Connecticut General Statutes:

Section 10-206

Section 10-212

Section 10-212a [(as amended by P.A. 07-241 and P.A. 07-252)]

Section 19a-900

Section 21a-240

Section 52-557b

[Public Act 09-155, "An Act Concerning the Use of Asthmatic Inhalers and Epinephrine Auto-Injectors while at School"]

Regulations of Conn. State Agencies: Sections 10-212a-1

through 10-212a-[7] 10, inclusive

Memorandum of Decision, In re: Declaratory Assistive Ruling/Delegation by Licensed Nurses to Unlicensed Personnel, Connecticut State Board of Examiners for Nursing (April 5, 1995) Code of Federal Regulations: Title 21 Part 1307.21

Code of Federal Regulations:

Title 21 Part 1307.21

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Time, Place and Notice of Meetings

Number: 9130
Bylaws

Approved: 10/9/02

Revised: 1/14/09

REVISED:

1. Regular Meetings

- A. The Board of Education shall set a calendar of regular meetings for the ensuing year at the first regular meeting in November.
- B. In compliance with the General Statutes of the State of Connecticut, the Chairperson shall file this calendar with the Town Clerk by November 30.
- C. Normally the Board shall schedule regular meetings on the second and fourth Wednesday of each month of the year.
- D. If at any point in the meeting the Board of Education should not retain a quorum, then the Chairperson of the Board will adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.
- E. Pending minutes of regular board meetings will be posted on the school district website within 48 hours of the meeting.

2. Special Meetings

- A. Special meetings may be held when determined by the Board, when so called by the Chairperson, or upon written request of three members of the Board.
- B. No special meeting shall be held unless a notice stating the time, place and purpose of the meeting has been given to each member

and to the Town Clerk, twenty-four (24) hours before the time stated for the meeting to convene.

- C. When a majority of the members agree that an emergency exists which has made a regular notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following the holding of such a meeting.

3. Meeting Time and Place

- A. All regular meetings of the Board shall begin at ~~[7:30]~~ **7:00** p.m. or as soon thereafter as a quorum is present and shall adjourn no later than ~~[10:00]~~ **9:30** p.m. unless extended to a time certain by a two-thirds vote of the Board members present. All regular meetings of the Board shall be held in Council Chambers of the Hicks Municipal Building, unless otherwise ordered by the Board.
- B. Special Meetings (non-emergency) - time and place to be determined and announced in advance of meeting.

Legal References:

Connecticut General Statutes

- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule of agenda of meetings to be filed. Notice of special meetings Executive session.
- 1-228 Adjournment of meetings. Notice.
- 1-229 Continued hearings. Notice.
- 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
- 7-3 Warning of Town and other meetings.
- 7-4 Record of warning.
- 10-218 Officers. Meetings.
- P.A. 08-3 Special Session (June 11) – Comprehensive Ethics Reform

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION

REGARDING: Immunizations

Number: 5180
Students

Approved: 10/10/01

Revised: 3/29/04

REVISED:

In accordance with state law **AND ACCOMPANY REGULATIONS**, the Tolland Board of Education requires each child to be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenzae type B, **HEPATITIS A**, hepatitis B varicella, **PNEUMOCOCCAL DISEASES, MENINGOCOCCAL DISEASE** and any other vaccine required by the schedule for active immunization as determined by the Commissioner of Public Health pursuant to Conn. Gen. Stat. § 19a-7f, prior to enrolling in any program or school under its jurisdiction. [The Board also] **AMONG OTHER REQUIREMENTS, BEFORE BEING PERMITTED TO ENTER SEVENTH GRADE, THE BOARD REQUIRES EACH CHILD TO BE VACCINATED AGAINST MENINGOCOCCAL DISEASE, THE BOARD FURTHER** requires each child to receive a second immunization against measles **AND TETANUS, DIPHTHERIA AND PERTUSSIS (TDAP)** before being permitted to enter seventh grade. [if they did not receive a second one prior to entering kindergarten.]

IN ADDITION TO EXISTING REQUIREMENTS, FOR THE 2011-2012 SCHOOL YEAR THEREAFTER, EACH CHILD MUST HAVE RECEIVED TWO DOSES OF IMMUNIZATION AGAINST VARICELLA BEFORE BEING PERMITTED TO ENTER KINDERGARTEN AND SEVENTH GRADE. ALSO FOR THE 2011-2012 SCHOOL YEAR, AND EVERY SCHOOL YEAR THEREAFTER, EACH CHILD MUST HAVE RECEIVED TWO DOSES OF IMMUNIZATION AGAINST RUBELLA AND MUMPS BEFORE BEING PERMITTED TO ENTER GRADES KINDERGARTEN THROUGH TWELVE.

BEGINNING JANUARY 1, 2012, AND EACH JANUARY 1 THEREAFTER, CHILDREN AGED 24-59 MONTHS ENROLLED IN THE BOARD'S PRESCHOOL PROGRAM MUST SHOW PROOF OF RECEIPT OF AT LEAST ONE DOSE OF INFLUENZA VACCINE BETWEEN AUGUST 1 AND DECEMBER 31 OF THE PRECEDING YEAR. ALL CHILDREN AGED 24-59 MONTHS WHO HAVE NOT RECEIVED VACCINATION AGAINST INFLUENZA

PREVIOUSLY MUST SHOW PROOF OF RECEIPT OF TWO DOSES OF THE VACCINE THE FIRST INFLUENZA SEASON THAT THEY WERE VACCINATED. CHILDREN SEEKING TO ENROLL IN THE BOARD'S PRESCHOOL PROGRAM BETWEEN JANUARY 1 AND MARCH 31 ARE REQUIRED TO RECEIVE THE INFLUENZA VACCINE PRIOR TO BEING PERMITTED TO ENTER THE PROGRAM. CHILDREN WHO ENROLL IN THE PRESCHOOL PROGRAM AFTER MARCH 31 OF ANY GIVEN YEAR ARE NOT REQUIRED TO MEET TH INFLUENZA VACCINE REQUIREMENT UNTIL THE FOLLOWING JANUARY 1.

Exemption from the pertinent requirements of these administrative regulations shall be granted to any child who:

- (1) presents a certificate from a physician or local health agency stating that initial immunizations have been given to such child and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health; or
- (2) presents a certificate from a physician stating that in the opinion of a such physician, such immunization is medically contraindicated because of the physical condition of such child; or
- (3) presents a statement from the parents or guardian of such child that such immunization would be contrary to the religious beliefs of such child; or
- (4) in the case of measles, mumps or rubella, presents a certificate from a physician or from the Director of Health in such child's present or previous town of residence, stating that the child has had a confirmed case of such disease; or
- (5) in the case of hemophilus influenzae type B, has passed his/her fifth birthday; or
- (6) in the case of pertussis, has passed his/her sixth birthday.

In accordance with state law, the Tolland Board of Education shall not be liable for civil damages resulting from an adverse reaction to a nondefective vaccine required to be administered by state law. The Board of Education designates the building school nurses as the representatives for receipt of reports from health care providers concerning student immunizations

Legal Reference: Connecticut General Statute
10-204a Required immunizations
10-204c Immunity from liability
[Public act 03-211 "An Act Concerning the Provision of Medical Care for Students' Health Care Needs.']

**CONNECTICUT AGENCIES REGULATIONS
§10-204A-2A ADEQUATE IMMUNIZATION**

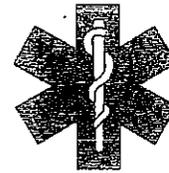
LETTER TO SUPERINTENDENTS OF SCHOOL ET AL. FROM CONNECTICUT STATE DEPARTMENT OF EDUCATION, *REINSTATEMENT PF OF PREKINDERGARTEN SCHOOL IMMUNIZATION ENTRY REQUIREMENT FOR HAEMOPHILUS INLFUENZA TYPE B (HIB) VACCINE, JUNE 25, 2010.*

LETTER TO SUPERINTENDENTS OF SCHOOLS ET AL, FROM CONNECTICUT STATE DEPARTMENT OF EDUCATION, *CHANGES IN THE IMMUNIZATION FOR SCHOOL ENTRY, MARCH 15, 2011.*



TOLLAND PUBLIC SCHOOLS

SCHOOL HEALTH SERVICES



TOLLAND HIGH SCHOOL
Michelle Povilonis RN
860 870-6838 FAX 860 870-6839

TOLLAND INTERMEDIATE SCHOOL
Kitty Warren RN
860 870-6891 FAX 860 872-7126

TOLLAND MIDDLE SCHOOL
Christine Grulke M.S.R.N., NCSN
860 870-6868 FAX 860 870-5737

BIRCH GROVE PRIMARY SCHOOL
Laura Dolcelli RN, BSN
860 870-6755 FAX 860 870-6754

PROCEDURE FOR REQUESTING MEDICATION ADMINISTRATION

If your child requires a **prescription or over-the-counter medication during the school day**, you must follow the guidelines required by Connecticut General Statutes, Sec. 10-212a and Connecticut Administrative Regulations, Sec. 10-212a-1 through 10-212a-10. These procedures promote safe practices for students and staff. Please read them carefully.

1. For each medication that must be administered daily or on an as-needed basis, the parent must obtain the written order of an authorization prescriber (physician, dentist, advanced practice registered nurse, ophthalmologist or physician assistant) using the Authorization for Administration of Medicine by School Personnel (see over). A new order is required each year.
2. The authorized prescriber must fill in the information requested on the form:
 - a. Student name
 - b. Name and generic name of medication
 - c. Dosage of medication
 - d. Route, time, frequency of administration
 - e. Indication for medication
 - f. Any potential side effects including overdose or missed dose of medication
 - g. Start and termination dates not to exceed 12 month period
 - h. Written signature of prescriber.
3. A parent or guardian must sign the "Parent/Guardian Authorization" portion of the form.
4. The medication must be packaged in the **ORIGINAL PHARMACY CONTAINER**, clearly labeled with the student's name, the authorized prescriber's name, and the prescription.
5. The medication and completed authorization form must be **DELIVERED TO THE SCHOOL NURSE BY A RESPONSIBLE ADULT**.
6. No more than a **3 month supply** may be stored at the school.
7. At the end of the school year, medications not picked up by parent or guardian will be destroyed per Sec 10-212a-5-I4i.
8. Thank you for your cooperation. Please contact the school nurse at your school if you have any question.

AUTHORIZATION FOR THE ADMINISTRATION OF MEDICINE BY SCHOOL PERSONNEL

Connecticut State Law and Regulations 10-212(a) require a written medication order of an authorized prescriber, (physician, dentist, advanced practice registered nurse or physician's assistant) and parent/guardian written authorization, for the nurse, or in the absence of the nurse, a designated principal or teacher to administer medication. Medications must be in the original properly labeled container and dispensed by a physician/pharmacist.

Prescriber's Authorization

Name of Student: _____ Date of Birth: _____

Address: _____

Condition for which drug is being administered: _____

Drug Name: _____ Dose _____ Route: _____
Generic and trade name

Time of Administration: _____ If PRN, frequency: _____

Relevant side effects: None expected Specify: _____

ALLERGIES: NO YES (*specify*): _____

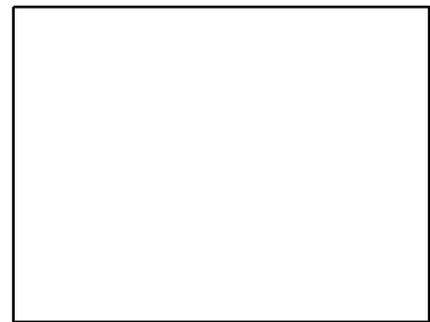
Medication shall be administered from: _____ to _____
Valid for maximum of 1 year Month / Day / Year Month / Day / Year

Prescriber's Name/Title: _____
(Type or print)

Telephone: _____ Fax: _____

Address: _____

Prescriber's Signature: _____ Date: _____



Use for Prescriber's Stamp

PARENT/GUARDIAN AUTHORIZATION

I hereby request that the above ordered medication be administered by school personnel. I understand that this medication will be destroyed if not picked up within one week following termination of the order or the last day of school, whichever comes first. I give permission for the exchange of information between the prescriber and the school nurse when necessary to ensure the safe administration of such medication.

Parent/Guardian Signature: _____ Date: _____

Parent's Home Phone #: _____ Work #: _____

SELF ADMINISTRATION OF MEDICATION AUTHORIZATION/APPROVAL

Self administration of medication may be authorized by the prescriber and parent/guardian and must be approved by the school nurse in accordance with Board policy.

Prescriber's authorization for self administration: Yes No _____
Signature Date

Parent/Guardian authorization for self administration: Yes No _____
Signature Date

School nurse approval for self-administration:
Competency evaluation required. Yes No _____
Can not prevent students with asthma or cartridge injectors from self carry. See Sec. 10-212a-2
Signature Date

Video Content:

- Section 10-212a-3 Training of School Personnel: Each Board of Education, which allows **qualified personnel** for schools, in the absence of a school nurse, to administer medications to students, shall provide training to designated qualified personnel for schools in the safe administration of medications at least annually. Only qualified personnel for schools who have received such annual training from the school nurse or school medical advisor shall be allowed to administer medications to students.
- 7 Rights: Right Student, Right Drug, Right Dose, Right Time, Right route, Right reason, Right Documentation
- Oral medications: use, indications, how to administer, storage
- Inhaler medication: use, indications, how to administer, spacers, storage
- Epi pen: use, indications, how to administer, Sr & Jr, storage

- Return Demonstration including:

Right student: verbally verify, birthday

Right drug: check x3; when you touch it, when you give it, when you put it back

Right Dose: check order, check with student

Right Time: check too soon; check too late

Right route: only given by written route - discuss inhaler/epi pen administration

Right reason: breathing issues etc...

Right Documentation: document on Individual Student Medication Record

Medication Error or Incident Report

Date of Report _____ School _____ Prepared by _____
 Name of Student _____ Grade _____
 Home Address _____ Phone _____
 Date error occurred: _____ Time noted _____
 Person Administering Medication _____
 Prescribing Practitioner: _____
 Reason Medication was prescribed: _____
 Date of Order: _____ Instructions for Administration _____

Medication(s)	Dose	Route	Scheduled Time	Dispen. Pharm	Prescription no.

1. Describe the error and how it occurred:

2. Action Taken:

- 3. Parent notified: Yes _____ No _____ Date _____ Time _____
- 4. Supervisor notified: Yes _____ No _____ Date _____ Time _____
- 5. Principal notified: Yes _____ No _____ Date _____ Time _____
- 6. Authorized Prescriber notified: Yes _____ No _____ Date _____ Time _____

7. Outcome:

8. Name: _____

Print
Signature
Title
Date

9. Prevention suggestion:

10. Return completed form to School Nurse within the next school day.
 Thank you



Self-Administration of Medication State of Connecticut Regulation Section 10-212a-4

The Board of Education shall permit those students who have a verified chronic medical condition and are deemed capable to self-administer prescribed emergency medication, including rescue asthma inhalers and cartridge injectors for medially-diagnosed allergies, to self-administer such medication, and may permit such students to self-administer other medications excluding controlled drugs as defined in Section 10-212a-1 of the Regulations of Connecticut State Agencies provided:

Student Name: _____

Grade: _____

School Year: _____

Medication for Self Administer: _____

- Authorized prescriber provides a written medication order including the recommendation for self-administration
- Parent, guardian, or eligible student provides written authorization for self-administration of medication
- The School nurse has assessed the student's competency for self-administration in the school setting and deemed it safe and appropriate including that a student:

_____ Can identify and select the appropriate medication by size, color, amount, or other label identification.

_____ Knows the frequency and time of day for which the medication is ordered

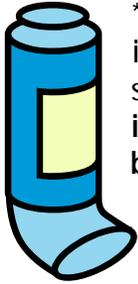
_____ Can identify the presenting symptoms that require medication

_____ Demonstrates administration of medication appropriately

_____ Maintains safe control of the medication at all times (continued)

_____ Seeks adult supervision whenever warranted

_____ Cooperates with the established medication plan



**** Section 10-212a-2: In the case of inhalers for asthma and cartridge injectors for medically-diagnosed allergies the school nurse's review of a students' competency to self-administer inhalers for asthma and cartridge injectors for medically-diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering inhalers for asthma and cartridge injectors for medically-diagnosed allergies. Students may self-administer medication with only the written**

authorization of an authorized prescriber and written authorization from a student's parent or guardian or eligible student



- The School Nurse has **developed an appropriate plan for self-administration**; including provisions for general supervision.
- The School Nurse will **document the medication plan in the student's Health Record**.
- The **appropriate staff are informed** that the student is self-administering prescribed medication (gym teacher, class teacher, principal)
- Medication is transported by the student** to the school and maintained under the students control.

Self-administration of controlled medication: as defined in Section 10-212a-1 of the Regulation of Connecticut State Agencies, may be considered for extraordinary situations, such as international field trips, and shall be approved by the school nurse supervisor and the school medical advisor in advance and an appropriate plan shall be developed.

Date

Student

Date

Nurse

Tolland Middle School: Sports School Year: _____



- Boys
- Soccer
- Cheerleading
- Baseball



- Girls
- Cross country
- Softball



- Basketball
- Track

Coach _____

Nurse _____

Date _____

_____ Alerts list for team students - review for issues

_____ Medications: self-administer authorization:
inhaler and epi pen only



_____ Medication: Coach administration: inhaler and epi pen only

- Storage
- Documentation
- Locked securely when not at athletic event

_____ Med Training

_____ AED information



TO: Members of the Board of Education

FROM: William D. Guzman

DATE: April 27, 2011

SUBJECT: Athletic Participation Fees

At the last Board of Education meeting, there was a request for information regarding how a determination is made to use funds collected from the Athletic Participation fees for students unable to pay the appropriate fee.

The criteria utilized is established through eligibility for free and reduced meals under the Federal Child Nutrition program as follows:

1. The pay-to-participate fee for students on free lunch will be waived.
2. The pay-to-participate fee for students on reduced lunch will be \$60 per sport. Last year, the fee for reduced lunch was \$30 when the pay-to-participate fee was \$125, which equated to 34% of the full fee. The \$60 fee represents approximately 22% of the full fee.
3. All students must pay before the first scrimmage or they may not participate in any scrimmage or contest until the fees are paid.
4. For those students and families claiming financial hardship, they may choose to pay the fee in the following two installments:
 - a. \$150 by the first scrimmage
 - b. \$125 by October 1st for fall sports, January 15th for winter sports, and May 1st for spring sports.

TO: Members of the Board of Education

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

DATE: April 27, 2011

SUBJECT: Status of the Budget – April 15, 2011

In accordance with the Board of Education Policy 3010, attached is the status report of the budget for fiscal year 2010-11 as of April 15, 2011.

The adjusted budget for fiscal year 2010-11 is \$32,285,520. As of April 15, 2011, projected expenditures and encumbrances total \$32,226,379. The projected balance at this time is \$59,141.

The latest review of the utility accounts has a small projected deficit but with judicious energy conservation measures, we are confident that this over budget condition will disappear.

We have worked cooperatively with the Town with regard to the FEMA Assistance Request for the January storm period. The application is currently being audited and at this time it is undetermined if we will receive any funding, but we are hopeful that the process will result in reimbursement of some of costs of the snow removal.

In accordance with Board Policy 3060, an authorization is requested for the following transfer of funds:

<u>From Account</u>	<u>Amount</u>	<u>To Account</u>	<u>Amount</u>
Program 701 Transportation	\$25,000	Program 791 Board of Education	\$25,000

Explanation: Excess funds in transportation account to cover additional unanticipated expenses for legal fees.

TOLLAND PUBLIC SCHOOLS
 Business Services
 April 15, 2011
 Fiscal Year 2010-11 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	April Budget Transfers	Balance	%
101	Language Arts	\$ 13,314	\$ -	\$ 13,314	\$ 8,321	\$ -	\$ 4,993	37.5%
102	Math	\$ 5,595	\$ -	\$ 5,595	\$ 4,954	\$ -	\$ 641	11.5%
103	Social Studies	\$ 8,768	\$ -	\$ 8,768	\$ 8,065	\$ -	\$ 703	8.0%
104	Science	\$ 80,665	\$ -	\$ 80,665	\$ 80,665	\$ -	\$ -	0.0%
105	Art	\$ 28,249	\$ -	\$ 28,249	\$ 25,792	\$ -	\$ 2,457	8.7%
106	Music	\$ 15,792	\$ -	\$ 15,792	\$ 12,941	\$ -	\$ 2,851	18.1%
107	Physical Education	\$ 10,780	\$ 500	\$ 11,280	\$ 9,427	\$ -	\$ 1,853	16.4%
108	World Language	\$ 4,200	\$ -	\$ 4,200	\$ 3,216	\$ -	\$ 984	23.4%
109	Family and Consumer Science	\$ 14,684	\$ -	\$ 14,684	\$ 14,747	\$ -	\$ (63)	-0.4%
110	Technology Education	\$ 21,241	\$ -	\$ 21,241	\$ 21,125	\$ -	\$ 116	0.5%
111	Business Education	\$ 6,224	\$ -	\$ 6,224	\$ 2,417	\$ -	\$ 3,807	61.2%
112	Computer Education	\$ 8,574	\$ -	\$ 8,574	\$ 8,515	\$ -	\$ 59	0.7%
114	Skills for Adolescence	\$ 500	\$ (500)	\$ -	\$ -	\$ -	\$ -	100.0%
115	TALC	\$ 330	\$ -	\$ 330	\$ 323	\$ -	\$ 7	2.1%
131	Special Services	\$ 1,618,371	\$ -	\$ 1,618,371	\$ 1,617,454	\$ -	\$ 917	0.1%
132	Special Education	\$ 76,654	\$ -	\$ 76,654	\$ 76,233	\$ -	\$ 421	0.5%
133	Interdistrict Programs	\$ 118,137	\$ 15,000	\$ 133,137	\$ 144,861	\$ -	\$ (11,724)	-8.8%
134	Student Athletics	\$ 56,577	\$ -	\$ 56,577	\$ 79,074	\$ -	\$ (22,497)	-39.8%
136	Student Activities	\$ 17,389	\$ -	\$ 17,389	\$ 17,389	\$ -	\$ -	0.0%
142	Guidance Services	\$ 8,789	\$ -	\$ 8,789	\$ 6,052	\$ -	\$ 2,737	31.1%
144	Nursing	\$ 16,620	\$ -	\$ 16,620	\$ 13,409	\$ -	\$ 3,211	19.3%
145	Library	\$ 20,623	\$ -	\$ 20,623	\$ 16,117	\$ -	\$ 4,506	21.8%
146	Audiovisual	\$ 5,529	\$ -	\$ 5,529	\$ 3,064	\$ -	\$ 2,465	44.6%
710	Principals' Office	\$ 131,128	\$ (500)	\$ 130,628	\$ 130,628	\$ -	\$ -	0.0%
701	Transportation	\$ 2,215,571	\$ (81,557)	\$ 2,134,014	\$ 2,096,634	\$ (25,000)	\$ 12,380	0.6%
755	Superintendent's Office	\$ 20,384	\$ (2,715)	\$ 17,669	\$ 15,661	\$ -	\$ 2,008	11.4%
756	Business Office	\$ 190,881	\$ (15,000)	\$ 175,881	\$ 174,925	\$ -	\$ 956	0.5%
757	Technology Services	\$ 113,206	\$ -	\$ 113,206	\$ 113,206	\$ -	\$ -	0.0%
661	Custodial Services	\$ 226,458	\$ -	\$ 226,458	\$ 226,098	\$ -	\$ 360	0.2%
667	Comm/Ins	\$ 190,013	\$ -	\$ 190,013	\$ 188,640	\$ -	\$ 1,373	0.7%
663	Utilities-Energy Mgt	\$ 1,390,038	\$ (141,470)	\$ 1,248,568	\$ 1,260,569	\$ -	\$ (12,001)	-1.0%
666	Energy Management	\$ 2,195	\$ -	\$ 2,195	\$ 990	\$ -	\$ 1,205	54.9%
662	Maintenance	\$ 397,000	\$ 141,470	\$ 538,470	\$ 538,470	\$ -	\$ -	0.0%
770	Prog/Prof Development	\$ 52,193	\$ -	\$ 52,193	\$ 38,783	\$ -	\$ 13,410	25.7%
790	Adult Education	\$ 31,157	\$ (2,347)	\$ 28,810	\$ 28,706	\$ -	\$ 104	0.4%
791	Board of Education	\$ 67,039	\$ 87,119	\$ 154,158	\$ 174,766	\$ 25,000	\$ 4,392	2.8%
xxx	Program Total	\$ 7,184,868	\$ -	\$ 7,184,868	\$ 7,162,237	\$ -	\$ 22,631	0.3%

JAR

TOLLAND PUBLIC SCHOOLS
 Business Services
 April 15, 2011
 Fiscal Year 2010-11 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	April Budget Transfers	Balance	%
177	Staff Services - Other	\$ 1,235,670	\$ -	\$ 1,235,670	\$ 1,250,333	\$ -	\$ (14,663)	-1.2%
177	Staff Services - Health Insurance	\$ 4,862,046	\$ -	\$ 4,862,046	\$ 4,910,917	\$ -	\$ (48,871)	-1.0%
178	Certified Regular Ed	\$ 12,446,866	\$ (1,515,349)	\$ 10,931,517	\$ 10,871,581	\$ (25,000)	\$ 34,936	0.3%
179	Certified Special Ed	\$ 2,676,557	\$ (7,666)	\$ 2,668,891	\$ 2,674,534	\$ -	\$ (5,643)	-0.2%
180	Non-Certified	\$ 1,092,319	\$ -	\$ 1,092,319	\$ 1,065,891	\$ -	\$ 26,428	2.4%
181	Building Operations	\$ 800,193	\$ 13,800	\$ 813,993	\$ 834,520	\$ 25,000	\$ 4,473	0.5%
182	Building Maintenance	\$ 167,945	\$ -	\$ 167,945	\$ 167,985	\$ -	\$ (40)	0.0%
183	BOE Clerk	\$ 1,122	\$ -	\$ 1,122	\$ 1,122	\$ -	\$ -	0.0%
184	Business Services	\$ 276,728	\$ (334)	\$ 276,394	\$ 273,901	\$ -	\$ 2,493	0.9%
185	Superintendent's Office	\$ 253,781	\$ 1,187	\$ 254,968	\$ 254,968	\$ -	\$ -	0.0%
186	Principals' Office	\$ 1,467,180	\$ (28,358)	\$ 1,438,822	\$ 1,437,422	\$ -	\$ 1,400	0.1%
187	Substitutes	\$ 351,039	\$ -	\$ 351,039	\$ 340,067	\$ -	\$ 10,972	3.1%
188	Systemwide Services	\$ 992,221	\$ 13,705	\$ 1,005,926	\$ 980,901	\$ -	\$ 25,025	2.5%
xxx	Personnel Total	\$ 26,623,667	\$ (1,523,015)	\$ 25,100,652	\$ 25,064,142	\$ -	\$ 36,510	0.1%
xxx	Unallocated Reserve Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	Original Appropriation Total	\$ 33,808,535	\$ (1,523,015)	\$ 32,285,520	\$ 32,226,379	\$ -	\$ 59,141	0.2%
	<u>Additional Appropriations:</u>							
179	Medicaid Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	Add'l Appropriations Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	Grand Total	\$ 33,808,535	\$ (1,523,015)	\$ 32,285,520	\$ 32,226,379	\$ -	\$ 59,141	0.2%

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: April 13, 2011

**SUBJECT: Healthy Food Certification Statement – July 1, 2011
through June 30, 2012**

Section 10-215f of the Connecticut General Statutes allows public school districts (including the vocational-technical school system, charter schools, interdistrict magnet schools and endowed academies) that participate in the National School Lunch Program to receive additional funding if food items sold to students meet the Connecticut Nutrition Standards. Eligible districts that opt for the healthy food certification are currently receiving 10 cents per lunch, based on the total number of reimbursable lunches (paid, free and reduced) served in the district in the prior school year. This year the School Lunch program received \$24,958 for meals served in 2009/2010. If a district chooses to receive this additional funding, it must certify that all food items sold to students separately from a reimbursable school breakfast or lunch will comply with the Connecticut Nutrition Standards. These food items include food offered for sale to student at all times, in *all schools*, and from *all sources*, including, but not limited to school stores, vending machines, school cafeterias and any fundraising activities on school premises.

If a district certifies for the healthy food option, foods that do not meet the Connecticut Nutrition Standards can only be sold to students at school if permitted by the local board of education or school governing authority and the following three conditions are met: (1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; (2) the sale is at the location of the event; and (3) the food items are not sold from a vending machine or school store.

The Administration recommends that the Board approve the attached Healthy Food Certification Statement.

WDG:cja
attachment

**Connecticut State Department of Education
Addendum to Agreement for Child Nutrition Programs (ED-099)
Healthy Food Certification Statement**

Section 1 – Background

Section 10-215e of the Connecticut General Statutes directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program and School Breakfast Program. Section 10-215f requires that participants in the National School Lunch Program, including each local and regional board of education, regional educational service center, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the nutrition standards. Section 10-215b further provides additional funding to National School Lunch Program participants who annually certify compliance with the Connecticut Nutrition Standards.

Section 2 – Certification Statement

► ***Must be completed by all Connecticut public school districts that participate in the National School Lunch Program.***

On behalf of the Tolland Board of Education and
(Name of the Board of Education or Governing Authority)

pursuant to section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, *(select appropriate box)*

will *(must complete Sections 3 and 4 on page 2)*

will not *(sign below and return form)*

meet said standards during the period of **July 1, 2011 through June 30, 2012**. 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.

**Local or Regional Board of Education or
Governing Authority**

Signature: _____ William D. Guzman
(Signature of the Authorized Representative) *(Printed Name of the Authorized Representative)*

Superintendent of Schools _____
Title (Superintendent of Schools, President or Chairperson of the Board) *Date of Authorization*

Section 3 – Exemption Statement

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, (*select appropriate box*)

will

will not

exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099)

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to section 10-215f of the Connecticut General Statutes, the Agreement for Child Nutrition Programs (ED-099) with

Tolland Board of Education
(*Name of the Board of Education or Governing Authority*)

is hereby amended to include the above certification statement of compliance with the Connecticut Nutrition Standards and application for funding related to those standards. This addendum covers the period from **July 1, 2011 through June 30, 2012.**

**Local or Regional Board of Education or
Governing Authority**

Signature: _____ William D. Guzman
(*Signature of the Authorized Representative*) (Printed Name of the Authorized Representative)

Superintendent of Schools
Title (*Superintendent of Schools, President or Chairperson of the Board*) _____
Date of Authorization

FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE

Connecticut State Department of Education

Signature: _____ Brian Mahoney
(Signature of State Agency Representative) (Printed Name of State Agency Representative)

Chief Financial Officer
Title _____
Date

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, disability, age, religion or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to the Equal Employment Opportunity Manager, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101.

I. INFORMATIONAL

APRIL 2011 Birch Grove Primary School

THE THEME OF THE MONTH IS BEING HELPFUL



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 <i>April Fool's Day</i> <i>FRC Summer Camp registration begins</i>	2
3	4 <i>PTO Meeting</i> <i>Birch Grove</i> <i>7:00 pm</i> <i>Native American Assembly</i>	5	6	7 <i>FRC Author visit at THS</i>	8 <i>100 Day Read At Home Challenge ends</i> <i>Kindness Project</i>	9
10	11	12	13 <i>Boe Meeting</i> <i>Council Chambers</i> <i>7:30 pm</i>	14	15	16
17 	18 <i>Spring Break</i> <i>No school</i>	19 <i>Spring Break</i> <i>No school</i>	20 <i>Spring Break</i> <i>No school</i>	21 <i>Spring Break</i> <i>No school</i>	22 <i>Spring Break</i> <i>No school</i>	23 
24 <i>Easter</i> 	25	26	27 <i>Boe Meeting</i> <i>Council Chambers</i> <i>7:30 pm</i> <i>Mrs. McGee and Mrs. Rallo's class play</i>	28	29 <i>Preschool screenings</i>	30

April 2011 – Tolland Intermediate School

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4 PTO @ Birch Grove	5	6	7	8 MAD SCIENCE Assembly, 9 a.m.	9
10	11	12	13	14	15	16
17	18 SPRING BREAK	19 SPRING BREAK	20 SPRING BREAK	21 SPRING BREAK	22 SPRING BREAK	23
24	25	26	27	28 Take Your Child To Work Day	29 Grade 3 To Old Sturbridge Village	30

2011

April 2011 - TMS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 <i>Hoops for Heart All Day</i>	2
3	4 <i>Variety Show Reshersals</i>	5 <i>Intra District Visits 8-12</i>	6 <i>Principals' Breakfast Variety Show Reshersals</i>	7	8 <i>Variety Show-7- 10pm</i>	9
10	11	12 <i>TMS PTO MTG</i>	13	14 <i>Baseball/ Softball- Home- Stafford</i>	15	16
17	18	19	20	21	22	23
<p>SPRING BREAK</p>						
24	25	26 <i>Baseball/ Softball- Home-WL</i>	27	28 <i>Baseball/ Softball-home- Ellington Track-T. Edwards-Away</i>	29 <i>Baseball/ Softball- home-away</i>	30

K. COMMUNICATIONS

MEETING MINUTES

TOLLAND TOWN COUNCIL SPECIAL MEETING HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM

APRIL 5, 2011 – 7:30 P.M.

MEMBERS PRESENT: Frederick M. Daniels, Chairman; MaryAnn Delaney Tuttle, Vice Chairperson; Dale Clayton; Jack Flynn; Francis Kennedy; Craig Nussbaum and April Teveris

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven R. Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Christine Hutton, Finance & Records Director

- 1. Call to Order:** Frederick Daniels called the meeting to order at 7:30 p.m.
- 2. Pledge of Allegiance:** Recited.
- 3. Moment of Silence:** Observed.
- 4. Consideration of the Town Council's Proposed FY 2011-2012 Budget:**

Dr. Daniels started the meeting by thanking everyone for their work during the budget process. The BOE and town have been making due with less. The Council is hopeful that we can come up with a budget tonight that addresses concerns of many, including tax payers, the BOE and the town side.

MaryAnn Delaney Tuttle reviewed the proposal being entertained by the Council for alterations and modifications to the Town Manager's budget. She began by saying what is in the budget book and what is being discussed is a bit different due to numbers changing every day. One of the items changing is the cost of insurance. There are some projections that Mr. Werbner provided and the changes that the Council will consider reflect some of those changes in the health line particularly, and some others. Things considered: add \$500.00 to the Fire Explorer Post (this will match the contribution being given to the Police Explorer Post); start the position of Assistant Fire Chief in September 1, 2011, rather than January 2012, and add approximately \$10,000 additional to the salary. In the Capital component of the budget: any additional monies realized from the insurance savings, either pooling or reduction in cost to the town would be put toward further road improvements. When looking at page 356 of the budget book "Analysis of Tax Rates, Levies and Collections 2002 – 2011", in the projections the Council increased the percentage of total tax collected to the tax levy from 98.6% to 99% in terms of our revenue. Regarding the BOE's budget, there is an anticipation of savings in the health insurance cost. With the reduction of cost, and a change in the pooling, our Consultant has suggested that there would be approximately \$595,000 over the BOE's original line for insurance. Also, the post employment obligation of \$95,000 would be dropped out, and \$90,000 in their budget will go directly from State Grants to them. Therefore, that would reduce their line by another \$90,000. Finally, there was lengthy discussion regarding transitioning over to HSA's by the union

members employed by the BOE at the Manger's presentation last week. The Town Manager's suggestion was larger than what the Council is projecting to include in the budget. The Town Council is suggesting a decrease in that line by \$100,000. This reflects a transition of 10% of the teachers over to HSA, rather than the 90% projected in the Town Manager's budget. The BOE's budget would be a reduction of about \$880,000, as compared to the reduction that was proposed by Manager in his budget of \$1.38m. These changes would result in an increase of 1.85% in the municipal side, an increase of about 3.93% in the BOE's side, the Capital would increase about 26% and the Debt Service would same the same at 2.79%. The total expenditure increase would be about 3.49%, with a tax rate increase of 3.88%, a mill rate increase of 1.13%.

Mr. Daniels asked Mr. Werbner for more detail regarding the change in insurance, the pooling and ceiling on exposure. Mr. Werbner explained the significance of the change. The health consultant was doing comparisons between various companies that sell insurance and found that under our current plan, we have \$100,000 per claim exposure. When discussing our product with Blue Cross/Blue Shield ("BC/BS"), they no longer write their policies with \$100,000 per claim exposure before it goes into a pool. In terms of anything over \$100,000, costs are aggregated with other community costs, and therefore is less exposure for individual claims. You pay a premium for that. The BC/BS offers the pooling premium at \$150,000 level. So, we asked Cigna what the savings would be if the Town and BOE's pooling coverage was changed to \$150,000. It would bring our rate from a 18.1% increase to a 11.3%. This would be a savings of almost 7% with that one adjustment. The Consultant believed it would be an appropriate risk to take. The full impact of this won't be felt until next year's premium comes up. The hope is that there are not a lot of claims that exceed \$100,000.00. Unfortunately, this year we did see a lot of hits. Discussion occurred with the BOE and they agreed to move forward this way.

April Teveris asked Mr. Werbner what the rationale was for having the Assistant Fire Chief start in January, 2012. Mr. Werbner said it was budgetary, to keep the costs down for the next fiscal year. Ms. Teveris also asked how the collection rate increase came about. Mr. Flynn said he went by the previous few years, which have averaged 99.5% of our current adjusted tax levy. The Council is suggesting 99%. Discussion occurred amongst the Council members and Ms. Hutton regarding the Analysis of Tax Rates, Levies and Collections 2002 – 2011 schedule (page 356 of the budget book). Mr. Werbner cautioned that the revenues should be taken as a whole. Whatever surplus there was in tax collections, because we exceeded what might have been estimated, was the only reason we were able to cover the shortages that occurred during the course of the year. The tighter you make your projections when there is any variance anywhere else; you are looking at potential deficits that need to be made up through fund balance use or expenditure reductions. You are walking a fine line making sure all of your estimates are pretty accurate, because you have no room for any variance. For example, this year we picked up the loss of \$90,000 in transportation grants. Things that occur over the course of the year, are picked up using the overage in estimated tax collections.

Dale Clayton asked if the large health claims came from the BOE or the Town side. Mr. Werbner commented that the vast majority of the claims were on the BOE side. Mr. Clayton asked if there are any funds in the budget for The Village. Mr. Werbner said no. Dale Clayton also questioned the need for an assistant for the Water Commission and WPCA. He doesn't see the need for a direct hire under the Engineer, since the Engineer's tasks have been cut down. Why spend \$30,000 for a new hire. Dr. Daniels commented that all he has been hearing is the Engineer's position is being overtaxed. Mr. Werbner commented that both the Water Commission and Sewer feel they need the continuity of having someone on a consistent basis, and feel the \$15,000 investment is lower than having a Consultant on a piecemeal basis. They had a joint meeting and came to the consensus that it would be better to have a part-time staff employee. The position will be reviewed on a year to year basis. As far as the town engineer goes, a lot of things that

were not getting done prior are now getting done. Ms. Delaney Tuttle said she believed the position would be more entry level. Mr. Clayton said we have a relatively slow planning department right now, why not use those people instead of building the staff? Dr. Daniels commented that he does not know how the WPCA and TWC use their funds. It is their decision. Mr. Werbner responded by saying there are not people sitting around in the planning department. There will be no benefits provided for this position.

Jack Flynn asked what the town side insurance savings would be. Mr. Werbner commented \$29,793. Dr. Daniels said those funds would go mainly towards the Capital, but discussion needs to occur on what to do with the additional \$29,793. He asked members where they would prefer to see it go, to neighborhood roads or parking lots? Mr. Werbner commented that you would get more bang for your buck doing the parking lots. Ms. Delaney Tuttle would like to see the funds used for the roads. Mr. Kennedy asked how far \$29,000 would go in fixing the roads. Mr. Werbner said you'd get a very small section of road. Mr. Nussbaum, Mr. Flynn and Mr. Daniels defer to Mr. Werbner on choosing either the roads/parking lots.

Ms. Teveris would like to lessen our dependence on bonding. Has anything been done in this budget to do that? Mr. Werbner said it will stay the same for the next year, and then it will drop considerably the years after, unless something else comes up. A chart entitled "Town of Tolland Existing & Proposed Debt Service" can be viewed at page 249 of the budget book.

Dr. Daniels recapped that what the budget page handout consists of: Town Government reduction of \$14,000, this reflects removing the insurance savings from that account, moving it to debt service and adding in \$15,000 for the fire chief and \$500 for the explorer post.

The BOE line item is an increase of \$500,000 from the Manager's proposal. That reflects \$780,000 from savings in insurance, the post employment retirement benefits not needing to be funded this year, and the direct grants to the BOE. The reduction would not affect the BOE's overall budget, because those are savings that would be generated. The only thing that does affect the budget that they requested is the \$100,000 projection for those employees moving to the HSA. This proposal assumes 5-10% will move to the HSA. If that doesn't happen, the BOE impact would be \$100,000 off of what their proposed budget was. Debt Service will stay the same. Capital is being increased by \$30,000, which is the insurance savings to be used for parking lots. This all results in an expenditure increase of 3.49%, a mill rate increase of 3.88% or 1.13 mills.

Ms. Teveris asked Mr. Werbner how he felt about this proposal. Mr. Werbner commented that it is a policy decision. He added that no matter what is ultimately adopted, there needs to be very close monitoring during the next fiscal year heading into the following fiscal year, because this is a mirror budget for next year. If 5% of the teachers move to the HSA over the course of the year, we've got the same problem.

5. Approval of Budget resolution:

MaryAnn Delaney Tuttle read the following resolution:

WHEREAS, the Town Council has reviewed the Town Manager's proposed budget and has made certain modifications to estimated revenues and expenditures, the details of which will be properly incorporated into the total budgetary document by the Town Manager and Director of Finance and Records;

NOW, THEREFORE, BE IT RESOLVED, by the Tolland Town Council that it hereby adopts a FY 2011-12 Town Operating and Capital Budget in the amount of \$51,041,662.00 to be appropriated as follows:

CATEGORY	AMOUNT
Town Government	\$10,818,258
Board of Education	\$35,136,107
Debt Service	\$ 4,751,796
Capital	\$ 335,501
TOTAL	\$51,041,662

Said appropriations shall require a 1.13 increase or in the mill levy for a 3.88% increase in the current tax rate, or 30.28 mills.

BE IT FURTHER RESOLVED, that the Town Manager, pursuant to the requirements of the Town Charter, is authorized to advertise this budgetary outlay as part of the April 26, 2011, Annual Budget Presentation Meeting at the Tolland High School Auditorium at 7:30 p.m.

Seconded by Francis Kennedy.

Frederick Daniels, MaryAnn Delaney Tuttle, Jack Flynn, Francis Kennedy and Craig Nussbaum were in favor.

Dale Clayton and April Teveris opposed.

- 6. Approval of a resolution authorizing the form of the ballot for the May 3, 2011 budget referendum and any subsequent budget referendum; the time and place for the budget referendum; authorizing the Town Manager or his designee to place the required legal notices in the local newspapers; and authorizing the preparation and printing of an explanatory text and the mailing of same to local residents in accordance with the provisions of CT General Statutes 9-369b explaining the budget referendum question.**

Dr. Daniels commented that the important items on this Resolution will be the wording that will appear on the ballot, and read:

“Shall the Town of Tolland’s proposed 2011-2012 budget of \$51,041,662, reflecting a spending increase of \$1,721,476 which is an increase of 3.49% resulting in a mill rate of 30.28 mills, be adopted? Yes/No.

The members agreed to the wording.

The Council had discussion on whether or not to have advisory questions on the ballot. Mr. Flynn feels they should be on there. On principle, there is something wrong if we don’t ask those questions. Ms. Delaney Tuttle feels that by putting the questions on you are assuming it is going to fail. Ms. Teveris sees no harm in them, but at the same time it does seem a little inconsistent. Dr. Daniels said that if advisory questions are on the ballot, the scanner method would need to be used. Mr. Clayton said it would be nice if there was a third option: to stay the same. Dr. Daniels doesn’t believe that people would know how to handle the questions. There isn’t a way to have three choices: decrease, increase or stay the same. Ms. Delaney Tuttle believes if it gets voted down, the public will want it to be a decrease. She would rather not play the game of going up and down. As the elected body, the Council is saying “yes, this is the best

we can do for you". Mr. Kennedy believes there are some pros and cons to adding the questions. He thinks it should be kept simple for this referendum and no advisory questions should be included. Mr. Nussbaum agreed and said if this budget fails, it's going down.

MaryAnn Delaney Tuttle read the following resolution:

WHEREAS, the Tolland Town Council has adopted a proposed FY 2011-2012 Town Operating and Capital Budget to be considered by the Tolland electorate at a May 3, 2011 budget referendum; and

WHEREAS, the Council must now establish the appropriate ballot language for this referendum and the date, time and place of said referendum;

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council the following:

1. The ballot question for the May 3rd referendum shall be worded as follows:

"Shall the Town of Tolland's proposed 2011-2012 budget of \$51,041,662, reflecting a spending increase of \$1,721,476 which is an increase of 3.49% resulting in a mill rate of 30.28 mills, be adopted? Yes/No.
2. The time and place for the referendum shall be between the hours of 6:00 a.m. and 8:00 p.m. on May 3, 2011 at the Hicks Memorial Municipal Center Gymnasium and the Tolland Senior Center. The vote shall be conducted using paper ballots.
3. The Town Manager or his designee is hereby authorized to place the required legal notices in the Journal Inquirer and other places as conditions permit, advertising the May 3, 2011 Referendum and the April 26, 2011 Annual Budget Presentation Meeting.
4. The Town Manager or his designee is authorized to prepare and print an explanatory text and mail same to local residents in accordance with the provisions of CT General Statutes 9-369b explaining the budget referendum question.

Seconded by Craig Nussbaum. All in favor. None opposed.

The Town Council discussed the mailer. It was agreed that the numbers in the chart should be larger, the bullets under Expenditures should be in bigger font, under Revenues: the third bullet repeats the 1st bullet under Expenditures and can be removed, make the referendum date larger everywhere, and "to calculate your own tax" should be larger font.

7. **Adjournment:** MaryAnn Delaney Tuttle moved to adjourn the meeting; Seconded by Jack Flynn at 9:05 p.m. All were in favor.

Frederick M. Daniels, Council Chair

Michelle A. Finnegan
Town Council Clerk

MEETING MINUTES

**TOLLAND TOWN COUNCIL
HICKS MEMORIAL MUNICIPAL CENTER
6th FLOOR COUNCIL ROOM
APRIL 12, 2011 – 7:30 P.M.**

MEMBERS PRESENT: Frederick M. Daniels, Chairman; MaryAnn Delaney Tuttle, Vice Chairperson; Dale Clayton; Jack Flynn; Francis Kennedy; Craig Nussbaum and April Teveris

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven R. Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Beverly Bellody, Human Services; Christine Hutton, Finance & Records Director; Clem Langlois, Public Works; Robert J. Pasek, AT&T Site Acquisition Agent

1. **CALL TO ORDER** Frederick Daniels called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE** Recited.
3. **MOMENT OF SILENCE** Observed.

Dr. Daniels welcomed Troop 15 to the meeting.

4. **PROCLAMATIONS:** April Fair Housing Month

Dr. Daniels read the following Proclamation to the public:

**Town of  Tolland
Proclamation
Fair Housing Month**

Whereas, the Town of Tolland has taken the following actions to promote Fair Housing in the Town of Tolland:

- a. adopted a Fair Housing Policy and Fair Housing Action Plan;
- b. adopted a Fair Housing Officer;
- c. has secured written endorsement of Fair Housing by banks and most of the real businesses doing business in the Town of Tolland;
- d. will be enlisting the cooperation of all persons related to the sale and rental of housing to assure that there is no discrimination in the sale and rental of housing based on race, color, gender, religion, marital status, national origin, disability, source of income, familial status, sexual orientation or age; and

Whereas, The Tolland Town Council proclaims
April as Fair Housing Month in the Town of Tolland.

and thanked Ms. Bellody for her work.

5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit)

Sam Belsito of 55 Lee Lane – Two items: 1) The Town Council had another stellar night by increasing the budget. You have no clue what is going on. Once again you are presenting another unrealistic budget. 2) What is going on with the geo-thermal in 8.1? In just a blink of an eye, a whole new financial scenario has come on the playing field. What will happen to the old bonding? How does the town pay the semi-annual lease? Where will the funds come from? A clear and concise explanation is due to the taxpayers. He feels this project should be halted and natural gas should be looked at closer.

Barbara Danforth of 484 Mile Hill Road – She would like a blight ordinance put in Tolland. There are many towns around us that have a blight ordinance. She feels the mess on Gehring Road has to be taken care of immediately. She has a way to have public officials within Connecticut come out to see this. (She provided pictures to the Council members). *Dr. Daniels commented that there is a sub-committee that will be making recommendations to the Council. It currently was on the back burner due to budget time.*

6. **PUBLIC HEARING ITEMS:**

- 6.1 Consideration of a resolution concerning an application for the 2011 Small Cities Community Development Block Grant program and discuss amendments and approval of the Town's Program Income Reuse Plan. Town staff will also update the Town Council and public on the 2010 ADA Elevator Installation at the Hicks Memorial Municipal Center & Library.

Ms. Bellody asked for this hearing, because she was hopeful that another Small Cities Grant could have been applied for. The funding would be to continue the housing rehab program. There is a significant change to the program. It is being recommended that Towns who received a 2010 grant award have a signed contract in place and be 10% expended by June 3, 2011, which is our elevator grant. She doesn't believe she will meet the threshold, because of some changes that came about, but she still wants to try and get the resolution passed. There was a delay with the elevator project getting out to bid, because of having to submit a Certificate of Appropriateness to the Historic District Commission. The Commission felt that the pitch of the roof of the elevator addition was too extreme and was drastically different from the style of the rest of the building. The Commission approved the redesigned roof. The Housing Rehab is for new roofs, siding, septic, electrical work, etc. It is a program that gets continually used.

Jack Flynn motioned to open the public hearing; Seconded by Francis Kennedy. All in favor.
None opposed.

Richard Bozzone of 9 Elm Road – He wanted to know why there may be a problem getting to the expendable amount by June 3, 2011. Ms. Bellody commented because she may not be able to get it out to bid. The architect firm has to redesign and redo the bid packet, which will be 2-3 weeks. Then there is usually a 3 week period before bids are due.

A straw poll was conducted of all those in favor of the Town applying for the 2011 Small Cities Community Development Block Grant program. 6 in favor; 0 opposed.

Jack Flynn motioned to close the public hearing; Seconded by Craig Nussbaum. All in favor.
None opposed.

MaryAnn Delaney Tuttle read the following resolution:

WHEREAS, federal monies are available under the Title I of the Housing and Community Development Act of 1974, 42 U.S.C § 5301, et. seq., as amended, also known as Public Law 93-

383, and administered by the State of Connecticut, Department of Economic and Community Development as the Connecticut Small Cities Community Development Block Grant Program; and

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of Connecticut General Statutes, the Commissioner of the State of Connecticut Department of Economic and Community Development is authorized disburse such federal monies to local municipalities; and

WHEREAS, it is desirable and in the public interest that the Town of Tolland make an application to the State for \$ 300,000 in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE
Tolland Town Council

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and,
2. That the filing of an application for State financial assistance by Town of Tolland in an amount not to exceed \$ 300,000 is hereby approved and that Steven R. Werbner, Town Manager is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for state financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of Town of Tolland.
3. That it adopts or has adopted as its policy to support the following nondiscrimination agreements and warranties provided in subsection (a)(1) of Connecticut General Statutes sections 4a-60 and 4a-60a, respectively, as amended by Public Act 07-142, and for which purposes the “contractor” is Town of Tolland and “contract” is said Assistance Agreement:

The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved.

The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation.

Seconded by Jack Flynn. All in favor. None opposed.

MaryAnn Delaney Tuttle read the following resolution:

WHEREAS, Program Income is defined in federal regulation at 24 CFR 570.489 (e) which specify that program income is the gross income received by the jurisdiction that has been directly generated from the use of Community Development Block Grant Program.

WHEREAS, Examples of program income include: payments of principal and interest on housing rehabilitation or business loans made using Community Development Block Grant funds; interest earned on program income pending its disposition, and interest earned on funds that have been placed in a revolving loan account; net proceeds from the disposition by sale or long-term lease of real property purchased or improved with Community Development Block Grant funds; income from the use or rental of real property that has been acquired, constructed or improved with Community Development Block Grant funds and that is owned (in whole or in part) by the participating jurisdiction or subrecipient;

WHEREAS, The Town of Tolland will generate Program Income from it's current activity, Housing Rehabilitation Program and has generate Program Income from the Incubator sale, of which after the approved projects have been completed, there will be additional funds remaining in that account;

NOW, THEREFORE, BE IT RESOLVED by the Town Tolland Council that the following Program Income Plan and Program Reuse Income Plan is hereby approved and further authorizes, Town Manager Steve R. Werbner, to sign such document.

PROGRAM INCOME PLAN

The Town of Tolland's Housing Rehabilitation Program will produce Program Income as a result of liens placed on the property of residential rehab projects.

Financial assistance is offered in the form of a loan. Low-income eligible applicants will receive a loan that is deferred until the property changes ownership. Moderate income eligible applicants will receive a loan that is 50% deferred and 50% zero percent interest paid over ten years in monthly installments. The loan amount is secured by a lien filed with the Town Clerk.

Program Income generated from the Housing Rehabilitation Program will be used for additional housing rehabilitation projects within the community (50-100 %), Community Facilities (0-25%) and Economic Development (0-25%). These activities are eligible under 24 CFR 570.208 (a), and meets national objective 24 CFR 570.483 (b) (1), activities benefiting low to moderate income persons, 24 CFR 570.483 (b)(2)(C)(ii)(A) and (iii.) Limited clientele activities.

The sale of the Incubator produced Program Income.

Program Income generated from the sale of the Incubator will be used at least twenty-one percent (21%) for the Community Facilities ADA activity for the installation of an elevator and other ADA improvements in the Hicks Memorial Municipal Center. This activity is eligible under 24 CFR 570.208 (a) and meets the national objective 24 CFR 570.483(b)(2)(ii)(A) and (iii) Limited clientele activity of removal of architectural barriers for elderly and handicapped persons. The Housing activities are eligible under 24 CFR 570.208 (a), and meets national objective 24 CFR 570.483 (b) (1), activities benefiting low to moderate income persons

The allocations to the Program Income Incubator Sale Account are as follows:

- a) Up to twenty-one (21%) of the available funds from the sale of the Incubator may be used for the Community Facilities Town Hall ADA Project.
- b) If funds remain after the final improvements to Old Post Village, Senior Housing they shall be added to the Community Facilities Town Hall ADA Project and/or Housing Revolving Loan Program.

PROGRAM INCOME REUSE PROGRAM

Reuse Plan Governing Program Income from CDBG-Assisted Activities

The purpose of plan is to establish guidelines on the policies and procedures for the administration and utilization of program income received as a result of activities funded under the State Community Development Block Grant Program.

Need for Plan Governing Reuse of Program Income. This Plan is intended to satisfy the requirements specified in Federal statute and regulation at Section 104 (j) of the Housing and Community Development Act ("the Act"), as amended in 1992 and 24 CFR 570.489 (e) (3). These statutory and regulatory sections permit a unit of local government to retain program income for CDBG-eligible community development activities. Under federal guidelines adopted by the State of Connecticut's CDBG program, local governments are permitted to retain program income so long as the local government has received advance approval from the state of a local plan that will govern the expenditure of the program income. This plan has been developed to meet that requirement.

Program Income Defined. Program Income is defined in federal regulation at 24 CFR 570.489 (e) which specify that program income is the gross income received by the jurisdiction that has been directly generated from the use of CDBG funds. (For those program income-generating activities that are only partially funded with CDBG funds, such income is prorated to reflect the actual percentage of CDBG participation). Examples of program income include: payments of principal and interest on housing rehabilitation or business loans made using CDBG funds; interest earned on program income pending its disposition, and interest earned on funds that have been placed in a revolving loan account; net proceeds from the disposition by sale or long-term lease of real property purchased or improved with CDBG funds; income (net of costs that are incidental to the generation of the income) from the use or rental of real property that has been acquired, constructed or improved with CDBG funds and that is owned (in whole or in part) by the participating jurisdiction or subrecipient.

If the total amount of income (from all sources) generated from the use of CDBG funds (and retained by the Town) during a single program year (July 1 through June 30) is less than \$25,000, then these funds shall not be deemed to be program income and shall not be subject to these policies and procedures. However, Quarterly Reports must be submitted regardless of whether the \$25,000 threshold is reached or not. Costs incurred that are incidental to the generation of Program Income may be deducted from the gross program revenue to determine the net Program Income amount.

General Administration (GA) Cost Limitation. Up to 16 percent of the total PI expended during a PY may be used for CDBG general administration (GA) expenses. Total administration and program soft costs (Housing Rehabilitation activities) cannot exceed 25 percent.

Total administration and program soft costs (all activities except for housing rehabilitation) cannot exceed 21 percent.

Reuses of Program Income. Program income must be: a) disbursed for an activity funded under an existing open grant prior to drawing down additional Federal funds (i.e. disbursed to an amount that is \$50,000 or less); b) forwarded to the State of Connecticut, Department of Economic and Community Development (Department); c) with DECD's permission, apply to a future grant or (d) distributed according to this Program Income Plan that has been approved by the Department. The Town's program income will be used to fund *eligible* CDBG activities that meet a *national objective*. Eligible activities and national objective requirements are specified in federal statute at Section 105(a) and in federal regulations at 24 CFR 570.482 and 24 CFR 570.483. The PI Reuse Plan shall be used for Housing Rehabilitation.

The Town reserves the option of utilizing program income to fund/augment a CDBG funded activity (that is different from the activity that generated the PI) included in a grant agreement. The Town must first follow the citizen participation process, provide for public disclosure (public notice), obtain a governing body resolution, and obtain approval from the State CDBG Program.

Planning Activities. The Town reserves the option of utilizing program income, within the 16 percent general administration annual cap, to fund planning for CDBG-eligible activities. Such planning activities may include: environmental reviews or other studies necessary for CDBG-eligible projects or programs; or application preparation for CDBG or other grants/loans to supplement funding for CDBG-eligible activities. The costs of such planning activities may be charged to an RLA if the planning is for the same activity as the RLA. Otherwise, PI may only be expended on planning activities in conjunction with an existing open CDBG Planning grant.

Distribution for Reuse of Program Income. The Town's program income that has not been committed to an existing open grant will be distributed, as follows:

One Revolving Loan Account (RLAs) and one Program Income Incubator Sale account are currently established to utilize the Town's program income.

If the allocations to the Revolving Loan Account are deemed beneficial to the community and meet CDBG eligible activities the percentages can be distributed as follows from the Housing Rehabilitation Revolving Loan Account. If there are no proposed Community Facilities or Economic Development Activities than 100% of program income funding will be allocated to the Housing Rehabilitation Revolving Loan Account.

- a) Fifty percent to one hundred percent (50 -100%) of all program income will be deposited into the Housing Rehabilitation Revolving Loan Account from which it was generated and will be used again for the same activity; Housing Rehabilitation.
- b) Twenty-five percent (0-25%) of all program income will be deposited into a Program Income account to be used in Community Facilities activities.
- c) Twenty-five percent (0-25%) of all program income will be deposited into a Program Income account to be used for Economic Development.

The allocations to the Program Income Incubator Sale Account are as follows:

- c) Twenty-one (21%) of the available funds from the sale of the Incubator will be used for the proposed Community Facilities Town Hall ADA Project.
- d) If funds remain after the final improvements to Old Post Village, Senior Housing, then they shall be added to the Community Facilities Town Hall ADA Project and/or Housing Revolving Loan Program.

Funds shall not be transferred between RLAs or to an open grant activity without conducting a properly noticed CDBG Citizen Participation public hearing. If it becomes necessary to transfer funds between RLAs we will consider revising the above distribution formula.

Reporting and Federal Overlay Compliance.

The Town shall comply with all State CDBG reporting requirements, including submittal of a Quarterly GPR on all PI. The Town shall ensure that the use of program income under this PI Reuse Plan complies with all CDBG program requirements, including citizen participation, environmental review, equal opportunity, Section 3 employment, lead-based paint, labor standards, procurement and property management, and maintenance of adequate accounting and recordkeeping systems. To ensure ongoing compliance with CDBG requirements, the Town shall utilize the latest available State CDBG Program Grant Management Manual for guidance on compliance procedures and policies. The Town shall obtain the Department's written approval before proceeding with any PI-funded activity.

Maximum Funds in Revolving Loan Accounts.

Program Income received by the RLAs during the program year (July 1 through June 30) shall be substantially expended by the end of the program year (June 30). At any given time, the funding balance for either of the RLAs should not exceed \$50,000.

Revising this plan. The Town has the authority to amend this document with a properly noticed Council/Board meeting and approval by the State Department of Economic & Community Development (DECD).

Revolving Loan Accounts. The purposes and allowed uses of funds under these RLAs are, as follows:

Housing Rehabilitation Revolving Loan Account.

This fund will be principally used for the purpose of making loans to rehabilitate residential units occupied by households which have an annual income which is 80 percent (80 percent) or less of the area's median income. At least 51 percent of the funds expended for the activity funded under this RLA during the program year shall be used on revolving activities (i.e., loans).

No more than 51 percent of the program income funds actually expended during the program year under this RLA shall be expended for housing rehabilitation grants. No more than up to 16 percent of the total PI expended during a PY may be used for CDBG general administration (GA) expenses. Total administration and program soft costs (Housing Rehabilitation activities) will not exceed 25 percent. In any event, the total expended for non-revolving activities (grants, program costs, and general administration) shall not exceed 49 percent of the total funds actually expended during the program year (July 1 thru June 30).

The review and funding of requests for CDBG loan or grant assistance under this RLA shall be conducted under the Housing Rehabilitation Program Guidelines that have been adopted by the Town. All assistance provided to activities under this RLA shall be made for activities that are located within the Town's jurisdiction.

If the activities funded under the RLA are for the same activities as those funded under an open State CDBG grant agreement, then the funds available in this RLA shall be expended prior to drawing down funds from the State CDBG program.

Seconded by Francis Kennedy. All in favor. None opposed.

7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** None.

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

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

8.1 Approval of a resolution authorizing execution and delivery of a taxable equipment lease/purchase agreement in connection with the Geothermal HVAC project.

Mr. Werbner commented that the Town is moving forward with the final design and financing for the geothermal. As the Town Council is aware, we have received approval to use Qualified Energy Conservation financing which is a federal program to lower the cost of financing for municipal activities that promote "Green" energy development. The basic concept of the program is that we get reimbursed for 70% of the interest costs associated with the financing of the project. The Resolution has been prepared by Bond Counsel and is necessary for the Town Manager to enter into an equipment lease/purchase agreement for not more than 15 years in an amount not to exceed 3.6 million dollars.

Mr. Nussbaum asked how we enter into a lease agreement if we do not know the final cost of the project. Mr. Werbner said the lease will be for 3.6 million dollars. If we spend less, then the payments will be less. It will equalize out.

Dr. Daniels commented that we learned and applied for these conservation bonds after the Referendum was set, but before the Referendum actually took place. An e-blast was sent out to the Community about this prior to the Referendum.

Mr. Flynn asked why we are using the lease purchase instead of straight bonding. Mr. Werbner said it is cheaper to do it this way, because we are getting a 70% reimbursement through the IRS for our interest payments. Ms. Hutton and Mr. Werbner went on to explain why it was better to use this approach and discussion occurred amongst the Council members.

MaryAnn Delaney Tuttle read the following resolution:

WHEREAS, the Town of Tolland, Connecticut (the "Town") desires to purchase, acquire, finance and lease certain equipment (the "Equipment"), with a cost not to exceed \$3,600,000, constituting personal property in connection with the installation of a geothermal HVAC system in the Hicks Memorial Municipal Center and Library, including, without limitation, design, project oversight, commissioning and construction related to the replacement of duct work, heat pumps, grilles, thermostats, lighting, ceiling tiles, installation of well fields and air quality improvements (the "Project"); and

WHEREAS, the Town has issued a Request for Proposals for lease purchase financing for the Equipment; and

WHEREAS, Sections 54A and 54D of the Internal Revenue Code of 1986, as amended (the "Code"), provide authority for the issuance of Qualified Energy Conservation Bonds ("Qualified Energy Conservation Bonds") that are taxable obligations allowing for either a tax credit to a lessor or a direct subsidy payment to the Town, an allocation of Qualified Energy Conservation Bonds in the amount of \$3,600,000 has been awarded to the Town by the Connecticut Development Authority, and the Project is a qualified conservation purpose as further defined in Section 54D(f) of the Code; and

WHEREAS, the Town wishes to enter into an equipment lease/purchase agreement (Taxable Direct Pay Qualified Energy Conservation Bond) with an equipment lease financing company that submits the lowest qualified bid to lease the Equipment; and

WHEREAS, the Town Council hereby finds and determines that the execution of such an agreement is appropriate and necessary to the functions and operations of the Town; and

WHEREAS, the Town is authorized under the provisions of Chapter 98 of the General Statutes of Connecticut, Revision of 1958, as amended (the "Act"), to execute and deliver such an agreement for purposes of providing funds to finance the Project; and

WHEREAS, the Town Council deems it for the benefit of the Town and for the efficient and effective administration thereof to enter into such an agreement and the documentation related to the financing of the Project for the purchase, acquisition and leasing of the Equipment to be therein described on the terms and conditions therein provided;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

(1) The Town Manager is hereby authorized to enter into an equipment lease/purchase agreement for the lease of the Equipment (the "Lease") by and between the Town and the equipment lease financing company (the "Lessor") that submits the lowest qualified bid to lease the Equipment as determined by the Town Manager. The Lease shall have a term of no more than fifteen (15) years, the principal component of rental payments under such Lease shall not exceed the aggregate amount of \$3,600,000, payments of principal and interest under the Lease shall be payable on a semi-annual basis and the Lease shall have such other terms, provisions and conditions as shall be approved by the Town Manager.

(2) The Town Manager is hereby authorized and directed to sign any and all documents required to enter into the Lease, including any required certificates to ensure that the Lease does not constitute an issue of arbitrage bonds for purposes of Section 148 of the Code and is executed and delivered as a Qualified Energy Conservation Bond for purposes of Sections 54A and 54D of the Code, any tax certificates documenting the following requirements:

- (a) The proceeds will be spent on qualified conservation purposes as more particularly described in Section 54D(f) of the Code;
- (b) No more than two percent of the proceeds will be spent on costs of issuance;
- (c) All proceeds, including interest earnings, will be spent within three years of the date of the Lease;

- (d) Within six months of the date of the Lease, the Town will enter into binding contracts to spend at least 10% of the available project proceeds;
- (e) The Town has required that the contractors on the Project be paid in accordance with the Davis-Bacon Act;
- (f) The Town shall designate the Lease as a Qualified Energy Conservation Bond and make such additional designations as may be required by Sections 54A and 54D of the Code; and
- (g) The election by the Town to receive a direct pay subsidy (in lieu of a tax credit) pursuant to Section 6431 of the Code.

(3) The Town Manager is hereby authorized and directed to execute the Lease and any related Exhibits attached thereto and to deliver the Lease (including such Exhibits) to the respective parties thereto, and the Town Clerk is hereby authorized to affix the seal of the Town to such documents, as required. The Town Manager is further authorized to make such representations and covenants and to execute and deliver such contracts, financing statements, affidavits, agreements and documents, including but not limited to, an escrow agreement and a tax compliance certificate, as are determined by the Town Manager to be necessary or desirable to evidence and secure the Town's obligations pursuant to the Lease and to finance the purchase of the Equipment, and that the execution of such contracts, financing statements, affidavits, agreements and documents shall be conclusive evidence of such determination.

(4) The Town Manager, the Treasurer, the Director of Finance and Records and other proper officers of the Town, or any one of them as appropriate, are hereby authorized to appoint a bank or trust company to act as escrow agent in connection with the foregoing lease purchase transaction and to do or cause to be done any and all other acts and things necessary or proper to further the purposes of this Resolution and the terms and obligations in respect of the Lease.

(5) The Town hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and anytime after the date of passage of this Resolution in an amount not to exceed \$3,600,000 for the Project with the proceeds of the Lease authorized to be entered into by the Town. The Lease shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance and Records or her designee is authorized to pay project expenses in accordance herewith pending the execution of the Lease.

(6) Nothing contained in this Resolution, the Lease nor any other instrument shall be construed with respect to the Town as incurring a pecuniary liability or charge upon the full faith and credit of the Town or against its taxing power, nor shall the breach of any agreement contained in this Resolution, the Lease or any other instrument or document executed in connection therewith impose any pecuniary liability upon the Town or any charge upon its full faith and credit or against its taxing power, except to the extent that the rental payments payable under the Lease are special limited obligations of the Town as provided in the Lease. Payments in respect of the Lease shall be subject to annual appropriations of the Town. The Lease shall include a "non-appropriation of funds" clause allowing for termination in the event that sufficient funds are not appropriated to make payments of rent and other amounts each fiscal year.

(7) If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Seconded by Craig Nussbaum.

Mr. Flynn does not believe this is in accordance with the referendum that was voted on. He feels it is very fuzzy legally. Mr. Werbner commented that the bond counsel has reviewed this and is a very diligent attorney in terms of representing us and making sure we do not exceed the authority of the law. We applied and qualified for this program, bond counsel has deemed it to be a legitimate method of financing and we put it before you as a way to save \$500,000 +/- over the life of this project. Yes, it is different from the financing method voted on, but it is less expensive. Mr. Flynn said he is in favor of the project, but he is uneasy with the legality of this.

Frederick M. Daniels; MaryAnn Delaney Tuttle; Dale Clayton; Francis Kennedy; Craig Nussbaum and April Teveris were all in favor.

Jack Flynn was opposed.

8.2 Consideration of a resolution authorizing the submission of a Historic Documents Preservation Grant.

Mr. Werbner commented that this is the annual grant that is received through the Town Clerk's office for the preservation of historic documents. It is for \$3,500, and there is no contribution from the Town.

MaryAnn Delaney Tuttle read the following resolution:

RESOLVED: that Steven R. Werbner, Tolland Town Manager is empowered to execute and deliver in the name of and on behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant.

Seconded by Francis Kennedy. All in favor. None opposed.

8.3 Approval for the Town Manager to enter into an easement agreement with AT&T for the placement of conduit and cables in the vicinity of the High School property for a sum of \$25,000.

Mr. Werbner commented they have been working with the BOE, as well as representatives of AT&T on this project. They have been requesting a utility easement through the high school property, for the purpose of upgrading the fiber lines running to the cell tower located at the rear of the high school property. Conduit will be placed through the easement for fiber running from Old Cathole Road to the tower. It would use an existing conduit which serves the school to an existing manhole at the top of the driveway and then a new conduit structure would branch off running along the ground-strip between the parking lot and I-84 to the tower. Compensation was discussed for the easement and AT&T will restore the property back to its existing condition. They will make a \$25,000 payment as other consideration. In discussion with the BOE, Mr. Werbner felt it would be appropriate for the money to be earmarked for BOE capital projects since the conduit went through BOE property. The BOE approved this proposal at their March 23, 2011 meeting.

Robert Pasek, Site Acquisition Agent for AT&T, commented that there would be minimal digging. They will be using the existing structure that is dedicated to SNET. Dr. Daniels asked what the other route would be. Mr. Pasek commented it would be through Barbara Lane. There are no conduits there;

therefore, digging would need to occur. Mr. Pasek said there would definitely be a cost savings by going the requested route.

Discussion occurred amongst the members as to whether \$25,000 was a fair dollar amount for compensation. Mr. Kennedy believed this to be a good thing. Mr. Clayton is wondering if \$25,000 is a reasonable amount. He would like additional information, and asked if this could be put over till the next Town Council meeting. Mr. Flynn and Ms. Teveris agreed that they do not know the value. Mr. Werbner doesn't believe there is a scientific way to figure this out. If you want more money, make an offer. Mr. Clayton said he has no way to determine an amount right now and said \$25,000 may be reasonable. Ms. Delaney Tuttle noted that the background material indicated that the length of the proposed easement to be 2500 feet. In calculating the payment for the easement at this length and anticipating a \$25000 payment the cost to AT&T would be \$10 per linear foot. Mrs. Delaney Tuttle asked Mr. Werbner and Mr. Pasek if there was any industry formula for calculating costs, so that we might be able to know the savings that AT&T would enjoy by using the high school easement. Neither knew of any formula. The alternative easement is along Barbara Rd, and Mr. Pasek stated that this route would be over 85,000 feet. Mr. Pasek indicated that this route would disturb the residents and most probably have rock and other obstacles that they would have to work around. He also noted that the school property easement would benefit the residents of Barbara Rd. as they would not have to deal with the digging and construction in their yards. Mr. Pasek indicated that AT&T had not done any formal planning or cost assessments of the Barbara Rd. easement, so in his view comparisons could not be made. Mr. Pasek commented that he believed the \$25,000 figure was determined by figuring the cost of having to run conduit between the two schools. Mr. Pasek said if you were to get an analysis done, it may come back less. Mr. Clayton asked if the BOE ever asked for an analysis. Mr. Werbner said no. Mr. Nussbaum is o.k. with the dollar amount, and agrees with saving the residents any inconvenience. Mr. Flynn feels if they can't change the dollar amount tonight, it should be tabled. Mr. Werbner commented that you should make an offer. Mr. Flynn and Ms. Teveris like \$40,000. MaryAnn Delaney Tuttle would like \$50,000. The Council members agreed on \$50,000.

MaryAnn Delaney Tuttle read the following resolution **as revised**:

BE IT RESOLVED that the granting of a utility easement within the property known as 1 Eagle Hill located in Tolland, Connecticut in favor of The Southern New England Telephone Company d/b/a AT&T Connecticut substantially in the form presented to the Town Council at this meeting is hereby approved and the Town Manager is authorized to execute such easement on behalf of the Town of Tolland; and as other consideration **AT&T is required to pay a one time fee of \$50,000.**

Seconded by April Teveris.

Mr. Clayton confirmed all other terms would remain the same. The members agreed. Mr. Clayton said he still can't put a value on it, and wished it had come to them earlier. Unfortunately, it is here now and we need to make a decision. Mr. Kennedy said he supports this.

All in favor. None opposed.

8.4 Appointment of Blum, Shapiro & Company, P.C. as the Town's independent auditor.

Mr. Werbner commented that this is the second year of a five year contract for auditing services. It is a flat fee of \$47,000 for each of the five years. The BOE pays 50% of the cost. Blum Shapiro has done a great job for us. We recommend going forward with this appointment.

MaryAnn Delaney Tuttle read the following resolution:

WHEREAS, the Connecticut General Statutes (C.G.S. 7-396 and 4-232) require the appointing authority of any municipality or audited agency to file with the Secretary of the Office of Policy and Management (OPM) the name of the independent auditor designated to conduct the annual audit of its accounts; and

WHEREAS, the notification must be made at least thirty days prior to the end of the fiscal period for which the audit is required;

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby approves the reappointment of Blum, Shapiro & Company, P.C. to conduct the annual audit of its accounts for fiscal year July 1, 2010 through June 30, 2011.

Seconded by Jack Flynn. All in favor. None opposed.

- 8.5 Consideration of a resolution making an additional appropriation of \$752.59 to the Board of Education's 2010-11 Budget for Medicaid payments and the setting of a public hearing thereon for April 26, 2011.

Dr. Daniels commented that April 26, 2011 is the budget presentation meeting and suggested putting this on the May 10, 2011 agenda. All agreed. Dr. Daniels went on to say this is the usual requirement by the State that this gets appropriated back to the BOE.

MaryAnn Delaney Tuttle motioned that the following resolution be introduced and set down for a public hearing on **May 10, 2011** at 7:30 p.m. in Tolland Town Council Chambers and read the following draft resolution:

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

WHEREAS the Board of Education has received a payment in the amount of \$752.59 from the Department of Social Services' Medicaid Reimbursement Plan;

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby appropriates an additional \$752.59 in Medicaid payments to the Board of Education's 2010-11 budget.

Seconded by Jack Flynn. All in favor. None opposed.

- 8.6 Appointments to vacancies on various municipal boards/commissions.

April Teveris motioned to rescind the appointment of **Brendan Marinan of 367 Sugar Hill Road** to the Tolland Water Commission; Seconded by MaryAnn Delaney Tuttle. All in favor. None opposed.

April Teveris moved to appoint **Brendan Marinan of 367 Sugar Hill Road** as the Alternate on the Inland Wetlands & Watercourses Commission; Seconded by MaryAnn Delaney Tuttle. All in favor. None opposed.

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

10. REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY)

Mr. Werbner commented:

Parker School – There have been discussion amongst town representative and BOE officials about the possible use of the rear of the school for recreation/community use. For a small amount of money the building could be segregated. Mr. Werbner thinks this is an unbelievable space, knowing what the Community needs are. Some longer range use was also discussed. The gymnasium is in perfect condition, some tile work and ceiling tile work would need to be done. For about \$30,000, they believe they could open the building up for the summer needs, and get use out of it in the winter months. The thought would be, as we move forward, that Mr. Langlois' crew would work on 8 classrooms. He thinks it would be a great investment in terms of programs for the community, and for future offices for the Recreation Dept. staff. Ms. Delaney Tuttle asked if the space and anticipated use included the library space in the 1992 addition and Mr. Langlois replied that there were some issues with utilities. That space would require more exploration and costs. In terms of the town hall, moving the Rec. Dept and its programs into the space in the Parker School it would open the ground floor of the Hicks Center for possible expansion of the Library operations. He also addressed the potential of using the freed-up space at Town Hall as temporary space for offices that will be displaced by the HVAC/Geothermal project next year in the Town Hall. The back part of Parker is a treasure that we are sitting on and not using. Dr. Daniels thinks this is a good idea. He would like to see a cost analysis.

Crandall Park - they are moving forward with the insurance company regarding the replacement of the pavilion.

Property at 227 Hartford Turnpike – The EDC Commission recommendation was to not sell the property, but to demolish the house and use the property for new signage, or maybe join the property next door. The parcel is small, and the house is in difficult condition. April Teveris asked why the property wasn't listed. Mr. Werbner commented that they were trying to save money. Mr. Clayton is in favor of selling it as is. Dr. Daniels agrees. The Council directed the Town Manager to market the house. Mr. Werbner asked if anyone had a recommendation for an Agent. Mr. Nussbaum suggested that he select the real estate office from town that offered the lowest fee. Mr. Werbner will go out for RFP's from listing agents located in Tolland.

Health Insurance – They are in the process of re-engaging Milliman as health insurance consultants. Discussion is taking place with the BOE. He supports them. The BOE will make a determination tomorrow regarding this.

He spoke of a memo he provided to the members re: the tax collection rate. The bottom line is that a higher collection rate is possible to achieve, but it narrows our margin of error.

Mr. Clayton asked about the swapping of the commuter lot. He wants to see the concept plan drawn up. Mr. Werbner will get that for him. Ms. Delaney Tuttle suggested that all Councilors review the concept plans for the Tolland Village Area proposed by Planimetrics that P&ZC have on their website. The P&ZC will have a public hearing on May 24, 2011 on the proposed TVS regulations, and the Town Council needs to have responded to the proposed regulations by that time.

Dr. Daniels would like to have discussion of The Tolland Village Area after the budget meeting on April 26, 2011. On May 10, 2011 the Council will have a presentation of the traffic study that has been done in preparation for the future development of the TVA. At that time the Council will need to prepare any comments on the regulations and concept to forward to the P&ZC in preparation for their public hearing.

11. ADOPTION OF MINUTES

- 11.1 March 17, 2011 Special Meeting Minutes – MaryAnn Delaney Tuttle moved to adopt the minutes; Seconded by April Teveris. All in favor. None opposed.
- 11.2 March 22, 2011 Regular Meeting Minutes - MaryAnn Delaney Tuttle moved to adopt the minutes; Seconded by Dale Clayton. All in favor. None opposed.
- 11.3 March 22, 2011 Special Meeting Minutes - MaryAnn Delaney Tuttle moved to adopt the minutes; Seconded by Jack Flynn. All in favor. None opposed. Dale Clayton abstained.
- 11.4 March 23, 2011 Special Meeting Minutes - MaryAnn Delaney Tuttle moved to adopt the minutes; Seconded by April Teveris. All in favor. None opposed. Dale Clayton and Francis Kennedy abstained.
- 11.5 March 29, 2011 Special Meeting Minutes - MaryAnn Delaney Tuttle moved to adopt the minutes; Seconded by Jack Flynn. All in favor. None opposed. Dale Clayton abstained.

12. CORRESPONDENCE TO COUNCIL

- 12.1 Dr. Daniels read correspondence from Fran Weigand and Rebecca Ellert of the Tolland Senior Center voicing their appreciation for the men that work for our Town, the Fire Department and Parks and Facilities, in particular Chief Littell, Clem Langlois and Paul Russell.
- 12.2 Consensus Bureau
- 12.3 Hartford Foundation of Public Giving
- 12.4 CT Technology Transfer
- 12.5 United Way
- 12.6 Ledyard – Small Towns in Connecticut – relief from affordable housing laws
- 12.7 CRRA
- 12.8 Community Renewal Team
- 12.9 CT Siting Council

13. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS - Mr. Nussbaum attended the TC/BOE meeting on Saturday. Ms. Teveris commented on the preliminary 300th Anniversary meeting that occurred in March. There was a good turnout and definite interests.

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

Richard Bozzone of 9 Elm Lane – Commented on Jack Flynn’s comments re: the bonding issue. He asked why the money in 8.3 would go to the BOE. Mr. Werbner said he recommended that it go to the capital project fund. Mr. Bozzone suggested those monies be used towards Parker.

Sam Belsito of 55 Lee Lane – 1) He would like to know what the total tonnage of salt used this winter was; 2) When will the next analysis of Tolland water be done? 3) He likes the idea of saving \$500,000 on the lease arrangement; and 4) Regarding the \$50,000 from the easement, if we don’t earmark it for Parker, he would like to see it go towards books for the children.

15. ADJOURNMENT – Dale Clayton moved to adjourn the meeting; Seconded by Jack Flynn at 9:45 p.m. All were in favor.

Frederick M. Daniels, Council Chair

Michelle A. Finnegan
Town Council Clerk