

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
December 14, 2016

VISION STATEMENT

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

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

- Regular Meeting – November 9, 2016
- Special Meeting – November 30, 2016

C. PUBLIC PARTICIPATION (2 minute limit)

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

D. POINTS OF INFORMATION

E. STUDENT REPRESENTATIVES' REPORT - Charles Perosino and Andrew Harger

F. SUPERINTENDENT'S FINAL REPORT

- F.1 Monthly Financial Report (November)
- F.2 2017 BOE Meeting Dates (Move April 5)
- F.3 Policy 1050 - Prohibition against Smoking
- F.4 Policy 4130 – Prohibition on Recommendations for Psychotropic Drugs
- F.5 Administrative Regulation 5170 – Health Assessments Screenings
- F.6 Administrative Regulation 5180 - Immunizations
- F.7 Policy 5500 – Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease or (Diabetes)
- F.8 Policy & Regulation 6060
- F.9 2017-2018 School Calendar
- F.10 Central Connecticut Conference Sportsmanship Award Recognition
- F.11 Fields and Grounds Maintenance Agreement
- F.12 Social Media

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

J. PUBLIC PARTICIPATION (2 minute limit)
Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council meeting – November 22, 2016

M. FUTURE AGENDA ITEMS

N. NEW BUSINESS

O. ADJOURNMENT

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

REGULAR MEETING – November 9, 2016

Members Present: Mr. Sam Adlerstein, Chair; Mr. Patrick Doyle, Vice Chair; Ms. Cathy Gorsky, Secretary; Ms. Karen Moran, Ms. Colleen Yudichak, Mr. Bob Pagoni, and Ms. Michelle Harrold.
Administrators Present: Dr. Walter Willett, Superintendent of Schools; Mark McLaughlin, Business Manager

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Mr. Doyle called the meeting to order at 7:34 P.M. The Pledge of Allegiance was recited.

Items added to the agenda via agreement by the Board:

F.4. Consideration of a Bid Waiver

I.3. Meeting Cancellations

Mr. Adlerstein arrived at 7:37PM

B. APPROVAL OF MINUTES

Regular Meeting – October 26, 2016

Ms. Moran motioned to accept the minutes of the October 26, 2016 regular meeting. Mr. Pagoni seconded the motion. Changes: none. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION - none

D. POINTS OF INFORMATION - none

E. STUDENT REPRESENTATIVES REPORT

- Mr. Harger noted that they are working to have a successful Food Drive and will create a commercial to be played during announcements to encourage participation. The Food Drive will be held November 21st – 25th.
- *Tolland Idol* will be held on December 2nd.

F. SUPERINTENDENT'S REPORT

F.1. Monthly Financial Report (new draft method) – November 9, 2016 (no enclosure)
Dr. Willett presented the financial report. He noted that at the back of the report, Mr. McLaughlin has added a graphic component to make it easier to conceptualize the different areas of the budget. In summary, the available balance is \$2,481,231 or 6.31% of the current budget.

Dr. Willett highlighted three line items. The first was stipends. This is over budget because pay-to-participate funds are not collected until the season begins. The second was out-of-district tuition. This item has been encumbered to the full amount and will be addressed when the excess cost funds are received (traditionally in February and May). Lastly, the miscellaneous expenses item is over budget. The town required the

Board to reimburse the town for the state budget's funding shortfall. Since the money was not given to the town, it was unable to give it to the Board.

In regard to the 2017/2018 budget, the administrators are reviewing their respective budgets. The budget process is long, detailed, and underway. Additionally, the capital improvement budget was submitted to the town and the capital bond issue passed referendum.

Dr. Willett thanked Mr. McLaughlin for bringing the graphical representation to fruition.

F.2. 1% Fund Request

Dr. Willett explained that this fund is for items that appear unexpectedly during the year and he reviewed attachment F2 which details work that includes the failing butterfly valves and the recommendation to replace them with ball valves. It is estimated that the cost would be \$18,396.

Mr. Adlerstein noted that traditionally such items are presented for a first reading and reviewed at the following meeting. That said, this is urgent and needs to be addressed before winter sets in.

Mr. Pagoni motioned to move item F.2 to action as item I.1. Ms. Moran seconded the motion. All were in favor. Motion carried.

F.3. Constable Update

Dr. Willett provided a constable update for the Board's review. Specifically, he highlighted sections G and J in the attachment (CIRMA document). In a situation where a constable was involved and the liability policy was activated, the Board is responsible for a \$1,000 deductible. Mr. Doyle added that this was discussed on Monday evening during the Finance and Facilities Committee meeting and that more information can be found in the minutes of that session.

F.4 Consideration of a Bid Waiver

Dr. Willett explained that there are currently some very good rates for gas, diesel, and heating oil. While there is a process for sending this out to bid, the deeper into winter one waits, the higher the prices may go. There is a process by which he can request a bid waiver. He requested that the Board agree to a bid waiver and in turn grant the town and the superintendent the right to have a bid waiver so they can look into getting gasoline, diesel fuel, and heating oil at a lower cost and lock in the rate. The Superintendent will work with the town and noted that this is a cooperative effort. The first step is the bid waiver.

Mr. McLaughlin explained that by locking in the price, it will save money and provide greater certainty in the budget numbers. Dr. Willett recommended that the Board vote on this issue prior to the November 22nd Town Council meeting.

Ms. Gorsky motioned to move item F.4 to item I.2 for action. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

G. COMMITTEE AND LIAISON REPORTS

Communications – The Committee met last week.

- Budget Workshops (next workshop is November 16th, 7PM, THS Library)
- Community Learning Workshops
December 7th and an evening presentation on Internet Security will be held for the public in the THS auditorium at 7PM on December 7th,
- The Open Choice timeline is on the Board's website

Finance and Facilities – The Committee met on Monday evening and discussed items including the constables. Further information can be found in the Committee's minutes.

Policy – The Committee met today and will bring 5 policies before the Board for review. These changes are not substantive.

Town Council – Mr. Adlerstein noted that Ms. Seaver attended the meeting and that the Parker Lease option was renewed.

H. CHAIRPERSON'S REPORT

Mr. Adlerstein noted that there have been discussions regarding doing community outreach in regard to the budget process. Additionally, in the past, two members from the Board and two members of the Town Council have gotten together to discuss planning and strategy as well as the appeal of Tolland and its future. Mr. Adlerstein asked the Board for input in regard to holding a Community Conversation in an effort to think strategically about the direction of the school system and the direction of the town. Dr. Willett noted that there is a Thought Exchange Process which can be done electronically and culminates in a live meeting. Mr. Adlerstein and Mr. Doyle will discuss this with the two Town Council members as the next step.

I. BOARD ACTION

I.1 1% Fund Request

Mr. Doyle motioned to authorize the Superintendent of Schools to utilize the funds in the 1% Fund to complete the work documented in Proposal number Q40186465320.

Ms. Moran seconded the motion. All were in favor. Motion carried.

I.2 Consideration of a Bid Waiver

Mr. Pagoni motioned to authorize and approve a bid waiver process for gasoline, diesel, and heating oil and to engage the Town in that process. Ms. Yudichak seconded the motion. All were in favor. Motion carried.

I.3 Meeting Cancellations

Mr. Pagoni motioned to cancel the November 23rd and December 28th Board of Education meetings. Mr. Doyle seconded the motion. Discussion: it was noted that these two meetings are traditionally cancelled. All were in favor. Motion carried.

J. PUBLIC PARTICIPATION - none

K. POINTS OF INFORMATION - none

L. CORRESPONDENCE

- Town Council Meeting – October 25, 2016

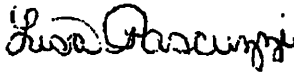
M. FUTURE AGENDA ITEMS

- Mastery based learning workshop in January
- *On Your Mark: Challenging the Conventions of Grading and Reporting*, Guskey

N. ADJOURNMENT

Mr. Pagoni motioned to adjourn the meeting at 8:26PM. Ms. Gorsky seconded the motion. All were in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk

TOLLAND BOARD OF EDUCATION
51 Tolland Green
Tolland, CT 06084

SPECIAL MEETING – November 30, 2016

Members Present: Mr. Sam Adlerstein, Secretary; Ms. Karen Moran, Ms. Colleen Yudichak, Ms. Susan Seaver and Ms. Michelle Harrold.

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER

Mr. Adlerstein called the meeting to order at 6:20 P.M.

- B. EXECUTIVE SESSION: Karen Moran motioned to go into Executive Session for the purpose of discussing Tolland Middle School personnel matters, and invite Walter Willett, Superintendent of Schools and Mary Grande. Colleen Yudichak seconded the motion. All in favor. Motion carried.

C. RETURN TO OPEN SESSION

The Board returned to public session at 7:15PM.

Ms. Harrold motioned to appoint Mary Grande to the position of Tolland Middle School Principal and to authorize the superintendent to negotiate employment terms. Ms. Seaver seconded the motion. All were in favor. Motion carried.

D. ADJOURNMENT

Ms. Harrold motioned to adjourn the meeting at 7:20PM. Ms. Seaver seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Jennifer Palumbo

Jen Palumbo
Secretary to the Superintendent



TOLLAND PUBLIC SCHOOLS


51 TOLLAND GREEN • TOLLAND, CONNECTICUT 06084
860-870-6850 • FAX: 860-870-7737

OFFICE OF THE
SUPERINTENDENT OF SCHOOLS

Walter Willett, Ph.D.
Superintendent

TO: Board of Education

F1

FROM: Mark S. McLaughlin, Business Director 

RE: Monthly Financial Report-November 2016

Date: December 8, 2016

CC: Walter Willett, Ph.D. Superintendent of Schools

Please find attached the financial report for the month of November 2016, 5th month of the 2016 fiscal year. This report once again represents a snapshot of the financial condition for FY16-17. The financial attachment is provided in an object format to clearly show the adopted budget and the expenditures against the budget. The object line items show all of the Board's expenses and encumbrances such as salaries, health insurance, utilities, textbooks, etc.

The attached November 2016 financial report shows an available balance of \$2,199,170 or 5.59% of the BOE's current budget. The majority of the budget has been encumbered to provide better fiscal management and greater control. Encumbrances provide a better picture of the district's performance vs the approved budget. The overall budget remains on track as PO's are generated and expenses paid. Some line items are over and under budget, depending on encumbrances and timing of expenditures. Some line items cannot be encumbered such as substitutes, course reimbursement and severance. At this time the BOE has transferred the designated energy budget of \$1,408,981 to the town. This is part of the UISF agreement. The town pays the invoices based on the BOE funding and any residual balance that remains in the form of cost savings will remain in the reserve account.

As previously stated, stipends are over budget because of pay to participate funds not yet collected. Out of District Tuitions are over budget because we have encumbered the full amount of each tuition and will not receive Excess Cost Reimbursements until December. The last line item, Misc. Expenses, is over budget because the town required the BOE to reimburse the town for the state budget funding shortfall.

As part of the overall BOE Budget Planning Process for FY 17-18, each administrator has reviewed and uploaded their budgets. The Superintendent has held budget review meetings with each administrator. The budget is still being built based on the parameters' from the Superintendent. By the end of December all personnel will be

reviewed and prepared to be loaded. The Superintendents Proposed Budget is due Jan. 11, 2017 with the Final presentation and vote scheduled for Feb. 8, 2017.

An updated chart for the monthly financial letter is attached. This chart represents a different method for the BOE to view budget expenditures on a monthly basis. The chart with narrative will provide a slightly different view of expenditures grouped by major functioning areas. This chart can be refined in future months.

Respectfully Submitted.

Tolland Public Schools

MM OBJ A Expenditure Report Summary (by OBJ - ???)

From Date: 11/1/2016

To Date: 11/30/2016

Fiscal Year: 2016-2017

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

☐ Print accounts with zero balance

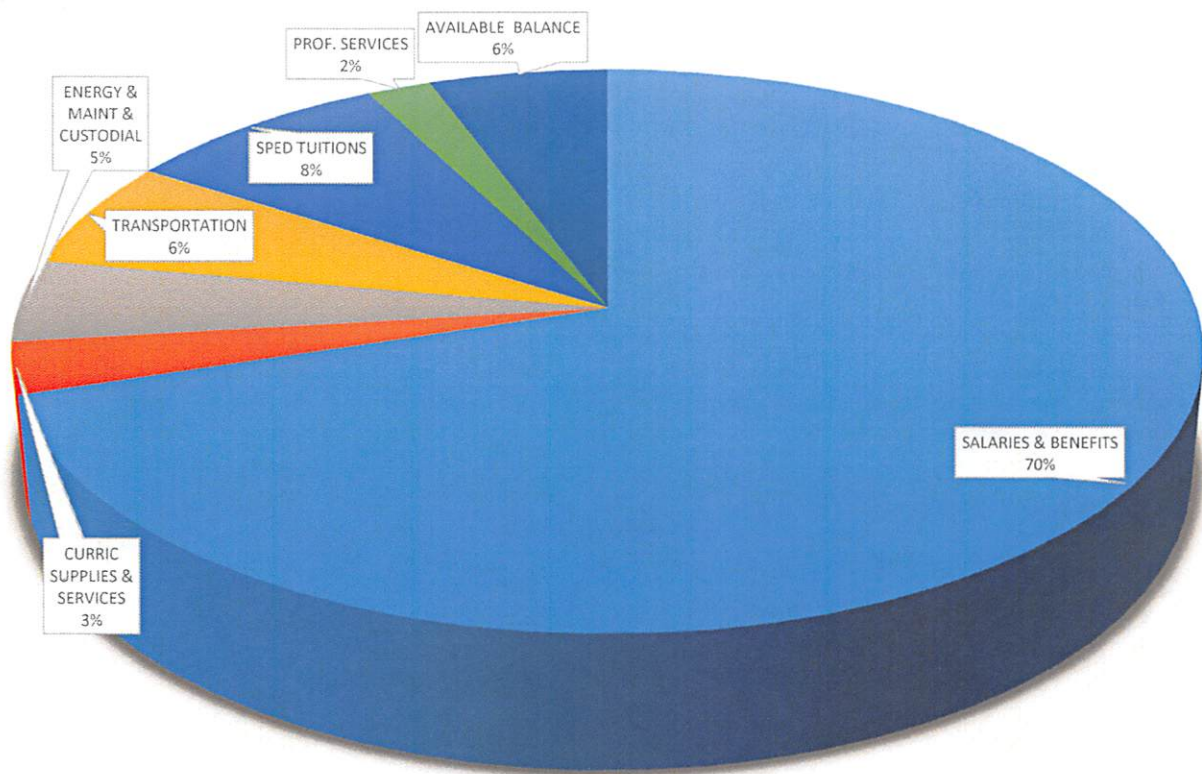
☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.0000.110.00.000.1	Salaries	\$21,162,994.00	\$1,651,628.80	\$6,918,449.61	\$14,244,544.39	\$13,624,849.69	\$619,694.70	2.93%
0100.0000.120.00.000.1	Substitutes	\$471,941.00	\$46,375.29	\$109,494.35	\$362,446.65	(\$1,200.00)	\$363,646.65	77.05%
0100.0000.130.00.000.1	Overtime	\$158,159.00	\$10,062.02	\$69,948.82	\$88,210.18	\$0.00	\$88,210.18	55.77%
0100.0000.150.00.000.1	Stipends	\$349,031.00	\$47,370.21	\$49,457.56	\$299,573.44	\$380,016.15	(\$80,442.71)	-23.05%
0100.0000.190.00.000.1	Pension/Severance	\$170,747.00	\$1,725.60	\$17,730.40	\$153,016.60	\$80,747.00	\$72,269.60	42.33%
0100.0000.200.00.000.1	Employee Benefits	\$324,532.00	\$375.00	\$213,739.39	\$110,792.61	\$163,687.50	(\$52,894.89)	-16.30%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$5,352,592.00	\$465,805.44	\$1,579,618.06	\$3,772,973.94	\$3,244,244.47	\$528,729.47	9.88%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$611,206.00	\$47,343.35	\$192,124.01	\$419,081.99	\$341,076.42	\$78,005.57	12.76%
0100.0000.240.00.000.1	Retirement (ICMA)	\$213,789.00	\$18,365.63	\$77,734.87	\$136,054.13	\$130,281.74	\$5,772.39	2.70%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,681.00	\$2,480.00	\$12,164.00	\$44,517.00	\$17,836.00	\$26,681.00	47.07%
0100.0000.270.00.000.1	Workers' Compensation	\$276,021.00	\$0.00	\$137,494.85	\$138,526.15	\$137,498.27	\$1,027.88	0.37%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$41,220.00	\$120.00	\$27,967.85	\$13,252.15	\$0.00	\$13,252.15	32.15%
0100.0000.310.00.000.1	Benefits Consultant Services	\$67,036.00	\$0.00	\$10,692.42	\$56,343.58	\$32,077.50	\$24,266.08	36.20%
0100.0000.320.00.000.1	Prof Educ Svcs	\$444,357.00	\$7,400.00	\$66,915.49	\$377,441.51	\$256,479.84	\$120,961.67	27.22%
0100.0000.330.00.000.1	Professional Tech Svcs	\$32,482.00	\$922.08	\$15,039.06	\$17,442.94	\$12,466.09	\$4,976.85	15.32%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$244,597.00	\$13,684.74	\$63,817.71	\$180,779.29	\$65,480.36	\$115,298.93	47.14%
0100.0000.350.00.000.1	Tech Services	\$446,784.00	\$16,428.97	\$190,489.51	\$256,294.49	\$44,792.31	\$211,502.18	47.34%
0100.0000.410.00.000.1	Sewer/Water	\$43,940.00	\$0.00	\$43,940.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$120,457.00	\$4,879.50	\$36,155.50	\$84,301.50	\$36,715.50	\$47,586.00	39.50%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$258,416.00	\$5,183.75	\$111,363.66	\$147,052.34	\$45,162.68	\$101,889.66	39.43%
0100.0000.440.00.000.1	Rentals	\$138,371.00	\$0.00	\$44,592.41	\$93,778.59	\$104,572.76	(\$10,794.17)	-7.80%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,493,712.00	\$226,704.41	\$638,066.15	\$1,855,645.85	\$1,817,192.94	\$38,452.91	1.54%
0100.0000.520.00.000.1	Property/Liability Insurance	\$180,422.00	\$0.00	\$108,082.04	\$72,339.96	\$88,386.76	(\$16,046.80)	-8.89%
0100.0000.530.00.000.1	Telephone/ Postage	\$46,562.00	\$2,257.06	\$16,534.55	\$30,027.45	\$30,013.40	\$14.05	0.03%
0100.0000.540.00.000.1	Advertising	\$2,865.00	\$2,673.65	\$4,608.34	(\$1,743.34)	\$250.00	(\$1,993.34)	-69.58%
0100.0000.550.00.000.1	Printing and Binding	\$30,940.00	\$0.00	\$7,546.01	\$23,393.99	\$10,945.10	\$12,448.89	40.24%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,717,299.00	\$399,825.78	\$966,379.61	\$1,750,919.39	\$2,328,256.69	(\$577,337.30)	-21.25%
0100.0000.580.00.000.1	Travel and Conference	\$29,142.00	\$990.14	\$6,439.74	\$22,702.26	\$2,335.87	\$20,366.39	69.89%
0100.0000.590.00.000.1	Public Officers & State Troope	\$94,322.00	\$0.00	\$880.00	\$93,442.00	\$22,606.34	\$70,835.66	75.10%
0100.0000.600.00.000.1	General Supplies	\$209,614.00	\$11,956.44	\$110,567.78	\$99,046.22	\$37,236.21	\$61,810.01	29.49%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$361,273.93	\$14,512.78	\$97,125.67	\$264,148.26	\$138,505.52	\$125,642.74	34.78%
0100.0000.620.00.000.1	Energy	\$1,559,025.00	\$0.00	\$1,376,352.35	\$182,672.65	\$178,714.96	\$3,957.69	0.25%
0100.0000.640.00.000.1	Textbooks	\$202,980.07	\$4,636.58	\$44,970.52	\$158,009.55	\$65,573.11	\$92,436.44	45.54%
0100.0000.650.00.000.1	Films and Videos Supl	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$887.50	\$312.50	26.04%
0100.0000.660.00.000.1	Computer Software	\$58,525.00	\$198.00	\$50,373.26	\$8,151.74	\$1,002.60	\$7,149.14	12.22%
0100.0000.690.00.000.1	Misc Supplies	\$62,796.00	\$296.74	\$23,137.16	\$39,658.84	\$29,959.67	\$9,699.17	15.45%
0100.0000.730.00.000.1	Equip Instruct - New	\$199,958.00	\$33,565.71	\$126,887.25	\$73,070.75	\$11,276.06	\$61,794.69	30.90%
0100.0000.810.00.000.1	Dues and Fees	\$47,959.00	\$2,383.63	\$42,385.63	\$5,573.37	\$7,139.85	(\$1,566.48)	-3.27%
0100.0000.890.00.000.1	Misc Expense	\$0.00	\$0.00	(\$54.80)	\$54.80	\$38,500.00	(\$38,445.20)	0.00%
Grand Total:		\$39,333,948.00	\$3,040,151.30	\$13,609,210.79	\$25,724,737.21	\$23,525,566.86	\$2,199,170.35	5.59%

End of Report

FINANCIAL SPENDING



- SALARIES & BENEFITS
- CURRIC SUPPLIES & SERVICES
- ENERGY & MAINT & CUSTODIAL
- TRANSPORTATION
- SPED TUITIONS
- PROF. SERVICES
- AVAILABLE BALANCE

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Board of Education Meeting Date Change

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For BOE meeting: December 14, 2016

ITEM SUMMARY:

Request to move April 5 approved meeting date. The April 12th date was moved to April 5th due to Passover. There is a Community Workshop on Early Identification and Treatment of Childhood Anxiety Disorders on this date @ 7PM. Therefore the recommendation is to move this meeting to **April 6th**.

FINANCIAL SUMMARY:

None.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Requested Motion: *Motion to move the Board of Education meeting scheduled for Wednesday, April 5th to Thursday April 6th.*

SUPPORTING MATERIALS ATTACHED:

2017 Board of Education Meeting Dates

TOLLAND BOARD OF EDUCATION
2017 Meeting Dates
7:30 p.m.

January	11 25	
February	8 22	
March	8 22	
April	5 26	(Moved due to Passover)
May	10 24	
June	14 28	
July	12 26	
August	9 23	
September	13 27	
October	11 25	
November	8 22*	
December	13 27*	

*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. Meetings are held at the Hicks Municipal Center, Council Chambers.

Agenda Item # F3

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Policy 1050 – Prohibition against Smoking

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For BOE meeting: December 14, 2016

ITEM SUMMARY:

Attached please find the above referenced Board Policy. This policy was reviewed by the Policy Committee on November 9, 2016. The language to be deleted is crossed out and the new language is in blue.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Proposed motion: *Accept changes to Policy 1050 – Prohibition against Smoking as recommended by the Policy Committee and the Superintendent.*

SUPPORTING MATERIALS ATTACHED:

Policy 1050 – Prohibition against Smoking

**Tolland Public Schools
Tolland, CT**

BOARD POLICY

REGARDING: Prohibition Against Smoking

Number 1050

Community/ Board Operations

Approved: 11/13/02

Approved:

The Tolland Board of Education prohibits smoking, including smoking using an electronic nicotine delivery system (e.g. e-cigarettes) or vapor product, on the real property of any school or administrative office building or at any school-sponsored activity. Real property means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office building and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots. For purposes of this policy, the term "electronic nicotine delivery system" shall mean an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, and the term "vapor product" shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not contain nicotine, that is inhaled by the user of such product. As defined by Conn. Gen. Stat. § 10-233a(h), a school-sponsored activity "means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property."

Legal References:

[Conn. Gen. Stat. § 53-344b](#)

[Conn. Gen. Stat. § 19a-342a](#)

Pro-Children Act of 2001, Pub. L. 107-110, 115 Stat. 1174, 20 U.S.C. § 7183

~~Public Act 14-76, "An Act Concerning The Governor's Recommendations Regarding Electronic Nicotine Delivery Systems And Youth Smoking Prevention"~~

~~Public Act 15-206, "An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products"~~

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Policy 4130 – Prohibition on Recommendations for Psychotropic Drugs

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For BOE meeting: December 14, 2016

ITEM SUMMARY:

Attached please find the above referenced Board Policy. This policy was reviewed by the Policy Committee on November 9, 2016. The language to be deleted is crossed out and the new language is in blue.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Proposed motion: *Accept changes to Policy 4130 – Prohibition on Recommendations for Psychotropic Drugs as recommended by the Policy Committee and the Superintendent.*

SUPPORTING MATERIALS ATTACHED:

Policy 4130 – Prohibition on Recommendations for Psychotropic Drugs

**Tolland Public Schools
Tolland, CT**

BOARD POLICY

REGARDING: Prohibition on Recommendations
for Psychotropic Drugs

Number 4130

Personnel

Approved: 10/10/01

3/24/04

6/13/07

In accordance with Conn. Gen. Stat. § 10-212b, the Board of Education prohibits school personnel from recommending the use of psychotropic drugs for any child. Moreover, personnel may not require that a child obtain a prescription for a controlled substance (as defined in the Controlled Substances Act, 21 ~~USC~~U.S.C. § 801 et seq.) in order for the child to: 1) attend school; 2) receive an initial evaluation or reevaluation to determine a child's eligibility for special education; or 3) receive special education and related services. Notwithstanding the foregoing, school health or mental health personnel may recommend that a child be evaluated by an appropriate medical practitioner and school personnel may consult with such practitioner with the consent of the parents or guardian of such child, in accordance with the procedures outlined below.

I. Definitions

For purposes of this policy, the following definitions apply:

- A. Psychotropic drugs means prescription medications for behavioral or social-emotional concerns, such as attentional deficits, impulsivity, anxiety, depression and thought disorders, and includes, but is not limited to, stimulant medication and antidepressants.
- B. Recommend means to directly or indirectly suggest that a child should use psychotropic drugs.
- C. School health or mental health personnel means:
 - 1. school nurses or nurse practitioners appointed pursuant to Conn. Gen. Stat. § 10-212;
 - 2. school medical advisors appointed pursuant to Conn. Gen. Stat. § 10-205;

3. school psychologists;
4. school social workers;
5. school counselors;
6. school administrators;
7. other school personnel (such as a teacher designated as a child's Case Manager) who have been identified by a Planning and Placement Team, Section 504 team, Student Assistance Team or similar group of district professionals as the person responsible for communication with a parent or guardian about a child's need for medical evaluation;
8. a school professional staff member designated by the Superintendent to communicate with a child's parent or guardian about a child's need for medical evaluation.

II. Procedures

- A. A school health or mental health personnel, as defined above, may communicate with other school personnel about a child who may require a recommendation for a medical evaluation, provided that 1) there is a legitimate educational interest in sharing such information; and 2) such communication shall remain confidential, to the extent required by law.
- B. A school health or mental health personnel, as defined above, may communicate a recommendation to a parent or guardian that a child be evaluated by a medical practitioner provided that 1) based on such person's professional experience, objective factors indicate that a medical evaluation may be necessary to address concerns relating to the child's education and overall mental health; and 2) any communication includes the basis for the recommendation.
- C. If a parent or guardian determines that it is necessary to share medical information, including results of any medical evaluation, with school personnel, he or she may do so at any time. School personnel who receive such information directly from a parent must maintain the confidentiality of such information, to the extent required by law.
- D. Any school personnel with a legitimate educational interest in obtaining information from a child's medical practitioner outside the school who is not a school employee must obtain prior, written consent from the child's parent or guardian to communicate with such outside medical practitioners. Any school health or mental health personnel, as defined above, may request written consent from the parent or guardian. To be

valid, the written consent must: 1) be signed by the child's parent or guardian; 2) be dated; 3) provide the child's name; 4) provide the name of the medical practitioner and relevant contact information, to the extent known; and 5) indicate the scope of the consent.

Nothing in this policy shall be construed to prevent school personnel from consulting with a medical practitioner who has information concerning a child, as long as the school district has obtained consent from the parent(s) or guardian(s) of the child, in accordance with ~~the~~ Section II.D., above. Nothing in this policy shall prevent a ~~planning~~Planning and ~~placement team~~Placement Team from recommending a medical evaluation as part of an initial evaluation or reevaluation, as needed to determine a child's (i) eligibility for special education and related services, or (ii) educational needs for an individualized education program.

Legal References:

Conn. Gen. Stat. 10-76d

Conn. Gen. Stat. § 10-212b

~~Public Act 06-18, An Act Concerning Special Education~~

34 C.F.R. § ~~300.174~~ 300.174. Prohibition on mandatory medication.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Administrative Regulation 5170 – Health Assessments/Screenings

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For BOE meeting: December 14, 2016

ITEM SUMMARY:

Attached please find the above referenced Administrative Regulation. This regulation was reviewed by the Policy Committee on November 9, 2016. The language to be deleted is crossed out and the new language is in blue.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Proposed motion: *Accept changes to Regulation 5170 – Health Assessment/Screenings as recommended by the Policy Committee and the Superintendent.*

SUPPORTING MATERIALS ATTACHED:

Policy 5170 – Health Assessments/Screenings

**Tolland Public Schools
Tolland, CT**

Administrative Regulation

REGARDING: Health Assessments/Screenings

Number 5170

Administrative

Approved: 6/11/03

4/28/04

6/13/07

12/3/07

3/14/12

I. Assessments

The Tolland Board of Education requires each student enrolled in the Tolland Public Schools to have health assessments as mandated by state law. The purpose of such health assessments shall be to ascertain whether a student has any physical disability tending to prevent him/her from receiving the full benefit of school work and to ascertain whether school work should be modified in order to prevent injury to the student or to secure a suitable program of education for him/her. Such health assessments must be conducted by a legally qualified practitioner of medicine; an advanced practice registered nurse or registered nurse, who is licensed under state statute; a physician assistant, who is licensed under state statute; the school medical advisor; or a legally qualified practitioner of medicine, an advanced practice registered nurse or a physician assistant stationed at any military base. The Board of Education will provide written prior notice of the health assessments required under these administrative regulations to the parent or guardian of each student subject to assessment. The parent or guardian shall be provided a reasonable opportunity to be present during such assessment or he/she may provide for such assessment him/herself. No health assessment shall be made of any public school student unless it is made in the presence of the parent or guardian or in the presence of another school employee. Any student who fails to obtain the health assessments required by these administrative regulations may be denied continued attendance in the Tolland Public Schools.

II. Assessments Required:

Prior to enrollment in the Tolland Public Schools, each student must undergo a health assessment, which shall include:

(a) a physical examination which includes hematocrit or hemoglobin tests, height, weight, blood pressure, and a chronic disease assessment which shall include~~;~~² but not be limited to, asthma as defined by the Commissioner of Public Health pursuant to subsection (c) of section 19a-62a of the Connecticut General Statutes. The assessment form shall include (A) a check box for the provider conducting the assessment, to indicate an asthma diagnosis, (B) screening questions relating to appropriate public health concerns to be answered by the parent or guardian, and (C) screening questions to be answered by such provider;

(b) an updating of immunizations as required by state law;

(c) vision, hearing, speech and gross dental screenings;

(d) such other information, including health and developmental history, as the physician feels is necessary and appropriate.

The pre-~~enrolment~~enrollment assessment shall also include tests for tuberculosis, sickle cell anemia or Cooley's anemia, and tests for lead levels in the blood if, after consultation with the school medical advisor and the local health department, the Board determines that such tests are necessary. Such tests must be conducted by a registered nurse acting pursuant to the written order of a physician, or physician's assistant, licensed under state law, or an advanced practice registered nurse, licensed under state law.

Each student enrolled in the Tolland Public Schools in grade six or seven and in grade nine or ten must undergo a health assessment, which shall include:

(a) a physical examination which includes hematocrit or hemoglobin tests, height, weight, blood pressure, and a chronic disease assessment which shall include~~;~~² but not be limited to, asthma as defined by the Commissioner of Public Health pursuant to subsection (c) of section 19a-62a of the Connecticut General Statutes. The assessment form shall include (A) a check box for the provider conducting the assessment, to indicate an asthma diagnosis, (B) screening questions relating to appropriate public health concerns to be answered by the parent or guardian, and (C) screening questions to be answered by such provider;

(b) an updating of immunizations as required by state law;

(c) vision, hearing, postural and gross dental screenings;

(d) such other information, including health and developmental history, as the physician feels is necessary and appropriate.

The grade six/seven and grade nine/ten assessments shall also include tests for tuberculosis~~;~~ and sickle cell anemia or Cooley's anemia~~;~~ if, after consultation with the school medical advisor and the local health department, the Board determines that such tests are necessary. Such tests must be conducted by a registered nurse acting pursuant to

the written order of a physician, or physician's assistant, licensed under state law, or of an advanced practice registered nurse, licensed under state law.

The Board of Education shall provide such assessments free of charge to students whose parents or guardians meet the eligibility requirements for free and reduced price meals under the National School Lunch Program or for free milk under the special milk program.

As the BOE becomes aware of students currently enrolled who have travelled to a high risk country (see the Tuberculosis Screening Guidelines for Connecticut Schools) the "Risk Assessment Questionnaire for Tuberculosis Exposure" must be completed with the school nurse and/or medical advisor prior to return to school.

III. Screenings Required:

The Board of Education will provide annually to each student enrolled in kindergarten and grades one and three to five, inclusive, a vision screening using a Snellen chart or equivalent screening. The Superintendent shall give written notice to the parent or guardian of each student (1) who is found to have any defect of vision or disease of the eyes, with a brief statement describing the defect or disease, and (2) who did not receive such vision screening, with a brief statement explaining why such pupil did not receive such vision screening.

The Board of Education will provide annually to each student enrolled in kindergarten and grades one and three through five, inclusive, audiometric screening for hearing. The Superintendent shall give written notice to the parent or guardian of each student (1) who is found to have any impairment or defect of hearing, with a brief statement describing the impairment or defect, and (2) who did not receive an audiometric screening for hearing, with a brief statement explaining why such student did not receive an audiometric screening for hearing.

The Board of Education will provide postural screenings for (1) each female student in grades five and seven, and (2) each male student in grade eight or nine. The Superintendent shall give written notice to the parent or guardian of each student (A) who evidences any postural problem, with a brief statement describing such evidence, and (B) who did not receive a postural screening, with a brief statement explaining why such student did not receive such postural screening.

All of the screenings required under these administrative regulations will be performed in accordance with regulations applicable to such screenings as adopted by the State Board of Education.

IV. Assessment/Screening Results:

The results of each assessment and screening required by these administrative regulations shall be recorded on forms supplied by the State Board of Education. Each

physician, advanced practice registered nurse, registered nurse, or physician assistant performing health assessments under these administrative regulations shall sign each form and any recommendations concerning a student shall be in writing. Assessment/screening forms shall be included in the cumulative health record of each student and they shall be kept on file in the school attended by the student. If a student transfers to another school district in Connecticut, his/her original cumulative health record shall be sent to the chief administrative officer of the new school district and a true copy retained by the [Tolland](#) Board of Education. For a student leaving Connecticut, a copy of the records, if requested, should be sent and the original maintained.

Appropriate school health personnel shall review the results of each assessment and screening. If the reviewing school health personnel judge that a student is in need of further testing or treatment, the Superintendent shall give written notice to the parent or guardian of such student and shall make reasonable efforts to ensure that such further testing or treatment is provided. Reasonable efforts shall include determination of whether the parent or guardian has obtained the necessary testing or treatment for the student, and, if not, advising the parent or guardian how such testing or treatment may be obtained. The results of such further testing or treatment shall be recorded, kept on file and reviewed by appropriate school health personnel in the same manner as the results of the health assessments and screenings required under these administrative regulations.

V. Exemption

Nothing in these administrative regulations shall be construed to require any student to undergo a physical or medical examination or treatment, or be compelled to receive medical instruction, if the parent or legal guardian of such student or the student, if he/she is an emancipated minor or is eighteen (18) years of age or older, notifies the teacher or principal or other person in charge of such student in writing that he/she objects on religious grounds to such physical or medical examination or treatment or medical instruction.

VI. Other Non-Emergency Invasive Physical Examinations and Screenings:

- (a) In addition to the screenings listed above, the district may, from time to time, require students to undergo additional non-emergency, invasive physical examination(s)/screening(s).
- (b) A non-emergency, invasive physical examination or screening is defined as:
 - 1. any medical examination that involves the exposure of private body parts;
or
 - 2. any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening; and

3. is required as a condition of attendance, administered by the school and scheduled by the school in advance; and
 4. is not necessary to protect the immediate health and safety of the students.
- (c) If the district elects to conduct any such examinations, then, at the beginning of the school year, the administration shall give direct notice to parents of affected students of the district's intent to conduct the non-emergency invasive physical examination(s) and/or screening(s) described in this subsection. Such notice shall include the specific or approximate dates during the school year of the administration of such non-emergency invasive physical examination(s)/screening(s).
- (d) Upon request, the administration shall permit parents or students over the age of eighteen (18) (or emancipated minors) to opt out of participation in the non-emergency invasive physical examination(s)/screening(s) described in this subparagraph.

VII. School Representative to Receive Information Concerning Health Assessments:

The Board of Education designates [insert name of responsible staff member] as the representative for receipt of reports from health care providers concerning student health assessments.

Legal References:

Connecticut General Statutes

- § 10-206 Health assessments
- § 10-206a Free health assessments
- § 10-208 Exemption from examination or treatment
- § 10-214 Vision, audiometric and postural
screenings: When required; notification of parents re defects;
record of results

~~Public Act 15-215, "An Act Concerning Various Revisions and Additions to the
Education Statutes."~~

Federal Law:

Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001, Public Law 107-110, § 1061, codified at 20 U.S.C. § 1232h.

State of Connecticut Department of Education, Bureau of ~~School~~ Health/Nutrition,
Family, ~~Community Partnerships~~ Services and Adult Education, Cumulative

Health Records Guidelines (~~2003~~ Revised Jan. 2012).

<http://www.sde.ct.gov/sde/lib/sde/PDF/deps/student/health/CHRguidelines.pdf>.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Administrative Regulation 5180 - Immunizations

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For BOE meeting: December 14, 2016

ITEM SUMMARY:

Attached please find the above referenced Administrative Regulation. This regulation was reviewed by the Policy Committee on November 9, 2016. The language to be deleted is crossed out and the new language is in blue.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Proposed motion: *Accept changes to Regulation 5180 – Immunizations as recommended by the Policy Committee and the Superintendent.*

SUPPORTING MATERIALS ATTACHED:

Administrative Regulation 5180 - Immunizations

**Tolland Public Schools
Tolland, CT**

BOARD POLICY

REGARDING: Immunizations

Number 5180
Students

Approved: 10/10/01
 3/29/04
 4/27/11
 3/14/12

In accordance with state law and accompanying 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.

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.

Further, each child must have received two doses of immunization against varicella before being permitted to enter kindergarten and seventh grade, and each child must have received two doses of immunization against rubella and mumps before being permitted to enter grades kindergarten through twelve.

By January 1 of each year, 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 are 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 the influenza vaccine requirement until the following January.

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

- (1) presents a certificate from a physician, physician assistant, advanced practice registered nurse 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, physician assistant, or advance practice registered nurse 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 the parents or guardian of such child, which statement shall be acknowledged by
 - (A) a judge of a court of record or a family support magistrate,
 - (B) a clerk or deputy clerk of a court having a seal,
 - (C) a town clerk,
 - (D) a notary public,
 - (E) a justice of the peace,
 - (F) an attorney admitted to the bar of the State of Connecticut, or
 - (G) a school nurse; or
- (4) in the case of measles, mumps or rubella, presents a certificate from a physician, physician assistant or advanced practice registered nurse 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.

Before being permitted to enter the seventh grade, the parents or guardian of any child who is exempt on religious grounds from the immunization requirements, pursuant to subsection (3) above, shall present to the Board a statement that such immunization requirements are contrary to the religious beliefs of such child or the parents or guardian of such child, which statement shall be acknowledged in the same manner as required by subsection (3) above.

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 School nurse](#) as the representative for receipt of reports from health care providers concerning student immunizations.

The regulations concerning required immunizations for elementary (including preschool), middle and high school students can be found at:
~~http://www.ct.gov/dph/lib/dph/school_regulations_2010.pdf~~<http://www.dir.ct.gov/dph/PHC/browse.asp>.

Legal Reference: Connecticut General Statutes
 § 10-204a Required immunizations
 § 10-204c Immunity from liability

~~Public Act 15-174, "An Act Concerning Childhood Vaccinations."~~
~~Public Act 15-242, "An Act Concerning Various Revisions to the~~
~~Public Health Statutes."~~

Connecticut Agencies Regulations
§ 10-204a-2a Adequate Immunization

Letter to Superintendents of Schools et al. from Connecticut State Department of Education, *Reinstatement of Prekindergarten and Kindergarten School Immunization Entry Requirement for Haemophilus Influenza Type B (Hib) Vaccine*, June 25, 2010.

Letter to Superintendents of Schools et al. from Connecticut State Department of Education, *Changes in the Immunization Requirements for School Entry*, March 15, 2011.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Policy 5500 - Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease or (Diabetes)

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For BOE meeting: December 14, 2016

ITEM SUMMARY:

Attached please find the above referenced Board Policy. This policy was reviewed by the Policy Committee on November 9, 2016. The language to be deleted is crossed out and the new language is in blue.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Proposed motion: *Accept changes to Policy 5500 – Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease or (Diabetes) as recommended by the Policy Committee and the Superintendent.*

SUPPORTING MATERIALS ATTACHED:

Policy 5500 - Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease or (Diabetes)

**Tolland Public Schools
Tolland, CT**

BOARD POLICY

**REGARDING: Management Plan and Guidelines
for Students with Food Allergies and/or Glycogen
Storage Disease or (Diabetes)**

Number 5500
Student

Approved: 6/25/08
3/24/10
3/14/14
5/14/14

The Tolland Public Schools recognize that food allergies and glycogen storage disease may be life threatening. For this reason, the district is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergens and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. The district is also committed to appropriately managing and supporting students with glycogen storage disease. The district further recognizes the importance of collaborating with parents and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy and/or glycogen storage disease, as developmentally appropriate. To this end, the Tolland Public Schools adopt the following guidelines related to the management of life threatening food allergies and glycogen storage disease for students enrolled in district schools.

I. Identifying Students with Life-Threatening Food Allergies and/or Glycogen Storage Disease

Early identification of students with life-threatening food allergies and/or glycogen storage disease (GSD) is important. The district therefore encourages parents/guardians of children with a life-threatening food allergy to notify the school of the allergy, providing as much medical documentation about the extent and nature of the food allergy as is known, as well as any known effective treatment for the allergy. The district also encourages parents/guardians of children with GSD to notify the school of the disease, providing as much medical documentation about the type of GSD, nature of the disease, and current treatment of the student.

II. Individualized Health Care Plans and Emergency Care Plans

1. If the district obtains medical documentation that a child has a life-threatening food allergy or GSD, the district shall develop an individualized health care plan (IHCP) for the child. Each IHCP should contain information relevant to the child's participation in school activities, and should attempt to strike a balance between individual, school and community needs, while fostering normal development of the child.
2. The IHCP should be developed by a group of individuals, which shall include the parents, and appropriate school personnel. Such personnel may include, but are not limited to, the school nurse, school or food service administrator(s); classroom teacher(s); and the student, if appropriate. The school may also consult with the school's medical advisor, as needed.
3. IHCPs are developed for students with special health needs or whose health needs require daily interventions. The IHCP describes how to meet the child's health and safety needs within the school environment and should address the student's needs across school settings. Information to be contained in an IHCP should include a description of the functional health issues (diagnoses); student objectives for promoting self care and age appropriate independence; and the responsibilities of parents, school nurse and other school personnel. The IHCP may also include strategies to minimize the allergic student's risk for exposure. For the student with GSD, the IHCP may include strategies designed to ameliorate risks associated with such disease and support the student's participation in the classroom. IHCPs for such students may include such considerations:
 - a. classroom environment, including allergy free considerations, or allowing the student with GSD to have food/dietary supplements when needed;
 - b. cafeteria safety;
 - c. participation in school nutrition programs;
 - d. snacks, birthdays and other celebrations;
 - e. alternatives to food rewards or incentives;
 - f. hand-washing;
 - g. location of emergency medication;
 - h. who will provide emergency and routine care in school;
 - i. risk management during lunch and recess times;
 - j. special events;
 - k. field trips, fire drills and lockdowns;
 - l. extracurricular activities;
 - m. school transportation;
 - n. the provision of food or dietary supplements by the school nurse, or any school employee approved by the school nurse;

- o. staff notification, including substitutes, and training; and
 - p. transitions to new classrooms, grades and/or buildings.
- 4. The IHCP should be reviewed annually, or whenever there is a change in the student's emergency care plan, changes in self-monitoring and self-care abilities of the student, or following an emergency event requiring the administration of medication or the implementation of other emergency protocols.
- 5. For a student with GSD, the IHCP shall not prohibit a parent or guardian, or a person designated by such parent or guardian, to provide food or dietary supplements to a student with GSD on school grounds during the school day.
- 6. In addition to the IHCP, the district shall also develop an Emergency Care Plan (ECP) for each child identified as having a life threatening food allergy. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. For the student with a life-threatening food allergy, the ECP should include the following information:
 - a. The child's name and other identifying information, such as date of birth, grade and photo;
 - b. The child's specific allergy;
 - c. The child's signs and symptoms of an allergic reaction;
 - d. The medication, if any, or other treatment to be administered in the event of exposure;
 - e. The location and storage of the medication;
 - f. Who will administer the medication (including self-administration options, as appropriate);
 - g. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
 - h. Recommendations for what to do if the child continues to experience symptoms after the administration of medication; and
 - i. Emergency contact information for the parents/family and medical provider.
- 7. In addition to the IHCP, the district shall also develop an ECP for each child identified as having GSD. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. For the student with GSD, the ECP should include the following information:
 - a. The child's name and other identifying information, such as date of birth, grade and photo;

- b. Information about the disease or disease specific information (i.e. type of GSD);
 - c. The child's signs and symptoms of an adverse reaction (such as hypoglycemia);
 - d. The medication, if any, or other treatment to be administered in the event of an adverse reaction or emergency (i.e. ~~Glycogen~~ Glucagon)
 - e. The location and storage of the medication;
 - f. Who will administer the medication (including self-administration options, as appropriate);
 - g. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
 - h. Recommendations for what to do if the child continues to experience symptoms after the administration of medication; and
 - i. Emergency contact information for the parents/family and medical provider.
8. In developing the ECP, the school nurse should obtain current medical documentation from the parents/family and the student's health care provider, including the student's emergency plan and proper medication orders. If needed, the school nurse or other appropriate school personnel, should obtain consent to consult directly with the child's health care providers to clarify medical needs, emergency medical protocol and medication orders.
9. A student identified as having a life-threatening food allergy or GSD is entitled to an IHCP and an ECP, regardless of his/her status as a child with a disability, as that term is understood under Section 504 of the Rehabilitation Act of 1973 ("Section 504"), or the Individuals with Disabilities Education Act ("IDEA").
10. The district shall ensure that the information contained in the IHCP and ECP is distributed to any school personnel responsible for implementing any provisions of the IHCP and/or ECP, and that any procedures in the IHCP and/or ECP comply with the district's policies and procedures regarding the administration of medications to students.
11. Whenever appropriate, a student with a life-threatening food allergy and/or GSD should be referred to a Section 504 Team for consideration if/when there is reason to believe that the student has a physical or mental impairment that substantially limits one or more major life activities, as defined by Section 504. Whenever appropriate, students with life-threatening food allergies and/or GSD should be referred to a PPT for consideration of eligibility for special education and related services under the IDEA, if there is reason to suspect that the student has a qualifying disability and requires specialized instruction.

12. When making eligibility determinations under Section 504 and/or the IDEA, schools must consider the student's needs on an individualized, case-by-case basis.

III. Training/Education

1. The district shall provide appropriate education and training for school personnel regarding the management of students with life threatening food allergies and GSD. Such training may include an overview of life-threatening food allergies and GSD; prevention strategies; IHCPs and ECPs; and food safety and sanitation. Training shall also include, as appropriate for each school (and depending on the specific needs of the individual students at the school), training in the administration of medication with cartridge injectors (i.e. epi-pens), and/or the specific preventative strategies to minimize the risk of exposure to life-threatening allergens and prevent adverse reactions in students with GSD (such as the provision of food or dietary supplements for students). School personnel will be also be educated on how to recognize symptoms of allergic reactions and/or symptoms of low blood sugar, as seen with GSD, and what to do in the event of an emergency. Staff training and education will be coordinated by [the school nurse](#). Any such training regarding the administration of medication shall be done accordance with state law and Board policy.
2. Each school within the district shall also provide age-appropriate information to students about food allergies and GSD, how to recognize symptoms of an allergic reaction and/or low blood sugar emergency and the importance of adhering to the school's policies regarding food and/or snacks.

IV. Prevention

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

1. Encouraging handwashing;
2. Discouraging students from swapping food at lunch or other snack/meal times;
3. Encouraging the use of non-food items as incentives, rewards or in connection with celebrations-;
4. Training staff in recognizing symptoms of anaphylaxis and hypoglycemia-; [and](#)
5. Planning for school emergencies, to include consideration of the need to access medication, food and/or dietary supplements.

V. Communication

1. As described above, the school nurse shall be responsible for coordinating the communication ~~between~~among parents, a student's individual health care provider and the school regarding a student's life threatening allergic condition and/or GSD. School staff responsible for implementing a student's IHCP will be notified of their responsibilities and provided with appropriate information as to how to minimize risk of exposure and/or alterations in blood sugar levels and how to respond in the event of such emergency.
2. Each school will ensure that there are appropriate communication systems available within each school (i.e. telephones, cell phones, walkie-talkies) and for off-site activities (i.e. field trips) to ensure that school personnel are able to effectively respond in case of emergency.
3. The district shall develop standard letters to be sent home to parents, whenever appropriate, to alert them to food restrictions within their child's classroom or school.
4. All district staff are expected to follow district policy and/or federal and state law regarding the confidentiality of student information, including medical information about the student.
5. The district shall make the Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease available on the Board's website.
6. The district shall provide annual notice to parents and guardians regarding the Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease. Such notice shall be provided in conjunction with the annual written statement provided to parents and guardians regarding pesticide applications in the schools.

VI. Monitoring the District's Plan and Procedures

The district should conduct periodic assessments of its Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease. Such assessments should occur at least annually and after each emergency event involving the administration of medication to a student with a life-threatening food allergy or GSD to determine the effectiveness of the process, why the incident occurred, what worked and what did not work.

The Superintendent shall annually attest to the Department of Education that the District is implementing the Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease.

Legal References:

State Law/Regulations/Guidance

- | | |
|--|--|
| Conn. Gen. Stat. § 10-212a | Administration of Medications in Schools |
| Conn. Gen. Stat. § 10-212c | Life-threatening food allergies: Guidelines; district plans |
| Conn. Gen. Stat. § 10-220i | Transportation of students carrying cartridge injectors |
| Conn. Gen. Stat. § 10-231c | Pesticide applications at schools without an integrated pest management plan. |
| Conn. Gen. Stat. § 19a-900 | Use of cartridge injectors by staff members of before or after school program, day camp or day care facility. |
| Conn. Gen. Stat. § 52-557b | “Good Samaritan law.” Immunity from liability for emergency, medical assistance, first aid or medication by injector. School personnel not required to administer or render. |
| Regs. Conn. State Agencies § 10-212a-1 through 10-212a-7 | Administration of Medication by School Personnel |

Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools (Includes Guidelines for Managing Glycogen Storage Disease), Connecticut State Department of Education (Updated 2012).

Federal Law:

- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq.
The Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. § 12101 et seq.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Policy 6060 revision and Regulation 6060 proposed

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For BOE meeting: December 14, 2016

ITEM SUMMARY:

Policy 6060 revision of policy title to make it easier to find for parties interested in obtaining information about class rank and weighting. The new title would be more accurate as it clarifies that weighting is applied to all levels and not just honors classes. Text to be removed is struck out, with new text in blue.

Regulation 6060 further clarifies the July 27, 2016 decision of the BOE based on the 2015-2016 committee work of the Class Rank committee, and the 5-31-2016 report and related presentation to the board 6-22-2016, to revise Policy 6060 thereby removing "class rank."

FINANCIAL SUMMARY: N/A

BOARD ATTORNEY REVIEW: N/A

BOE ACTION DESIRED:

Proposed motion: *Accept changes to Policy 6060– Weighted Grading for Honors Classes as recommended by the Superintendent changing the title to [Weighted Grading and Class Rank](#).*

Proposed motion: *Accept Regulation 6060 – Weighted Grading and Class Rank as recommended by the Superintendent.*

SUPPORTING MATERIALS ATTACHED:

Policy 6060 revision and Regulation 6060 proposed

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: ~~Weighted Grading for Honors Classes~~

Weighted Grading and Class Rank

Number: 6060
Instruction

Approved: 2/28/01
Revised 7/27/2016

The Board of Education believes that, due to the rigorous nature of honors, College Preparatory and/or advanced placement classes, grades earned in such classes deserve additional weight for the purposes of calculating grade point average. Therefore, it is the policy of the Board of Education to grant grades earned in such courses additional weight for the aforementioned purposes. The Superintendent or his/her designee shall be responsible for developing procedures in furtherance of this policy.

Legal Reference:
Public Act 99-81 "An Act Concerning Weighted Grading for Honors Classes"

**TOLLAND PUBLIC SCHOOLS
TOLLAND, CONNECTICUT**

**ADMINISTRATIVE REGULATION REGARDING: Weighted Grading and Class
Rank
Number: 6060**

Approved: [Pending]

Many high schools across the country and in Connecticut have eliminated the practice of ranking their students. This is particularly true for private, small, and competitive high schools. In a 2007 report published by the National Association for College Admission Counseling (NACAC), more than half of all high schools no longer reported student rankings.¹ In a *Washington Post* article written in July 2013, it was reported college admissions officers have seen a drop-off in the number of applicants who come from schools that rank students. Dean of Undergraduate Admissions Lee Coffin at Tufts University in Boston reported that just 20 percent of the students who applied in 2015 provided a class rank.²

Ranking students creates a significant disadvantage for those students who narrowly miss out on certain class rank percentiles, specifically 10%, 20%, and 25%, which are often utilized in college admission decisions and/or merit-based scholarships. The numeric difference between the GPAs of the students who fall on the line of being in or outside the top 10% often differ by as little as a tenth or even a hundredth of a point. For instance, the difference between the grade point averages for the student within the top 10% and the student narrowly outside the top 10% for Tolland High School's graduating class of 2016, 2017, and 2018, is 0.1, 0.22, and 0.04, respectively.

In the most recent State of College Admissions Report published in 2014, it was reported that for 10 of the past 15 years, more than 70 percent of colleges reported year-to-year increases in the number of applications received.⁵ As the college admissions process becomes more competitive, excellent students outside the top 10% of their class in terms of class rank up to those in the middle are finding it much more difficult to gain admission into competitive colleges. As more and more schools abolish class rank, students from schools that have class rank are at a disadvantage when compared to students in schools who do not rank. Tolland students will benefit from the elimination of class.

For more information, and footnotes, please see the 5-31-2016 Class Rank Proposal and Recommendations document as well as the minutes and attachments of the 6-22-2016 and 7-27-2016 Board of Education meetings.

Determinations:

1. Class rank will no longer be reported by Tolland High School to colleges and universities for application purposes beginning with the Class of 2020 (incoming 9th graders) and thereafter.
2. Unweighted grade point average will continue to be reported on the Tolland High School transcript.
3. Unweighted and weighted grade point averages will only be provided to students and their parents.
4. A valedictorian and salutatorian will continue to be selected based on a student's cumulative weighted grade point average at the end of the first semester of their senior year.
5. School counselors will provide class rank to scholarship providers only upon request for those students in the top 10%.
6. Tolland High School will continue to investigate the issue of which students should speak on behalf of their class for ceremonial purposes.
7. Tolland High School will further investigate implementing a system of academic recognition, such as Latin honors (*Summa Cum Laude*, *Magna Cum Laude*, and *Cum Laude*).

**TOLLAND PUBLIC SCHOOLS
TOLLAND, CONNECTICUT**

**ADMINISTRATIVE REGULATION REGARDING:Weighted Grading and Class
Rank**

Number 1050

Approved: [Pending]

Many high schools across the country and in Connecticut have eliminated the practice of ranking their students. This is particularly true for private, small, and competitive high schools. In a 2007 report published by the National Association for College Admission Counseling (NACAC), more than half of all high schools no longer reported student rankings.¹ In a *Washington Post* article written in July 2013, it was reported college admissions officers have seen a drop-off in the number of applicants who come from schools that rank students. Dean of Undergraduate Admissions Lee Coffin at Tufts University in Boston reported that just 20 percent of the students who applied in 2015 provided a class rank.²

Ranking students creates a significant disadvantage for those students who narrowly miss out on certain class rank percentiles, specifically 10%, 20%, and 25%, which are often utilized in college admission decisions and/or merit-based scholarships. The numeric difference between the GPAs of the students who fall on the line of being in or outside the top 10% often differ by as little as a tenth or even a hundredth of a point. For instance, the difference between the grade point averages for the student within the top 10% and the student narrowly outside the top 10% for Tolland High School's graduating class of 2016, 2017, and 2018, is 0.1, 0.22, and 0.04, respectively.

In the most recent State of College Admissions Report published in 2014, it was reported that for 10 of the past 15 years, more than 70 percent of colleges reported year-to-year increases in the number of applications received.⁵ As the college admissions process becomes more competitive, excellent students outside the top 10% of their class in terms of class rank up to those in the middle are finding it much more difficult to gain admission into competitive colleges. As more and more schools abolish class rank, students from schools that have class rank are at a disadvantage when compared to students in schools who do not rank. Tolland students will benefit from the elimination of class.

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7. Tolland High School will further investigate implementing a system of academic recognition, such as Latin honors (*Summa Cum Laude*, *Magna Cum Laude*, and *Cum Laude*).

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: 2017 – 2018 School Calendar

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For BOE meeting: December 14, 2016

ITEM SUMMARY:

Please see the Tolland Public School 2017-2018 Proposed Calendar. This calendar provides 181 school days. This calendar contains 11 Early Release days for students, this is lower than some years and higher than others. The 11 ER days provide the district professional development and organizational time for teachers and paraprofessionals. ER's are useful in that we can execute training and professional activities during ER time *without* having to acquire substitute teachers to cover classes, reducing this expenditure. The ER days are organized on Fridays so as to be easier for families.

A significant portion of professional development is front-loaded in the beginning of the school year, before classes start. This allows for a better opportunity and greater timespan to apply the training provided over professional development offered later in the year.

The Regional calendar was reviewed and vacations (with the exception of 2/20/2016) are the same as the EASTCONN calendar. We make use of the allowed flexible days in the beginning of the year for professional development prior to the beginning of school. PD will be executed in accordance with our new Teacher Contract:

Four (4) days, and 5 hours and 15 minutes will be used for professional development prior to the start of the student school year. The Board agrees to provide one (1) full day and two hours in the afternoon of one of the days before students return, of uninterrupted teacher work-time/classroom preparation time.

FINANCIAL SUMMARY:

By going with 181 vs. 183 school days, the district saves approximately \$15,000. In the 2017-2020 contract teaching days are set to 181.

BOARD ATTORNEY REVIEW: N/A

BOE ACTION DESIRED:

Discussion, 1st review.

Move to Action: *Motion to accept the Tolland Public School 2017-2018 Calendar.*

SUPPORTING MATERIALS ATTACHED:

2017-2018 Tolland Public School Calendar

Tolland Public Schools

Dr. Walter Willett, Superintendent



Tolland High School
Tolland Middle School

Tolland Intermediate School
Birch Grove Primary School

Total Student Days: 181

Total Faculty Days: 188

School Calendar 2017-2018- Option #1

August/Sept.					Important Dates		February				
M	T	W	Th	F			M	T	W	Th	F
21	22	23	24	25	Aug 23-29	Faculty In-Service	5	6	7	8	9
28	29	30	31	1	Aug 30	First Day of School	12	13	14	15	16
NS	5	6	7	8	Sep 4 (NS)	Labor Day	NS	20	21	22	23
11	12	13	14	15	Oct 9 (NS)	Columbus Day	26	27	28		
18	19	20	21	22	Oct 10 (NS)	Faculty In-Service	(19 days)				
25	26	27	28	29	Oct 27 (ER)	Faculty In-Service					
(22 days)					Nov 2 (ER)	K-12 Conferences					
October					Nov 3	K-8 Conferences	March				
M	T	W	Th	F	Nov 22-24 (NS)	Thanksgiving Break	M	T	W	Th	F
2	3	4	5	6	Nov 22-24 (NS)	THS Full Student Day	5	6	7	8	9
NS	NS	11	12	13	Dec 8 (ER)	Faculty In-Service	12	13	14	15	16
16	17	18	19	20	Dec 22 (ER)	Winter Break	19	20	21	22	23
23	24	25	26	27	Dec 23- Jan. 1 (NS)	Winter Break	26	27	28	29	30
30	31				Jan 12 (ER)	Faculty In-Service	(21 days)				
(20 days)					Jan 15 (NS)	Martin Luther King Jr Day	April				
November					Jan 22 ★	THS Mid-Semester Day	M	T	W	Th	F
M	T	W	Th	F	Jan 22 ★	THS No School (Tentative)	2	3	4	5	6
		1	2	3	Jan 22 ★	K-8 Full Student Day	9	10	11	12	13
6	7	8	9	10	Jan 23 ★	THS 1 st Day 2 nd Semester	16	17	18	19	20
13	14	15	16	17	Feb 2 (ER)	Faculty In-Service	23	24	25	26	27
20	21	22	23	24	Feb 16 (ER)	Faculty In-Service	30				
27	28	29	30		Feb 19 (NS)	Presidents' Day	(16 days)				
(19 days 9-12)					Mar 1-2 (ER)	K-12 Conferences	May				
(18 days K-8)					If the March 1 &/or 2 PTC are postponed they will be held on March 8 &/or 9.		M	T	W	Th	F
December					Mar 23 (ER)	Faculty In-Service	7	8	9	10	11
M	T	W	Th	F	Mar 30 (NS)	Contractual Holiday	14	15	16	17	18
				1	Apr 13 (ER)	Faculty In-Service	21	22	23	24	25
4	5	6	7	8	Apr 16-20 (NS)	Spring Break	NS	29	30	31	
11	12	13	14	15	May 11 (ER)	Faculty In-Service	(22 days)				
18	19	20	21	22	May 25 (ER)	Faculty In-Service	June				
25	26	27	28	29	May 28 (NS)	Memorial Day	M	T	W	Th	F
(16 days)					June 8 (ER)	Last Day of School	4	5	6	7	8
January					★ Dates are TENTATIVE as they may change if snow/ emergency days occur during the first semester.		11*	12*	13*	14*	15*
M	T	W	Th	F			18*	19*	20*	21*	22*
NS	2	3	4	5			25*	26*	27*	28*	29*
8	9	10	11	12			(6 days)				
15	16	17	18	19			February				
22	23	24	25	26			M	T	W	Th	F
29	30	31					5	6	7	8	9
(20 days 9-12)							12	13	14	15	16
(21 days K-8)							19	20	21	22	23
February							26	27	28		
M	T	W	Th	F			(19 days)				
NS	2	3	4	5			March				
8	9	10	11	12			M	T	W	Th	F
15	16	17	18	19			5	6	7	8	9
22	23	24	25	26			12	13	14	15	16
29	30	31					19	20	21	22	23
(20 days 9-12)							26	27	28	29	30
(21 days K-8)							(21 days)				
March							April				
M	T	W	Th	F			M	T	W	Th	F
5	6	7	8	9			2	3	4	5	6
12	13	14	15	16			9	10	11	12	13
19	20	21	22	23			16	17	18	19	20
26	27	28	29	30			23	24	25	26	27
(19 days)							30				
April							(16 days)				
M	T	W	Th	F			May				
6	7	8	9	10			M	T	W	Th	F
13	14	15	16	17			7	8	9	10	11
20	21	22	23	24			14	15	16	17	18
27	28	29	30				21	22	23	24	25
(19 days 9-12)							NS	29	30	31	
(18 days K-8)							(22 days)				
May							June				
M	T	W	Th	F			M	T	W	Th	F
4	5	6	7	8			4	5	6	7	8
11	12	13	14	15			11*	12*	13*	14*	15*
18	19	20	21	22			18*	19*	20*	21*	22*
25	26	27	28	29			25*	26*	27*	28*	29*
(16 days)							(6 days)				
June							July				
M	T	W	Th	F			M	T	W	Th	F
NS	2	3	4	5			4	5	6	7	8
8	9	10	11	12			11*	12*	13*	14*	15*
15	16	17	18	19			18*	19*	20*	21*	22*
22	23	24	25	26			25*	26*	27*	28*	29*
29	30	31					(6 days)				
(20 days 9-12)							August				
(21 days K-8)							M	T	W	Th	F
July							5	6	7	8	9
M	T	W	Th	F			12	13	14	15	16
4	5	6	7	8			19	20	21	22	23
11	12	13	14	15			26	27	28	29	30
18	19	20	21	22			(19 days)				
25	26	27	28	29			September				
31							M	T	W	Th	F
(21 days K-8)							5	6	7	8	9
August							12	13	14	15	16
M	T	W	Th	F			19	20	21	22	23
5	6	7	8	9			26	27	28	29	30
12	13	14	15	16			(19 days)				
19	20	21	22	23			October				
26	27	28	29	30			M	T	W	Th	F
(19 days)							5	6	7	8	9
September							12	13	14	15	16
M	T	W	Th	F			19	20	21	22	23
5	6	7	8	9			26	27	28	29	30
12	13	14	15	16			(19 days)				
19	20	21	22	23			November				
26	27	28	29	30			M	T	W	Th	F
(19 days)							5	6	7	8	9
October							12	13	14	15	16
M	T	W	Th	F			19	20	21	22	23
5	6	7	8	9			26	27	28	29	30
12	13	14	15	16			(19 days)				
19	20	21	22	23			December				
26	27	28	29	30			M	T	W	Th	F
(19 days)							5	6	7	8	9
November							12	13	14	15	16
M	T	W	Th	F			19	20	21	22	23
5	6	7	8	9			26	27	28	29	30
12	13	14	15	16			(19 days)				
19	20	21	22	23			January				
26	27	28	29	30			M	T	W	Th	F

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: CCC Sportsmanship Award

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For BOE meeting: December 14, 2016

ITEM SUMMARY:

The Tolland Athletic Program received the Central Connecticut Conference Sportsmanship Award for the fall season. This is an elite award to one school program based on the votes of coaches from the 32 programs in the conference. It is for the THS entire Fall program (all teams).



APPENDIX B - GOOD SPORTSMANSHIP AWARD

The Good Sportsmanship Award will be presented to the Central Connecticut Conference School in each division whose teams, coaches, and spectators exemplify the highest degree of enthusiastic and commendable behavior at high school sports events.

- A. Statement of Purpose** - To encourage and foster the ideals of good sportsmanship.
- B. Criteria for Selection**
- Organization - How well is visiting team received at site of game, i.e., directed to dressing room, general instructions on bus, parking, etc.
 - Enthusiasm of spectators, cheerleaders, supporting team in a positive manner regardless of apparent outcome; response to cheerleaders.
 - Spectator's sportsmanship - No booing or heckling, general courtesy (timing of yells and routines with respect for opposing school, etc.)
 - Player sportsmanship - Keenly competitive but without animosity, belligerence.
 - Coaching sportsmanship - Awareness of crowd control responsibility, bench conduct, cooperation with officials.
 - Other qualities.
- C. Nomination Procedure**
- Each head coach and cheerleader advisor will vote for the three schools within their region for this award, and they cannot vote for their own school. The school's Athletic Director/Faculty Manager will complete form A2. Form A2 will be submitted along with B1, C1, etc. to the scheduler/webmaster. In case of a tie, the schools involved will share the award for the school year.
- D. Time of Presentation**
- The awards will be given at the end of season banquets.
 - The conference Web Master will be responsible for initiating the poll procedures and tabulating the results.

Updated 11/5/15 B. Startup

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Review and Recognition

SUPPORTING MATERIALS ATTACHED:

None

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Fields and Grounds Maintenance Agreement

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For BOE meeting: December 14, 2016

ITEM SUMMARY:

The Fields and Grounds Maintenance Agreement is renewed annually. The document has been reviewed and revised where necessary by Peter Sztaba, and was reviewed by the Finance and Facilities Committee on August 15, 2016. A meeting occurred with Town staff to review this document and answer questions. There is no anticipation of issues on either the Town or BOE side, and this document is expected to be accepted by the TC.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Motion: *Motion to approve the Fields and Grounds Agreement as presented.*

SUPPORTING MATERIALS ATTACHED:

Fields and Grounds Maintenance Agreement

FIELDS AND GROUNDS MAINTENANCE AGREEMENT

This Agreement made and entered into as of this 11 day of January, 2017, by and between the Town of Tolland (hereinafter called the "Town") and the Town of Tolland Board of Education (hereinafter called the "Board").

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

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

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

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

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

ADMINISTRATIVE ISSUES:

1. This Agreement shall commence and shall be effective July 1, 2016 and shall remain in effect until June 30, 2017 unless sooner terminated by mutual written agreement between the Town and the Board.
2. The Town agrees to instruct its employees to use their best efforts to maintain the fields and grounds around the school building, consistent with the revenue and manpower available for this purpose. Routine maintenance to be performed by the Town includes: mowing, weed-wacking/line trimming, top dressing, lining, edging, seeding, fertilizing, soil sampling, maintaining artificial turf field, long jump, shot put, and oval track areas (as needed according to industry standards), and related maintenance in those areas identified in Appendix I.
3. The Town will provide the Board with a year-end total cost for maintaining the school playfields and grounds which is associated with school use of the fields and grounds by July 15th of every year. This cost will include but is not limited to personnel costs, supplies, materials, and depreciation of equipment and will be submitted to the State Department of Education as an in-kind service.
4. The Board of Education will give the Town, at least a year's advance notice of the intent to add programs or facilities that will create a need for additional resources in the form of equipment, supplies or manpower to maintain the fields. There is no guarantee that the Town will be able to accommodate the additional programs or facilities without additional staff or other budget resources.

5. An annual meeting held on or before June 1st of each year will be convened by the Town to review progress and requirements of all community fields. Participants will be invited from the various schools, town leagues, and Parks & Recreation Advisory Board to join with representatives of the Town Council and Board of Education.
6. Regular meetings will be scheduled between the Superintendent of Schools and Town Manager to review concerns and needs. Should conflicts arise that cannot be resolved between the liaison personnel, a representative from the Board of Education, a representative from the Town Council, the Town Manager and Superintendent of Schools will be the final arbitrators.
7. The Board agrees to enter any work requests for approval through the Town's Public Works Service Request system by emailing to publicworkstolet@tolland.org.
8. This Agreement shall be administered by the Town Manager.

FIELD AND LAWN AREA ISSUES:

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

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

15. The schools will provide a minimum four hour period each day when Town personnel and equipment may perform the necessary work and freely enter and exit the work area without restriction which includes mowing/overseeding, top dressing ball fields etc. The Town reserves the right to restrict access to fields when major repairs are needed. Prior notice will be given.
16. When other than normal maintenance is planned for the high school fields, the Athletic Director will be involved in the planning and discussions.
17. Every effort should be made to keep students, coaches, spectators and other personnel from parking their motor vehicles on the grass areas.
18. The Town will line all fields once a week for games. Minor touch up marking prior to a weekend game shall be the responsibility of the Board of Education. Baseball/Softball fields will be lined, dragged and scarified the day of a game on weekdays, weather depending.
19. The Tolland High School turf field painting (red) is to be budgeted and scheduled by the Board of Education.
20. The purchase, maintenance, and upkeep of field accessory items such as bats, balls, scoreboards, benches, batting cages, fencing and goals on fields related to school activities are the responsibility of the Board of Education. This also includes filling, monitoring and draining the new heat stroke tank. The light pole and light fixtures at Tolland Middle School and Tolland High School fields are also the responsibility of the Board of Education.
21. Major capital improvement requirements for field reconstruction will be identified in the respective Capital Improvement Program of each party evaluated along with other Town priorities. The Board shall put track resurfacing in their Capital Budget request at least once every ten years.
22. The cost for operating the irrigation system at the Tolland High School will be in the Board of Education Budget. Any operation adjustments shall be done by the Board Facilities Manager.
23. Normal grass clippings will be left on the field. The Town will make every effort to eliminate large windrows that would damage the grass.
24. The Town will not assist in the put-out/setup of soccer goals. The individual teams will be responsible for the put-up and take-down of nets and benches. The Town will not move goals from field to field or school to school. Large tires used for drills and workouts must be removed from playing field for mowing and painting fields, the Town will not move.
25. The Board of Education shall arrange to have the area around all bases, pitcher's mound and catcher's area lightly raked to ensure optimum playing conditions.

26. The fields will be watered by the Board when they become dry as long as there is a source of water available. Under no circumstances should potable, Tolland Water Fund or Connecticut Water Company water be used for any irrigation purpose at any school without prior written consent by the Town Manager/Superintendent of Schools, or his/her designee.
27. The Town will paint the lines on the shot/disc slab and javelin approach at Tolland High School. The Town will also conduct minor repairs to the artificial surfaces to the High School and Middle School track and the long jump and shot put box at Tolland High School as necessary. Major repairs will fall under the Capital Improvement Program for both parties.
28. If the Board elects to use infield tarps on baseball/softball fields, they are responsible for making sure the tarps are removed and stored so they don't interfere with field grooming or mowing by the Town.
29. All mulched islands shall be maintained by the Board. This includes mulching, pruning, trimming of trees.
30. The Board is responsible for the access gate for the two new handicap parking spots at the Tolland High School near the softball field.

TRASH/RUBBISH ISSUES:

31. School personnel shall be responsible for emptying field barrels at the high school within the turf field areas. The Town will be responsible for removing the trash on the lower level baseball, softball and soccer field areas. The Town shall be responsible for emptying the field barrels at all other school fields as part of their weekly lawn maintenance activities. Private clubs utilizing school fields on the weekend shall be asked to take full bags of garbage to site dumpsters and to replace the plastic bag. Cleaning bleachers and garbage pickup and removal will be the responsibility of the Board for Board sponsored events.

BOARD OF EDUCATION RESPONSIBILITIES AS IDENTIFIED IN APPENDIX I:

32. The Board of Education shall engage a contractor or use school personnel to perform the tasks identified in Appendix I.


BOARD OF EDUCATION AND TOWN OF TOLLAND RESPONSIBILITIES AS IDENTIFIED IN APPENDIX II:

33. The outline of duties and responsibilities related to the weeding and trimming of school grounds is identified in Appendix II.

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

SIGNED in Tolland, Connecticut on this 8 day of December, 2016.

By: _____
Steven R. Werbner
Town Manager

By:  _____
Walter Willett, PhD
Superintendent of Schools

APPENDIX I

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

Parker School

No exclusions.

Tolland Intermediate School

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

Tolland Middle School

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

Birch Grove Primary School

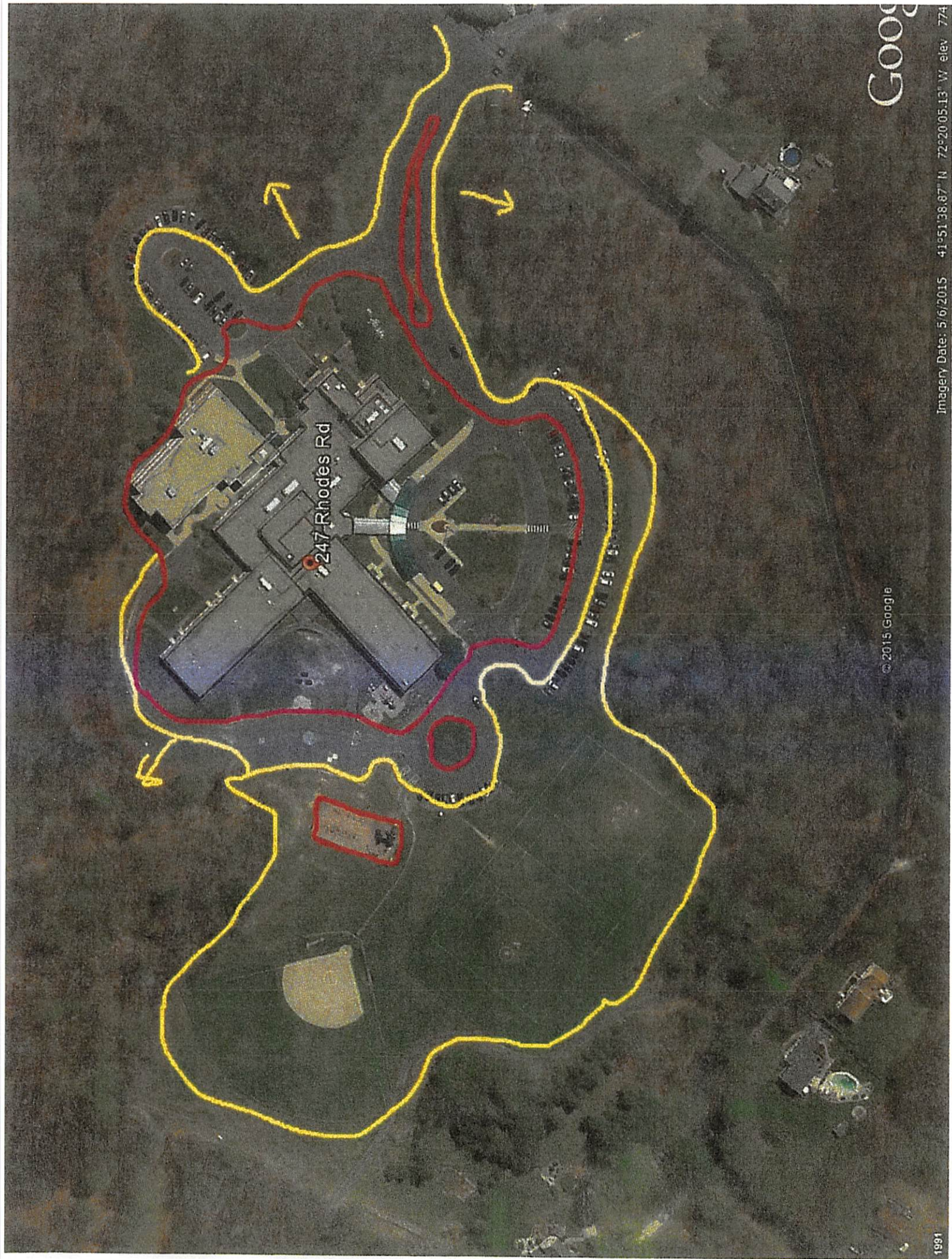
1. Ten feet from the front sidewalk to the building.
2. Thirty feet x thirty feet playscape area.

Tolland High School

1. Traffic islands.
2. Three foot border surrounding building.
3. The Town will be responsible for maintaining the artificial turf field. Expenses related to maintenance should first be paid from any revenue generated from the rental of the facility or the sale of advertising signs.

APPENDIX II

The Town of Tolland and the Tolland Board of Education shall be responsible for the weeding and trimming of their designated areas as outlined in the maps of the four schools. The Board of Education shall be responsible for all the areas outlined and enclosed in red. The Town of Tolland shall be responsible for all areas enclosed and outlined in yellow. At a minimum, both parties agree to trim such areas from April 15th thru October 15th on an every other week basis. On average this would result in trimming these designated areas (12) times per calendar year.



247 Rhodes Rd

Google

Imagery Date: 5/6/2015 41°51'38.87" N 72°20'05.13" W elev 774

© 2015 Google

104 Old Post Rd

Google

Imagery Date: 10/24/2014 41°52'12.00" N 72°22'18.55" W elev. 611

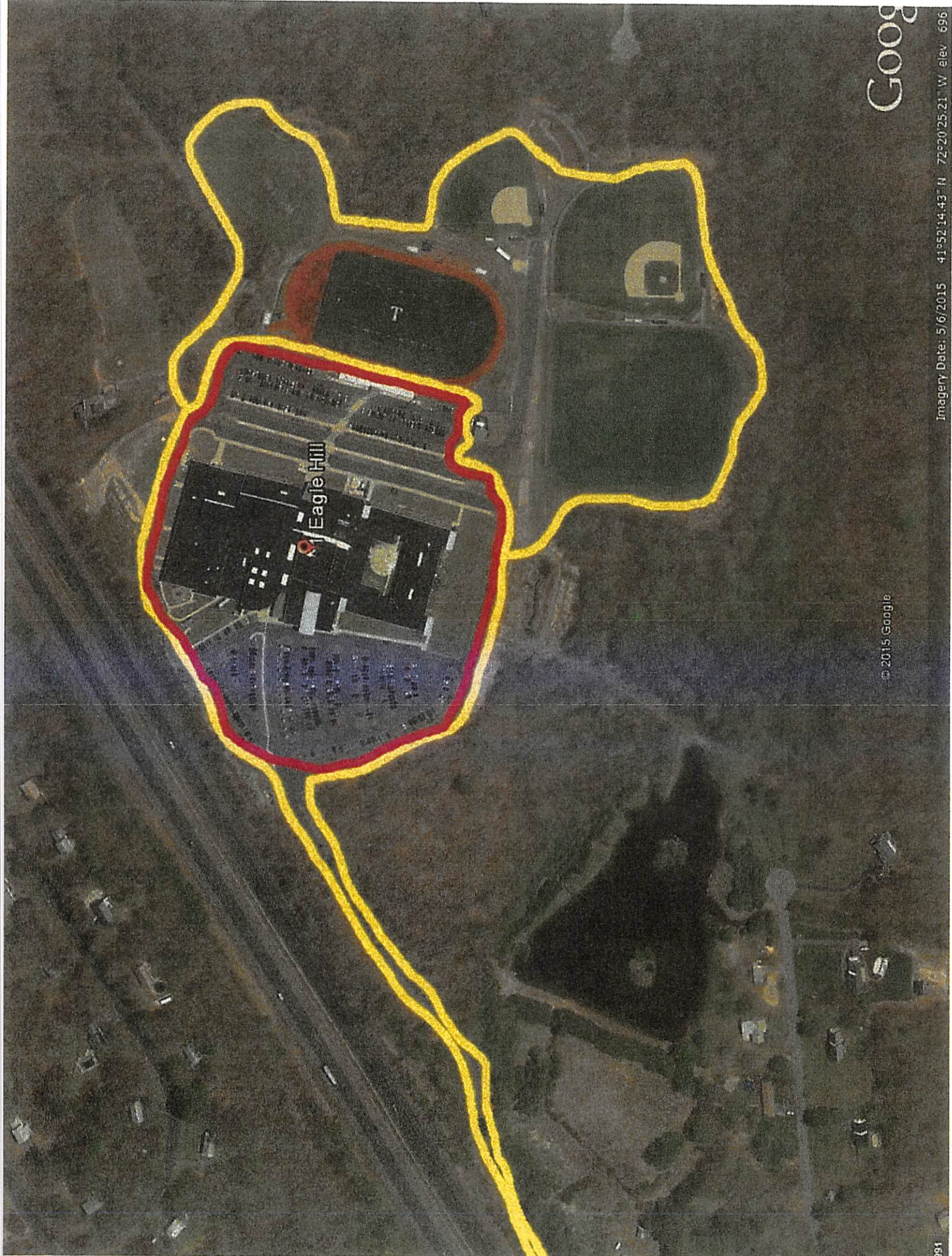
1991



Google

Imagery Date: 5/6/2015 41°52'14.40" N 72°21'03.88" W elev 554

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SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Superintendent Use of Social Media

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For BOE meeting: December 14, 2016

ITEM SUMMARY:

Policy 4041 stipulates:

The Board of Education recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the first amendment, in certain circumstances, to speak out on matters of public concern. However, the Board will regulate the use of social media by employees, including employees' personal use of social media, when such use:

- 1) interferes with the work of the school district;*
- 2) is used to harass coworkers or other members of the school community;*
- 3) creates a hostile work environment;*
- 4) breaches confidentiality obligations of school district employees;*
- 5) disrupts the work of the school district;*
- 6) harms the goodwill and reputation of the school district in the community; or*
- 7) violates the law, board policies and/or other school rules and regulations.*

The regulation 4041 stipulates (not inclusive, for full documents please see attached):

- Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, absent an unrelated special relationship (e.g. relative or family friend), it is not appropriate for a teacher or administrator to "friend" a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal social media, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school.
- If an employee seeks to use social media sites as an educational tool or in relation to extracurricular activities or programs of the school district, the employee must seek and obtain the permission of his/her supervisor prior to setting up the site.
- The employee must set up the club, etc. As a group list which will be "closed" (e.g. membership in the group is limited to students, parents and appropriate school personnel) and "moderated" (e.g. the employee had the ability to access and supervise communications on the social media site).

Given the above Policy and Regulation, the board is asked to recognize and endorse the Superintendent's utilization of social media resources. This includes a recognition that some social media software, for maximum distribution purposes, will necessitate the Superintendent to "allow" followers either as an open page or group, or as individuals. The BOE acknowledges that the Superintendent may not know whether these individuals are students, parents, and/or other members of the community and beyond and is willing to endorse the Superintendent's use of these technologies regardless.

FINANCIAL SUMMARY: N/A

BOARD ATTORNEY REVIEW: N/A

BOE ACTION DESIRED:

Motion: Motion to allow and endorse the Superintendent to use social media software and resources to promote educational viewpoints, as well as school and district information understanding that followers and recipients of the information can include students, parents, community members, and those outside of the Tolland community.

SUPPORTING MATERIALS ATTACHED:

Policy and Regulation 4041

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: SOCIAL NETWORKING

Number: 4041
Personnel

Approved: 10/12/11

The Board of Education recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the first amendment, in certain circumstances, to speak out on matters of public concern. However, the Board will regulate the use of social media by employees, including employees' personal use of social media, when such use:

- 1) interferes with the work of the school district;
- 2) is used to harass coworkers or other members of the school community;
- 3) creates a hostile work environment;
- 4) breaches confidentiality obligations of school district employees;
- 5) disrupts the work of the school district;
- 6) harms the goodwill and reputation of the school district in the community; or
- 7) violates the law, board policies and/or other school rules and regulations.

The Board of Education, through its Superintendent, will adopt and maintain Administrative Regulations to implement this policy.

Legal References:

U.S. Constitution, Amend. I
Conn. Constitution, Article I, Sections 3, 4, 14
Conn. Gen. Stat. § 31-48d
Conn. Gen. Stat. § 31-51q
Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250
Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

Policy References:

Policy 4060, Sex Discrimination and Sexual Harassment in the workplace
Policy 4110, Employee Use of the District's Computer System
Policy 4120, Notice Regarding Electronic Monitoring
Policy 5050, Confidentiality and Access to Student Records
Policy 5051, Student Privacy

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION

REGARDING: USE OF SOCIAL MEDIA

Number: 4041
Personnel

Approved: 10/12/11
Revised: 1/25/12

The Board of Education recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the first amendment, in certain circumstances, to speak out on matters of public concern. However, the board will regulate the use of social media by employees, including employees' personal use of social media, when such use:

- 1) interferes with the work of the school district;
- 2) is used to harass coworkers or other members of the school community;
- 3) creates a hostile work environment;
- 4) breaches confidentiality obligations of school district employees,
- 5) disrupts the work of the school district
- 6) harms the goodwill and reputation of the school district in the community; or
- 7) violates the law, board policies and/or other school rules and regulations.

Definitions:

Social media includes, but is not limited to, social networking sites, such as Twitter, Facebook, LinkedIn, Youtube, and MySpace.

Board of Education includes all names, logos, buildings, images and entities under the authority of the Board of Education.

Rules concerning personal social media activity

1. An employee may not mention, discuss or reference the Board of Education, the school district or its individual schools, programs or teams on personal social networking sites in a manner that could reasonably be construed as an official school district communication, unless the employee also states that the post is the personal communication of the employee of the school district and that the views posted are the employee's alone and do not represent the views of the school district or the Board of Education.
2. Employees must use caution mentioning other Board of Education employees or other members of the school community (e.g., parents or others) on personal social networking sites, without such individuals' express consent unless the employee is addressing an issue of public concern and the employee's speech falls under applicable constitutional protections pertaining to same. Such postings are outside of the employee's job responsibilities, and employees are subject to potential liability as described in paragraph 6, below.

3. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, absent an unrelated special relationship (e.g. relative or family friend), it is not appropriate for a teacher or administrator to "friend" a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal social media, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school.
4. Unless given written consent, employees may not use the Board of Education's logo or trademarks on their personal posts. Please note that this prohibition extends to the use of logos or trademarks associated with individual schools, programs or teams of the school district.
5. Employees are required to use appropriately respectful speech in their personal social media posts; and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Such posts reflect poorly on the school district's reputation, can affect the educational process and may substantially and materially interfere with an employee's ability to fulfill his/her professional responsibilities.
6. Employees are individually responsible for their personal posts on social media. Employees may be sued by other employees, parents or others, and any individual that views an employee's social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. As such activities are outside the scope of employment, employees may be personally liable for such claims.
7. Employees are required to comply with all Board of Education policies and procedures with respect to the use of district computer equipment, networks or electronic devices when accessing social media sites. Any access to personal social media activities while on school property or using school district equipment must comply with those policies, and may not interfere with an employee's duties at work.
8. The Board of Education reserves the right to monitor all employee use of district computers and other district electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any personal communication or post made through social media while using district computers, cellular telephones or other electronic data devices.
9. All posts on personal social media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.
10. An employee may not link a personal social media site or webpage to the Board of Education's website or the websites of individual schools, programs or teams; or post Board of Education material on a social media site or webpage without written permission of his/her supervisor.

11. All Board of Education policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to public trust, illegal harassment, code of conduct, and protecting confidential information.

Rules Concerning District-Sponsored Social Media Activity

1. If an employee seeks to use social media sites as an educational tool or in relation to extracurricular activities or programs of the school district, the employee must seek and obtain the permission of his/her supervisor prior to setting up the site.
2. If an employee wishes to use Facebook or other similar social media site to communicate meetings, activities, games, responsibilities, announcements, etc., for a school-based club or an school-based activity or an official school-based organization, or an official sports team, the employee must also comply with the following rules:
 - The employee must set up the club, etc. As a group list which will be "closed" (e.g. membership in the group is limited to students, parents and appropriate school personnel) and "moderated" (e.g. the employee had the ability to access and supervise communications on the social media site).
 - When Facebook is used as the social media site, members will not be established as "friends," but as members of the group list. When other social media sites are used, the employee will establish a similar parameter on the basis of the functionality of the social media site utilized.
 - Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee (e.g. teacher, administrator, supervisor or coach). Persons desiring to access the page may join only after the employee invites them and allows them to join.
 - Parents shall be permitted to access any site that their child has been invited to join.
 - Access to the site may only be permitted for educational purposes related to the club, activity, organization or team.
 - The employee responsible for the site will monitor it regularly.
 - The employee's supervisor shall be permitted access to any site established by the employee for a school-related purpose.
 - Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity.
3. Employees are required to use appropriately respectful speech in their social media posts on district-sponsored sites; and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.
4. Employees are required to comply with all Board of Education policies and procedures and all applicable laws with respect to the use of computer equipment, networks or devices when accessing district-sponsored social media sites.

5. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication or post made through social media while using district computers, cellular telephones or other data devices.
6. All posts on district-sponsored social media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.
7. An employee may not link a district-sponsored social media site or webpage to any personal social media sites or sites not sponsored by the school district.
8. An employee may not use district-sponsored social media communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purposes.
9. An employee may not use district-sponsored social media communications in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be construed as such.

Disciplinary Consequences

Violation of the Board of Education's policy concerning the use of social media or these Administrative Regulations may lead to discipline up to and including the termination of employment consistent with state and federal law.

Legal References:

U.S. Constitution, Amend. I
Conn. Constitution, Article I, Sections 3, 4, 14
Conn. Gen. Stat. § 31-48d
Conn. Gen. Stat. § 31-51q
Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250
Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

Policy References:

Policy 4060, Sex Discrimination and Sexual Harassment in the Workplace
Policy 4110, Employee Use of The District's Computer System
Policy 4120, Notice Regarding Electronic Monitoring
Policy 5050, Confidentiality and Access To Student Records
Policy 5051, Student Privacy

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM NOVEMBER 22, 2016 – 7:30 P.M.

MEMBERS PRESENT: Rick Field, Chair; William Eccles, Vice-Chair; Robert Green; Kristen Morgan; Joseph Sce and David Skoczulek

MEMBERS ABSENT: Paul Krasusky

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

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

Bill Eccles motioned to add item 8.3.a. Appointment to the Tolland Water Commission to the agenda; Seconded by Robert Green. All in favor. None opposed.

4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit)

Linda Berkowitz of 2 Cider Mill Road: She wants to know if anything has been received in writing from the appraiser, has he provided figures depending on the number of apartments, and what are the ranges of the values that they have? She asked why they don't use Mark DePecol's 125 units that he is proposing.

Mr. Werbner will gather information and send it to Ms. Berkowitz.

Ms. Berkowitz also commented that if the appraiser is being paid for with town money, and it is town land, the community should know everything that they have since it is public information.

Mr. Eccles said it is not public yet. There are ongoing negotiations.

6. **PUBLIC HEARING ITEMS:** None.
 - 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** None.
 - 7b. **REPORTS OF TOWN COUNCIL LIAISONS:** **Robert Green, TWC:** There were no complaints in the month of October, the regional pipeline is due to go active in December, and they would like to schedule a public hearing for a rate increase to be effective January 1, 2017. **Bill Eccles, WPCA:** Everything is going nicely.
- Mr. Doyle, BOE:** The BOE has canceled their November 23rd and December 28th meetings. They did approve expenditure from the 1% fund for a repair. There were general discussions, and an update on the constable situation. They have their upcoming budget workshops, and they welcome any input from the public and the Council.

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

- 8.1 Authorization for Steven R. Werbner, Town Manager to sign a revised consent order with DEEP for the purpose of allowing a proposed Brewery to tie into the sewer line in the vicinity of 12 Shenipsit Lake Road.

Mr. Werbner provided his summary: About twenty-five years ago the then State Department of Environmental Protection issued a consent order against the Town limiting the hookup of properties in the Hockanum River watershed to the sewer system. The concerns were protection of the watershed from development and certain properties primarily in the Willie Circle and the Woodlake Road area. The order required the Town to develop a sewer facilities plan for the Town. A facilities plan was developed and approved for part of the Town primarily in the area of the Business Park, Tolland Village Area and the line running up Route 195. The remainder of the plan has been controversial and never agreed primarily due to the possible need to run lengthy and costly sewer lines to address concerns. More recent studies have shown that the properties in question can be addressed by septic systems and sewers are not required. It has been a priority of the Water Pollution Control Authority to resolve this issue, however, DEEP no longer has the staff to timely address older consent orders such as these and indicated they would work with us to replace the existing order with a new one which, without accepting our newest tests as fact, allow for properties to hook up to the sewer but require they put in place proper zoning restrictions to protect the possible run off and to require such things as a pump out ordinance. They have been waiting several years for this concept to be finalized. Most recently they received a request from a business to open a Brewery in the impacted area that is in need of sewers to operate. A request was made to DEEP to modify the existing consent order to allow for this to happen. This item authorizes Mr. Werbner to enter into a modified consent order for the limited purpose of allowing the brewery to hook into the sewer line in existence near where they want to open. The proposed brewery will ultimately require Planning and Zoning Commission approval.

Bill Eccles motioned to accept the following resolution:

It is hereby resolved that Steven R. Werbner, Town Manager for the Town of Tolland, is hereby authorized to enter into and sign, on behalf of the Town of Tolland, a Modified Consent Order (modifying Order No. WC8083, issued to the Town of Tolland on July 23, 1992) issued by the Commissioner of Energy and Environmental Protection. The Town Manager is further authorized to provide such additional information and execute such other documents as may be required by the Department of Energy and Environmental Protection in connection with said Modified Consent Order.

Seconded by Robert Green.

Mr. Skoczulek said he knows this was a lot of work and it took a lot of time. It was a business friendly move, and he appreciates the work that was put into it.

All in favor. None opposed.

- 8.2 Consideration of a resolution to approve a bid waiver for the purchase of Gasoline for the period of January 1, 2017 – December 31, 2017 and the period of July 1, 2017 – June 30, 2018 for Diesel and Fuel Oil from Dime Oil.

Mr. Wilkinson said each year the BOE and town bid for these three commodities. They recently met with the BOE about the budget, and they are at historical lows this year for these commodities. The price is slowly going up, and their current vendor believes that the prices will continue to rise. They are trying to lock in now at a lower price to save money. If they can lock in now, as opposed to late December or March, they are estimating a savings of \$100,000+. This would also allow them to stay with their current vendor.

Bill Eccles motioned to accept the following resolution:

WHEREAS, the Town of Tolland has in the past purchased gasoline, diesel and fuel oil in conjunction with the Board of Education through the Capitol Region Purchasing Council and the current contract that Tolland has with Dime Oil for the purchase of fuel oil and diesel expires June 30, 2017; and current contract that Tolland has with Dime Oil for the purchase of gasoline expires December 31, 2016; and

WHEREAS, the Purchasing Council normally goes out to bid for gasoline in December and fuel oil and diesel in March which requires that we approximate the prices for budget purposes; and

WHEREAS, Dime Oil has offered the option to the Town and Board of Education of locking in at the current market rate at this time for the period of July 1, 2017 – June 30, 2018 for fuel oil and diesel; and locking in at the current market rate at this time for the period of January 1, 2017 – December 31, 2017 for gasoline; and

NOW THEREFORE BE IT RESOLVED, that the requirements for bidding fuel oil is hereby waived in accordance with Town Policy A-126 11D(7) and the Tolland Town Council hereby authorizes Steven R. Werbner to execute an agreement with Dime Oil for the purchase of fuel oil and diesel for the period of July 1, 2017 – June 30, 2018 and January 1, 2017 – December 31, 2017 for gasoline.

Seconded by Robert Green. All in favor. None opposed.

8.3 Appointments to vacancies on various municipal boards/commissions

8.3a. Appointment to the Tolland Water Commission

David Skoczulek moved to appoint Kenneth Kittredge of 37 Farm Brook Drive, term present – 01/31/2017; Seconded by Robert Green. All in favor. None opposed.

Mr. Skoczulek updated that he has been working with Heidi Samokar to staff the Blight Committee. There are still some spaces available, so he encourages anyone interested to let them know.

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 suggested that they get the Legislature Delegation in to speak at a future meeting before their next session. He'd like to provide them with some specific questions. He has three items he'd like to address with them: 1.) what are their revenue projections for state aid; 2.) their positions on the recommendations being put forward on the crumbling foundations issue, and 3.) their thoughts on the regional health districts.

Mr. Werbner also advised that a lot of work is being done on the crumbling foundation issue. The problem is substantial. It will be a significant monetary hit to the community.

11. **ADOPTION OF MINUTES**

- 11.1 November 8, 2016 Regular Meeting Minutes: Bill Eccles moved to adopt the minutes; Seconded by Robert Green. All in favor. None opposed.

12. **CORRESPONDENCE TO COUNCIL**

- 12.1 Letter from CT Siting Council re petition for a wireless communication pole.
12.2 Brochure from UConn School of Engineering re: Connecticut Technology Transfer

13. **CHAIRMAN'S REPORT:** Mr. Field commented on the following:
 - ~Electric Christmas Parade will be 11/26/16
 - ~The Tree Lighting is 12/04/16
 - ~1st Thursday will be the Council Hour
 - ~They will decide at the next meeting if the 2nd meeting in December will be necessary
14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Mr. Green asked Mr. Werbner where they were with forming a Utility Commission between the TWC and the WPCA. Mr. Werbner said staff met with the Town Attorney several weeks ago. He was provided the background. He is now researching other types of ordinances, and will present them with a draft.
15. **PUBLIC LISTED PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*)
(3 minute limit)
16. **EXECUTIVE SESSION**

Bill Eccles motioned to go into Executive Session at 7:54 p.m., thus ending the Regular Meeting of the Town Council. Seconded by Robert Green. All in favor. None opposed. Executive Session ended at 9:07 p.m.

 - 16.1 Discuss Town Manager Evaluation.
17. **ADJOURNMENT:** Bill Eccles moved to adjourn the meeting; Seconded by Robert Green at 9:07 p.m. All were in favor.

Richard J. Field, Council Chair

Michelle A. Finnegan
Town Council Clerk