

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

REGULAR MEETING

6:30 – 10:00 P.M.

AGENDA
October 23, 2013

VISION STATEMENT

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

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. EXECUTIVE SESSION – 6:30 P.M. - 7:30 P.M. – DISCUSSION RE: SECURITY MATTERS.
- C. APPROVAL OF MINUTES

October 9, 2013 – Regular Meeting

- D. PUBLIC PARTICIPATION (2 minute limit)
The members of the Tolland Board of Education welcome members of the public to share their thoughts and ideas at this time. When appropriate to do so, members of the Board and the administration may respond to comments during "Points of Information." However, in consideration of those in attendance and in an effort to proceed in a timely manner, follow-up discussion may need to take place outside of the meeting setting.
- E. POINTS OF INFORMATION
- F. STUDENT REPRESENTATIVE REPORT
- G. SUPERINTENDENT'S REPORT
 - G.1 Board Member Recognition (No enclosure)
 - G.2 Parker School Rededication
 - G.3 District Student Enrollment – October 2013
 - G.4 Board of Education Meeting Dates – 2014
 - G.5 Trash and Recycling Services – Contract Renewal
 - G.6 Board Policies:
 - Policy and Administrative Regulation 1080 – Visitors to the Schools
 - Policy 3010 – Board Budget Procedures and Line Item Transfers
 - Policy 4090 – Reports of Suspected Abuse and Neglect of Children
 - Policy and Administrative Regulation 4111 – Electronic Information
 - G.7 District Budget Priorities – Discussion (No enclosure)

- H. COMMITTEE & LIAISON REPORTS

I. CHAIRPERSON'S REPORT

J. BOARD ACTION

J.1 Parker Memorial School Cleaning – Bid Award

K. PUBLIC PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

L. POINTS OF INFORMATION

M. CORRESPONDENCE

- Town Council Minutes from October 8, 2013

N. FUTURE AGENDA ITEMS

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

P. ADJOURNMENT

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

REGULAR MEETING – October 9, 2013

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

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

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:30 P.M.

B. APPROVAL OF MINUTES

September 25, 2013 – Regular Meeting

Ms. Vincent motioned to accept the minutes of the September 25, 2013 Regular Meeting. Mr. Clark seconded the motion. Changes: none. Mr. Powell, Mr. Clark, Mr. Tantillo, Mr. Frattaroli, and Dr. Block were in favor. None opposed. Ms. Vincent and Mr. Pagoni abstained. Motion carried.

C. PUBLIC PARTICIPATION (2 minute limit) – None

D. POINTS OF INFORMATION

Mr. Frattaroli noted that the Cider Mill 5k Run has become very popular and a Tolland resident came in second place. Mr. Powell agreed and noted that it was a great success and benefits the community.

E. STUDENT REPRESENTATIVE REPORT

Ms. Zahid commented that Spirit Week took place last week with a pep rally on Friday and homecoming on Saturday. Approximately 500 students attended. Additionally, the Culture Fair was held at Birch Grove. It was targeted toward students in grades K-6 and was also well attended. A can drive will be held soon and all items will be donated to the local food bank.

F. SUPERINTENDENT'S REPORT

Mr. Guzman requested to add a discussion to review the teacher and administrator evaluation plans. The district has had to make some minor adjustments to the plans and the state requires that these adjustments in the amended plans be approved by the Board.

Dr. Block motioned to add the discussion to review the teacher and administrator evaluation plans as item F.4. Ms. Vincent seconded the motion. Mr. Powell, Mr. Pagoni, Ms. Vincent, Mr. Clark, Mr. Tantillo, Mr. Frattaroli, and Dr. Block were in favor. None opposed. Mr. Sce abstained. Motion carried.

F.1. Board Policy 1010 – Use of School Facilities

The amended document was provided in the packet for a first read. The amendments were recommended by the Board's attorney Shipman & Goodwin LLP and are based on the letter received from the State Department of Education which informed the District of the Boy Scouts of America Equal Access Act (20 U.S.C. §7905) which was passed by Congress. The recommended language that was revised by the Policy Committee on September 25th is in bold. It was taken verbatim from the recommendation of the law firm.

Ms. Vincent motioned to move F.1 to action item I.1. Mr. Tantillo seconded the motion. A brief discussion regarding if a second reading was necessary took place. It was decided that action could be taken this evening due to it being legislation. All were in favor. None opposed. None abstained. Motion carried. Item F.1 is now item I.1.

F.2. Parker Memorial School Closing – Bid Award

Mr. Guzman noted that the bid was advertised locally. The proposals were sent to 6 companies and bids were due on October 3rd. Three bids were submitted and they were opened on October 3rd at 2 PM. The proposal results are listed in the attachment. Based on the low bid of \$11,000 submitted by Transfer Enterprises and positive reference checks, the administration is recommending the approval of the bid award to Transfer Enterprises in the amount of \$11,000.

Mr. Clark inquired if there is a timeframe regarding when the work could begin. Mr. Guzman responded that there is not; Board approval is needed first. He added that the intent is to go into action upon approval. He believes work will begin several weeks after Board approval.

Mr. Pagoni had previously asked Mr. Guzman to check with the attorney regarding the status of transferring the Parker building back to the Town. Mr. Guzman did speak with the Board attorney. It is up to the Board to turn it over to the Town. Mr. Pagoni would like to include a proposal to formally transfer it back to the Town as part of the vote. If the Board votes to award the bid to Transfer Enterprises, then it should vote to transfer the building back to the Town at the same time. Mr. Powell noted that this will be on the next agenda. Mr. Guzman commented that the Board must keep these items separate.

F.3. 2014/2015 District Budget – Priority Discussion (no enclosure)

It was requested that this item be on the agenda for continued discussion.

Mr. Powell explained that at the last meeting, the Board came to the conclusion that it was not going to give direction to the Superintendent to create a budget with a particular percentage increase. Additionally, there was supposed to be a list of 5 priorities submitted to the Chair from each Board member which he would tabulate; however, the majority did not deliver this information. In turn, this part of the discussion was tabled.

Mr. Sce commented that he is always willing to discuss this further and reviewed the minutes from the last meeting. There was a lot of discussion at that time that given the anticipated large turnover of the Board, whether it made sense to lock in decisions before the election. Mr. Powell responded that this is correct but added that there was a general census that if the Board could provide direction, given its experience, then by extension it would provide a recommendation based upon the list of priorities.

Mr. Sce asked Mr. Guzman when he would start the budget process. Mr. Guzman explained that each of the cost center managers are already working on their respective budgets and will submit them to Ms. Neel. Meetings will then take place to review the numbers. He has given them the direction to keep the program side at 0% (the smaller side of the budget) as they develop the budget. By charter, the budget must be given to the Board by the first meeting in January so the numbers will be finalized in December.

Mr. Tantillo noted that it is important to build the priorities off of the strategic plan. The Board needs to provide some guidance. Dr. Block added that it is difficult to come in new and enter the budget process. Mr. Pagoni noted that the new Board will still have enough time to make modifications and added that it is the Board's responsibility given its experience. Mr. Tantillo hopes that those who are interested in sitting on the Board are looking at the strategic plan, past budgets, and prior meeting minutes so that they are able to come in with an idea of the process but agreed that it is the Board's responsibility to provide something.

Mr. Frattaroli commented that every year, when the budget comes into play, there is a comprehensive view of what the students need to be well-rounded individuals and every year there are financial constraints. It is difficult to set the priorities as it is a moving target.

Mr. Pagoni noted that every year, the Superintendent is asked to build a budget based on what is needed and then the fiscal reality sets in. The Board needs to take the cue from the Town Council. If it says the Board will only get x%, the Board will repeat history and spin its wheels. In the end, the Board will still have to make the priorities. It is a dance that leads back to the same place every year and is a waste of time and effort. It is not a matter of what one wants or likes, it is a matter of fiscal reality. He would like to see a change.

Dr. Block referred to her comments from the last meeting which may be found in the minutes and disagreed with Mr. Pagoni. Mr. Frattaroli knows the exercise seems redundant but the Board is trying to refine the process and it bears repeating. Mr. Sce agreed with Mr. Pagoni. He believes it is a waste of time to spend 5 meetings talking about numbers that the Board will not get and then, if history repeats itself, spend 2 meetings scrambling to rework the budget. He would rather spend the 5 meetings discussing how to fit the priorities into the budget it will most likely get. It is a waste of time in the public eye and the Board looks incompetent making last minute decisions. Mr. Frattaroli did not believe that the Board looks incompetent by listening to the people who are paid to know what the school needs. Mr. Sce responded that the Board needs to listen to these people to establish the benchmarks. If that cannot be delivered, then that needs to be presented to the Town Council. The Board is told how much it can spend and it is up to the Board to determine the best way to spend the money.

Mr. Clark noted that he too has spoken about this previously. If the Board adopts a number that the Town Council gives it and it accepts that number knowing full well that it is not sustainable, then the Board is not doing its job. If the Board does not know what is necessary and does not advocate for it, then it is violating its charge. He agreed that this is what happens year after year. The Board needs to know what is necessary and advocate for it. Ultimately, the Board needs to convince the Town Council that what it needs is realistic. At that point, it is up to the Town Council to convince the Town that this is what is needed to keep the school viable and sustain a level of education to make students competitive in the 21st century. If the Superintendent is directed to come up with a 1% or 2% budget, the Board will not know what is needed. He believes that the Board needs to push the Town Council harder.

Mr. Pagoni responded that if indeed the number is 2%, the Superintendent can come up with that budget and list what is not included. Further, he did not believe they could push any harder. This year, harder than ever, they have been trying to get the information out to everyone and show them what is going on and in the big picture; apathy in town is still strong. Mr. Clark commented that the Town Council could be pushing harder and cited examples of where he believes they have pushed hard on various projects and in most cases been successful. If the Board can convince the Town Council of its needs, then there is a better chance of success at referendum. Mr. Tantillo commented that at this point, they are discussing a mythical Town Council and Board and the focus should be on discussing priorities if that is the Board's plan.

Mr. Powell explained that the reality is that the Town Council is placed in by the majority of the voters who come forward to set their agenda, ideas, and priorities. It is the same with the Board of Education. He believes it is the Board's responsibility to provide a best estimate of what it thinks is appropriate for education for the schools. That is the responsibility of the Board. This is then proposed to the Town Council who has final determination. Mr. Sce noted that there is an asterisk to this comment. It is the Board's job to give the students the best education within its means. Mr. Powell added that the Board must consider the fiscal reality and be fiscally prudent. He directed the Board members to each make a list of priorities and forward them to him so they can be discussed at the next meeting and passed along to the next Board.

F.4. Discussion - Review of the Teacher and Administrator Evaluation Plan

Dr. Eidson passed out the Teacher Professional Learning and Evaluation Plan. She explained that the main change is in the rubric on which the teacher evaluation rests and may be found in Appendix H on page 83. This is the same rubric which is being used in the rest of the state. It differs in that the indicators in the original plan are still in places, there are just fewer categories.

A brief discussion took place. Between the evaluations and the implementation of the Common Core, there is not enough time in the day to get everything done but the district will, with fidelity, implement the plan required by state law. Mr. Powell explained that this program was approved by multiple entities and is being implemented along with other programs and incorporated into the standard practices.

Dr. Eidson distributed the Administrator Professional Learning and Evaluation Plan. She explained that this coming year, the SBAC will not be related to the teachers' and administrators' evaluations. Mr. Powell believed that this was a fair consideration particularly since it is the first year of the SBAC and a complete test cycle will not be available.

Mr. Tantillo motioned to change item F.4 to item I.2 for action. Ms. Vincent seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

G. COMMITTEE & LIAISON REPORTS

EASTCONN - none

Finance & Facilities Committee

Mr. Powell noted that the Committee discussed the Parker School and decided it would be best if it was transferred back to the town. The Committee also reviewed the submitted bids.

In terms of safety and security procedures, the Committee wants to move a conversation to see if the Board can provide direction so that public safety would provide direction, implementation, and coordination. The caveat is that if there is something that public safety wants to have done which is an expense, then the funds would come from capital expenditures rather than the Board's operational dollars. The Committee wishes to have the safety and security procedures streamlined by having public safety take the lead in this area. There would be some leeway given to the building administrators dependent on the particular building. Public safety would set the policy and procedures and assist with implementation.

A DRA facility study update was provided. There was a good turnout of very committed individuals. Schools, demographics, and curriculum were discussed. Another meeting will take place in November. Further, they are discussing the possibility of DRA conducting student interviews to gather their input. Additionally, Mr. Guzman noted that he would be happy to hold a focus group with parents and concerned citizens about the budget process.

The District should hear soon about its application for the Tech grant.

A discussion took place regarding the facility school use application. This is an extension of the School Dude software and it would come at a cost of approximately \$1,200. It would allow the District to better serve the community, reduce paperwork, and provide better customer service. The \$1,200 would provide great value.

The ESCO project status report was discussed. One item noted was the importance of limiting the project's impact on the educational process. Mr. Guzman voiced to the project manager that this is a concern. There should not be any disruption during the educational process or testing period. This is something that will be monitored to ensure adherence.

A discussion took place regarding consolidated services, particularly in the area of facilities and maintenance. The Committee believes there are some efficiencies which would come into play if the janitorial and custodial services were combined with the Town. This is an item that will be brought to the Board for discussion. Mr. Guzman noted that there could be some contractual issues. When asked, a straw poll indicated that the Board was in favor of discussing shared services.

Policy Committee

Ms. Vincent noted that the next meeting will be held on October 16th.

Negotiation Committee

Dr. Block explained that in the secretaries, administrators, and teachers have all ratified their contracts and this will be discussed during the Executive Session. Mediation with the paraprofessionals will take place on October 30th. The Committee will meet with the nurses again on October 15th.

Town Council Liaison

Mr. Clark explained that a discussion took place regarding shared services. There are several items that they brought up including security and utilities. The Council wants to have a joint meeting next week so that they can take action at their final meeting before the election. Mr. Powell noted that consolidation of services was discussed by the Finance and Facilities Committee. A meeting is scheduled to discuss the framework and Mr. Powell will bring this information back to the Board. Mr. Clark noted that there is an ESCO meeting tomorrow afternoon. He had a brief discussion with Mr. Scavone after the Council meeting regarding centralized billing as it relates to the joint ESCO project but there was no information directly from the Council on this topic.

H. CHAIRPERSON'S REPORT

Mr. Powell noted that there have been some great events such as the Cider Mill Run and the Curriculum Nights and involvement is needed. He encouraged people to look at the issues and talk to the candidates (those running for the Board of Education, Town Council, Planning & Zoning, and the PZBA) to learn their views. Tolland has a high voter participation rate and he would like to see even more people come out, discuss, and vote.

I. BOARD ACTION

I.1 Board Policy 1010 – Use of School Facilities

Mr. Tantillo motioned to approve Board Policy 1010 – Use of School Facilities. Ms. Vincent seconded the motion. Mr. Powell, Mr. Pagoni, Ms. Vincent, Mr. Clark, Mr. Frattaroli, Mr. Tantillo, and Mr. Sce were in favor. None opposed. Dr. Block abstained. Motion carried.

I.2. Teacher and Administrator Evaluation Plans

Mr. Tantillo motioned to approve the administration's change to Teacher and Administrator Evaluations. Mr. Clark seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

J. PUBLIC PARTICIPATION

Karen Moran, 50 Merlot Way inquired if there was an update regarding the Community Conversation Grant. Mr. Powell responded that it was awarded and that the check has been accepted. The plan is that there will be a spring session. Mr. Guzman added that after speaking with the Town Manager, that it will be a district function. The idea is to get a broad based community group of about 20 people who will go through training.

Patrick Doyle, 8 Lakeview Drive Ext. thanked the Board for the robust discussion about the budget. He added that the strategic plan is a very robust document and that the budget process is a process so the place one starts is not where one ends. He encouraged the Board to have the priorities available for both the next Board and the citizens and think of it from a lens of what one wants the most and where one is going. People need to know the priorities and lenses to cut fat and retain value. If this is done, the stage will be set for the Board and Town Council to work better together because the Council will be able to ground its decision-making in a more robust discussion with more information.

K. POINTS OF INFORMATION

Mr. Tantillo, in response to Mr. Doyle, commented that he agreed that the strategic plan is robust and noted that when he went through his priorities; he did nest them with the goals. As one goes through the process and input is gathered, the priorities delivered may change. The strategic plan provides direction but he believes that the Board must deliver priorities. These are not limitations but directions.

In regard to the Community Conversation, Mr. Pagoni asked why these could not take place before the spring. He believes they should be held sooner. Mr. Powell explained that this is an issue of the timing of the receipt of the grant.

Mr. Frattaroli noted that the MORE (Municipal Opportunities for Regional Efficiencies) will hold a meeting on October 22nd.

L. CORRESPONDENCE

- Town Council Minutes from September 24, 2013

M. FUTURE AGENDA ITEMS

1. Recognition of those Board members who have served and are not running in November
2. Next year's projected student enrollment and this year's official count
3. Board meeting dates for next year
4. Policies for a first reading
5. Budget priority discussion
6. Returning Parker to the Town
7. Possible – the Capital Improvement Plan for next year and the following 4 years
8. Approval of the Parker cleaning bid

N. EXECUTIVE SESSION – Personnel matters. Discussion and possible vote on Clerical, Administrator and Teacher contracts

Ms. Vincent motioned to go into Executive Session at 9:09PM. Mr. Tantillo seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

The Board returned to public session at 9:55 pm.

Mr. Pagoni motioned to approve the teachers' negotiated contract for the July 1, 2014 through June 30, 2017 period. Mr. Tantillo seconded the motion. All were in favor, Motion carried.

Mr. Pagoni motioned to approve the clerical negotiated contract for the July 1, 2013 through June 30, 2017 period. Mr. Tantillo seconded the motion. All were in favor. Motion carried.

Mr. Tantillo motioned to approve the administrators negotiated contract for the July 1, 2014 through June 30, 2017 period. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

O. ADJOURNMENT

Mrs. Vincent motioned to adjourn the meeting at 9:58 PM. Mr. Sce seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

Respectfully submitted,



Lisa Pascuzzi
Clerk

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: October 23, 2013

SUBJECT: Parker School Rededicated

Attached is an email from Board Attorney, Gary Brochu which outlines the statutes and requisites for returning Parker School to the town.

Also attached for your information, is a copy of a February 22, 2012 memorandum regarding Parker School and the Town's application at the time for conversion of Parker School to senior citizen housing.



Guzman, William <wguzman@tolland.k12.ct.us>

Use and Ownership_of School Facilities

2 messages

Brochu, Gary R. <GBrochu@goodwin.com>
To: "Guzman, William" <wguzman@tolland.k12.ct.us>

Tue, Oct 15, 2013 at 2:08 PM

Bill,

Concerning our conversation about the control and use of school buildings, by statute the local board of education has control over such property while it is being used for school purposes. Conn. Gen. Stat. § 10-220; Conn. Gen. Stat. § 10-239; Conn. Gen. Stat. § 10-240. The term "school purposes" can be construed broadly. For example, a board of education could unilaterally decide to close an elementary school and convert it to administrative offices. However, the board could not close a school and convert it to a senior center. If property is no longer used for school purposes, the board of education no longer controls it, and such property reverts (or is "rededicated") back to the control of the town. The board of education would not "sell" or convey a building and/or land to the town. Rather, in such a circumstance, it would formally vote to relinquish control of such property, causing control to pass back to the town. I hope this answers the Board's question.

Gary R. Brochu
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TO: Members of the Board of Education

FROM: William D. Guzman

DATE: February 22, 2012

SUBJECT: Parker Memorial School

The Town of Tolland currently has limited affordable housing for a rapidly increasing elderly population; the need for affordable housing greatly surpasses the supply. At the two existing non-profit elderly housing complexes the waiting lists are very large and it may take a year to several years for a unit to become available. Recognizing that housing costs are a heavy burden for older adults with limited income and resources; the Town has made a commitment to expand the supply of senior housing.

In an effort to meet the goal of creating additional senior housing units, the Town is considering renovating the unoccupied section of the former Parker Memorial School for senior housing. The site has been reviewed by Town staff and David Berta, Housing Enterprises, Inc., who contends that the site could support up to 40+ units. The location of the site is ideal because the close proximity to the center of town assures that residents will have access to many vital services such as shopping centers, medical offices, town library, senior center, recreational department, public safety, social services, as well as a major transportation corridor. This unique area will also allow for walk-friendly pathways to and throughout Crandall Park.

As part of the fund application process, the Town must demonstrate that it has complete authority to enter into transactions regarding Parker Memorial School. Therefore, the Administration recommends that the Board of Education return the use and control of Parker Memorial School to the Town pending approval of the project.

WDG:ca

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: October 23, 2013

SUBJECT: District Student Enrollment – October 2013

Listed below in Columns 1 and 2 are student enrollments for 2011-12 and 2012-13 school years. Column 3 is the October 1, 2013 enrollment for the current school year as reported to the State Department of Education. For your information, Column 4 lists the projected enrollments as developed by the New England School Development Council last year for the 2013-14 school year. Column 5 indicates the difference between the actual enrollments for the last school year (2012-13) (Column 2) and the current school year (2013-14) (Column 3).

	Column 1	Column 2	Column 3	Column 4	Column 5
GRADE	ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	PROJECTED 2013-14	DIFFERENCE
Pre-K	48	48	71	48	+23
Kindergarten	171	160	139	165	-26
1 st Grade	195	178	170	164	+6
2 nd Grade	202	196	183	179	+4
Birch Grove TOTAL	616	582	563	556	+7
3 rd Grade	224	201	191	197	+6
4 th Grade	244	221	205	199	-6
5 th Grade	223	244	221	218	+3
Tolland Intermediate School TOTAL	691	666	617	614	+3
6 th Grade	246	212	238	240	-2
7 th Grade	243	241	212	209	+3
8 th Grade	251	235	232	233	-1
Tolland Middle TOTAL	740	688	682	682	0
9 th Grade	223	219	205	212	-7
10 th Grade	228	208	212	208	+4
11 th Grade	249	231	205	211	-6
12 th Grade	230	246	212	224	-12
Tolland High TOTAL	930	904	834	855	-21
TOTAL ENROLLMENT	2,977	2,840	2,696	2,707	-11

G.4

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: October 23, 2013

SUBJECT: Board of Education Meeting Dates – 2014

Attached please find the recommended Board of Education meeting dates for calendar year 2014. The calendar includes dates for proposed meetings on the second and fourth Wednesday of the month.

TOLLAND BOARD OF EDUCATION
2014 Meeting Dates
Hicks Municipal Center Council Chamber
7:30 p.m.

January	8 22
February	12 26
March	12 26
April	9 23
May	14 28
June	11 25
July	9* 23*
August	13* 27
September	10 23**
October	8 22
November	12 26*
December	10 24*

*Meetings followed by an asterisk have previously been cancelled because of past practice and could potentially be cancelled. Final determination will be made closer to the date.

**Please note meeting is Tuesday, September 23, 2014 in the Tolland High school library.

TO: Members of the Board of Education

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

DATE: October 23, 2013

SUBJECT: Trash and Recycling Services – Contract Renewal

The current contract with USA Hauling for trash and recycling services will end on June 30, 2014.

The vendor has proposed an extension of its current contract for a three (3) year period while holding the current monthly rate of \$4,736. This proposal will have a zero percent increase over the next three fiscal years.

The cost of services for the following fiscal years is proposed as follows:

FY 2014 – 15	\$56,832
FY 2015 – 16	\$56,832
FY 2016 – 17	\$56,832

The Administration recommends Board approval of this contract to USA Hauling in the amount of \$56,832 annually for the next three fiscal years as noted above.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: October 23, 2013

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

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

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

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

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: VISITORS TO THE SCHOOLS

Number: 1080
Community/Board Operation

Approved: 12/8/2010

Revised:

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

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION REGARDING: VISITORS IN SCHOOLS

Number: 1080
Community/Board Operations

Approved: 12/8/10

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

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

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

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

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Board Budget Procedures and Line
Item Transfers

Number: 3010
Business

Approved: 2/28/01

Revised: 1/26/05

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

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

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

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

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

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

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

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

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

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

LEGAL REFERENCES:

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

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Reports of Suspected Abuse or

Neglect of Children

Number: 4090
Personnel

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

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

1. Scope of Policy

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

2. Definitions

For the purposes of this policy:

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

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

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

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

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

3. What Must Be Reported

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

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

4. Reporting Procedures for Statutory Mandated Reporters

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

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

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

made by telephone or in person to the commissioner of children and families or the local law enforcement agency.

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

5. Reporting Procedures for Employees Other Than Statutory Mandated Reporters

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

- a) When an employee who is not a statutory mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, the following steps shall be taken:
 - (1) The employee shall make an oral report as soon as practicable, but not later than twelve hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm. Such oral report shall be made by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.
 - (2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a child has been

abused or neglected, or placed at imminent risk of serious harm, he/she shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters, set forth above.

- b) Nothing in this policy shall be construed to preclude an employee from reporting suspected child abuse and/or neglect from reporting the same directly to the Commissioner of Children and Families.

6. Contents of Reports

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

- a) The names and addresses of the child and his/her parents or other person responsible for his/her care;
- b) the age of the child;
- c) the gender of the child;
- d) the nature and extent of the child's injury or injuries, maltreatment or neglect;
- e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;
- f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;
- g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
- i) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;
- j) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and
- k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

7. Investigation of the Report

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

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

contact with students enrolled in the Tolland Public Schools, pending the outcome of the investigation.

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

- a) If, upon completion of the investigation by the Commissioner of Children and Families, the Superintendent has received a report from the Commissioner that he or she has reasonable cause to believe that a child has been abused or neglected by a school employee, as defined above, who has been entrusted with the care of a child and who holds a certificate, permit, or authorization issued by the State Board of Education, or has recommended that such employee be placed on the Department of Children and Families child abuse and neglect registry, the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by the Department of Children and Families, concerning such investigation. The Superintendent shall suspend such school employee, such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.
- b) Not later than seventy-two (72) hours after such suspension the Superintendent shall notify the Board of Education and the Commissioner of Education, or the Commissioner Of Education's representative, of the reasons for and conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status of such employee's certificate, permit or authorization.
- c) The suspension of a school employee employed in the position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10-151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two hours after such termination or resignation.
- d) The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the

Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two hours after such termination or resignation.

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

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

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

10. Delegation of Authority by Superintendent

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

11. Disciplinary Action for Failure to Follow Policy

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

12. Non-discrimination Policy Prohibition Against Retaliation

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

13. Distribution of Policy

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

14. Training

- a) All school employees, as defined above, hired by the Board on or after July 1, 2011, shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of Children and Families.
- b) On or before July 1, 2012, all school employees, as defined above, hired by the Board before July 1, 2011, shall complete the refresher training program developed and approved by the Commissioner of Children and Families.
- c) All school employees, as defined above, shall retake a refresher training course developed and approved by the Commissioner of Children and Families at least once every three years.

15. Records

- a) the Board shall maintain in a central location all records of allegations, investigations and reports that a child has been abused or neglected by a school employee, as defined above, employed by the Board, and conducted in accordance with this policy. Such records shall include any reports made to the Department of Children and Families. The State Department of Education shall have access to such records upon request.
- b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of Children and Families, upon request

and for the purposes of an investigation by the Commissioner of Children and Families of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the Board, and records of the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of Superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.

Legal References:

Connecticut General Statutes:

Section 10-151

Section 17a-101 et seq.

Section 17a-103

Section 53a-65

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

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

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Electronic Information Security

Number: 4111
Personnel

Approved:

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

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

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

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

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

STUDENT AND PERSONNEL INFORMATION AND ACCESS TO PUBLIC RECORDS.

(CF. 3520.1 – INFORMATION SECURITY BREACH AND NOTIFICATION)

LEGAL REFERENCE: CONNECTICUT GENERAL STATUTES

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

7-109 DESTRUCTION OF DOCUMENTS.

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

10-209 RECORDS NOT TO BE PUBLIC.

11-8A RETENTION, DESTRUCTION AND TRANSFER OF DOCUMENTS

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

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

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

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

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

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

65 FED. REG. 503 12-50372

65 FED. REG. 92462-82829

63 FED. REG. 43242-43280

67 FED. REG. 53 182-53273

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION

**REGARDING: ELECTRONIC
INFORMATION SECURITY**

**NUMBER: 4111
PERSONNEL**

APPROVED:

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

CONTROLLING ACCESS TO ELECTRONIC INFORMATION, SYSTEMS AND SECURITY:

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

B. MANAGING USER ACCESS

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

C. SECURING UNATTENDED WORKSTATIONS AND EQUIPMENT

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

D. MANAGING NETWORK ACCESS CONTROLS

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

E. ADMINISTRATIVE RIGHTS TO SYSTEMS, NETWORKS, AND INFRASTRUCTURES

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

F. CONTROLLING ACCESS TO OPERATING SYSTEM SOFTWARE

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

G. MANAGING PASSWORDS

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

H. SECURING AGAINST UNAUTHORIZED PHYSICAL ACCESS PHYSICAL ACCESS

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

I. MONITORING SYSTEM ACCESS AND USE

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

J. CONTROLLING REMOTE USER ACCESS

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

TO: Members of the Board of Education

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

DATE: October 23, 2013

SUBJECT: Parker Memorial School Cleaning – Bid Award

The Board of Education developed a Bid to clean sweep, vacuum and remove specified surplus furniture and obsolete equipment at Parker Memorial School. The bid was advertised in the Journal Inquirer on September 20, 2013.

Proposals were sent to the following companies:

Diversified Contractors, LLC
Charter Oak Building Maintenance
Service Master
Transfer Enterprises
Jani-King
RTM Construction Services

The opening of the bids occurred at the Board of Education office on Thursday, October 3, 2013 at 2:00 p.m.

Submitted proposal results are as follows:

Transfer Enterprises	\$11,000
Jani-King	\$15,000
Charter Oak Maintenance	\$17,500 plus dumpster cost

Diversified Contractors, Service Master and RTM did not submit a bid.

The bid submitted by Transfer Enterprises in the amount of \$11,000 is the lowest of the bids submitted. The Administration recommends Board approval of this award to Transfer Enterprises in the amount of \$11,000.

WDG/ja

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM OCTOBER 8, 2013 – 7:30 P.M.

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven Werbner, Town Manager; Lisa Hancock, Director of Finance and Records; Michael Wilkinson, Director of Administration Services; Barbara Pettijohn, Director of Library Services; Clem Langlois, Public Works; Members of the Tolland Library Public Foundation

1. **CALL TO ORDER:** Jack Scavone called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit): None.
6. **PUBLIC HEARING ITEMS:**
 - 6.1 Consideration of a resolution making an additional appropriation of \$70,000 financed by the grant awarded by the Jeremy Worrell Foundation to the Artificial Turf/light project in the Capital Improvement Budget.

Mr. Werbner advised that this is a \$70,000 grant received from The Jeremy Worrell Foundation, which is a private foundation in Connecticut that allocates certain amounts of monies to different athletic projects. This grant will be applied to the turf/light project.

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

A straw poll was conducted of all those in favor of this resolution: 7 in favor. 0 opposed.

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

Mr. Freeman thanked Ms. Bellody for her work on applying for this grant.

Rick Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby appropriates \$70,000 financed by the grant awarded by the Jeremy Worrell Foundation to the Artificial Turf/light project in the Capital Improvement Budget, account number 20100772-755807-2003.

Seconded by Jan Rubino.

Mr. Stanford asked for clarification as to how the funds will be used. Mr. Werbner said the funds will be used for a groomer, moving the scoreboard, and the large "T" symbol in the middle of the field.

All in favor. None opposed.

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

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Mr. Field announced that the PCC has set the tree lighting ceremony for December 4, 2013 at 4 p.m. on the Green. Following that, the Fire Department's Torch Light Parade will occur. Mr. Stanford updated that some of them were at the facilities public hearing. It was very interesting and informational. Ms. Rubino commented that this was more for public input, although they did break off in small groups for areas of discussion. She believes there will be another meeting in November.

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

8.1 Discussion of shared services between the Town and Board of Education.

Mr. Scavone said the Town Manager has shared information regarding this item in the Council member's packets. The information contains items that should be considered. Mr. Scavone said he has spoken with the BOE Chair, who expressed that he and the Superintendent were interested in moving forward with this. It is believed discussion of this is on the BOE's agenda tomorrow evening.

Mr. Field commented that he would like to get this up front in a meeting. He realizes they only have two meetings left with this Council, but it can be tracked and moved forward. He suggests that once elections take place a committee be formed with both Council and BOE members on it. They could start by finding out what shared services are actually agreed upon, and those that are disagreed on. It is Mr. Field's thought that Mr. Werbner and Mr. Guzman can start the conversation between the two of them.

One item they discussed was determining a way to track the savings brought in by the ESCO. Mr. Werbner said there is a way, but there needs to be a will. He suggested setting up a centralized utility account. All expenditures, both on the town and the BOE side, would go in and they would be tracked from that centralized account. This is most crucial at this point in time, because our Note's first payment is due at the beginning of the next fiscal year. Any savings that accrue as a result of anything done during this fiscal year should go into this centralized account and be available to pay part of the Note as it becomes due. Those monies should not be used as savings, which later in the fiscal year get used for something else, or someone else's purpose outside of energy improvements. Ms. Rubino asked who would oversee the account. Mr. Werbner said Ms. Hancock, the Finance Director and the Business Manager on the BOE side would need to work out the agreement. Mr. Werbner said this has been identified several times to the BOE. It is clear that the BOE understands that the savings from the ESCO project are to pay for Capital projects. The part not clear is how it will be tracked.

Mr. Werbner also spoke of managing certain things. He said the town can manage anything they are given, as long as they have adequate resources and personnel to perform the tasks.

Mr. Freeman believes in shared services, but he is worried about the clock. He believes if they go at it for everything, it will delay the critical need, which is the financial aspect in the ESCO management. He proposes that they make that their goal and focus on that conversation. Shared services should be a major goal for the new Council to tackle. The members agreed with Mr. Freeman.

It was determined that Mr. Werbner would speak with Mr. Guzman, and Mr. Scavone would talk with Andy Powell. Some members suggested possibly having a workshop on this before their terms end. Werbner and Scavone will report back to the Council members.

- 8.2 Annual meeting of the Tolland Public Library Foundation Inc. to discuss Foundation Directors, 2012/2013 accomplishments, 2013/2014 goals and 2013/2014 approved budget as well as an overview of the Foundation activities over the past year.

Linda Byam, President of the Tolland Public Library Foundation Board of Directors, spoke. Information was provided to the Council members in their packet. Ms. Byam began by sharing that Ms. Leahy, Ms. Sardo, Ms. Griffin and herself all wish to be re-appointed as Directors for the 2013 – 2015 term. Ms. Byam listed their accomplishments for 2012 – 2013: some items included the Year of the Young Adult, they continued to execute a marketing plan, they continued the Eaton-Dimock-King Author's series, two on-line reference tools were funded, the Board approved a resolution recommending the Council sign a Quit-Claim Deed with WPX energy, and the Board continues publicity and awareness of the Foundation as a United Way recipient. Some goals for 2013 – 2014 include: continue to provide focused grants to the Library, improve public and business awareness of the Foundation, and develop a Planned Giving Policy.

- 8.3 Approval of Resolution authorizing the Town Council Chair, Jack Scavone to sign a Quit Claim Deed with WPX Energy and the setting of a public hearing thereon for October 22, 2013.

Mr. Werbner said this has been discussed with the Library Board on several occasions. This land is in Pennsylvania and was bequeathed to the Town. The Town Attorney is recommending that the town quit-claim their rights over to the company that was asking to purchase the rights for \$837.00, and relinquish any liabilities or legal responsibilities the town may have for this small piece of land. The money will go to the Library Foundation.

Rick Field read the following resolution:

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

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

- 8.4 Consideration of a resolution to approve of the Town Manager entering into an Inter-Municipal agreement with the Towns of Coventry and South Windsor to participate in a CT State Grant to purchase computer/technology equipment.

Mr. Werbner commented that Ms. Hancock worked on this grant opportunity with the Town of South Windsor, who we now are in a cooperative relationship with. Coventry is also involved. We are deemed to be a regional entity that is working together. Our shared service agreement with South Windsor will

allow us to participate in the shared purchasing program, and allows us to apply jointly for these grants for computer and technology equipment.

Rick Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves of the Town Manager entering into an agreement with the Towns of Coventry and South Windsor to participate in a State Grant application for the purchase of computer and technology equipment.

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

8.5 Appointments to vacancies on various municipal boards/commissions.

Jan Rubino motioned to appoint the following to the Agriculture Commission:

Regular Members terms:

Stephen S. Hill, 32 Merlot Way, 10-08-2013 – 07-09-2016
Ross Luginbuhl, 161 Eaton Road, 10-08-2013 – 07-09-2015
Arden Tanner, 693 Buff Cap Road, 10-08-2013 – 07-09-2015

Alternate Members terms:

Heather Ferretti, 91 Tolland Green, 10-08-2013 – 07-09-2016
Charlotte L. Jorgensen, 4 Willie Circle, 10-08-2013 – 07-09-2015

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

Ben Stanford motioned to re-appoint the following to the Tolland Public Library Foundation for the term of October 2013 – October 2015:

Linda Byam
Mary Jo Leahy
Pauline Sardo
Betty-Lou Griffin

Seconded by Jan Rubino. 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 did submit a written report to the members, but added the following:

- ~The concession facility @ Cross Farms will be finished hopefully by the end of this month. There will be a grand opening, which will be in conjunction with the opening day of baseball next April;
- ~The football field is being actively used. Everyone loves the field; and
- ~There is a municipal election coming up. He encourages everyone to vote. There will be a referendum question, and he asks that everyone become educated on that.

11. **ADOPTION OF MINUTES**

11.1 September 24, 2013 Meeting Minutes: Rick Field moved to adopt the minutes; Seconded by George Baker. All in favor. None opposed. Jan Rubino abstained.

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

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Mr. Field reminded the Council members to return their keys to the lockbox to the town at the end of their term.

14. **PUBLIC LISTED PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (*3 minute limit*): None.

15. **ADJOURNMENT:** Rick Field moved to adjourn the meeting; Seconded by Mark Gill at 8:08 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk