

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA  
January 11, 2017

**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 – December 14, 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 (December)
- F.2 2017-2018 Superintendent's Proposed Budget (No Enclosure)

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

- I.1 Policy 1050 - Prohibition against Smoking
- I.2 Policy 4130 – Prohibition on Recommendations for Psychotropic Drugs
- I.3 Administrative Regulation 5170 – Health Assessments Screenings
- I.4 Administrative Regulation 5180 - Immunizations
- I.5 Policy 5500 – Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease or (Diabetes)

- I.6 Policy & Regulation 6060 – Weighted Grading
- I.7 2017-2018 School Calendar

J. PUBLIC PARTICIPATION (2 minute limit)

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

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council Meeting – December 13, 2016

M. FUTURE AGENDA ITEMS

N. NEW BUSINESS

O. ADJOURNMENT

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

REGULAR MEETING – December 14, 2016

Members Present: Mr. Sam Adlerstein, Chair; Mr. Patrick Doyle, Vice Chair; Ms. Cathy Gorsky, Secretary; Ms. Karen Moran, Ms. Colleen Yudichak, Ms. Susan Seaver, Mr. Jeff Schroeder, and Ms. Michelle Harrold.

Administrators Present: Dr. Walter Willett, Superintendent of Schools; Mark McLaughlin, Business Manager

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Mr. Adlerstein called the meeting to order at 7:39 P.M. The Pledge of Allegiance was recited.

B. APPROVAL OF MINUTES

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

Ms. Gorsky motioned to accept the minutes of the November 9, 2016 regular meeting and November 30, 2016 special meeting. Ms. Yudichak seconded the motion. Changes: none. All were in favor. Motion carried.

Dr. Willett noted that the new principal at TMS will start on the first school day in January. An evening for parents and students to meet her will be planned.

C. PUBLIC PARTICIPATION

A student residing at 46 Willoughby Drive expressed concern regarding transportation issues and that there is only a single entrance and exit at THS. This causes traffic issues and he would like to know if there is an alternative to this design.

A student residing at 11 Portland Drive spoke in regard to bus waivers. She commented that there would be a lower cost if those who drove to school signed such waivers.

A student residing at 232 Indian Road expressed concern with the coaching staff. Many do not invest time and effort into working with some of the students. They would rather make the team better than play all of the students. Students complete the surveys to rate the coaches but there does not appear to be any change. Sports are part of the high school experience and many students are not receiving full benefits. She requested that time be taken to consider the reports of the coaching staff.

A student residing at 32 Clark Road expressed concern regarding settling disputes in the schools. Some students receive a greater punishment than others for the same offense. Something should be done so that all situations are handled the same.

A student residing at 714 Crystal Lake Road requested that the library have extended hours in the morning so that students can print documents before class.

D. POINTS OF INFORMATION

Ms. Gorsky noted that she did not receive any correspondence.

Ms. Seaver noted that she was asked to note a concern regarding athletics at THS, specifically the tryouts taking place on the weekends. One basketball tryout required the students to be there at 5:45AM on the weekend because the facility was being used by rec baseball. The person would like to know the priority of sports and overlapping practices.

Dr. Willett thanked the group for their fantastic questions and encouraged them to continue to make inquiries by sending him e-mails.

Dr. Willett addressed the students' concerns. In regard to the entrances, there is a committee reviewing ways in which morning traffic can be better managed. He noted that there are multiple pathways in/out of the school for emergency vehicles. Dr. Willett addressed the comment regarding bus waivers. Districts have a legal obligation to provide transportation to all students who wish to attend school whether or not they have a vehicle.

In regard to the coaching staff, Dr. Willett explained that a lot of great things are going on in the athletic department but there is always room for improvement. The Central CT Conference Sportsmanship Award is a tribute to what the coaches are trying to do. That said he would be happy to discuss any issues in greater detail and enjoys hearing the students' perspective either via e-mail or in person.

Dr. Willett explained that when it comes to disciplinary issues, one can only speak with those involved and information cannot be shared due to privacy concerns so at times it can appear one way when in fact there are other factors that cannot be discussed. The school cannot give everyone the full perspective and must protect those involved. Every student has a right to privacy but his door is always open to discuss discipline in general. He cares very much about the student experience and does not want anyone to feel that they are being treated differently.

In regard to the opening time of the THS library, there is a contractual agreement but Dr. Willett will research this further.

Dr. Willett addressed the concern regarding the tryouts and noted that this is a good example of the complexities faced today. They try to provide everything possible for the community and in turn they do their best to avoid conflicts and overlapping schedules. There needs to be a conversation about community priorities, as he believes everyone is acting with good intentions. He did not have an answer but noted that the hectic nature of student life is something that deserves more discussion. He asked that if parents are uncomfortable with the pace of things or it is impacting families, he would love to hear more from them, and wants to help be part of the solution. He mentioned the upcoming Superintendent's Breakfast. Additionally, the Beyond Measure Event (February 1, 2017, Tolland High School, 7PM) would be a good opportunity to further explore this trend.

Mr. Adlerstein noted that there is now an Athletics Advisory Committee in place as well. Additionally, he explained that it is an exciting time for education in Tolland and Dr. Willett is always open to receiving constructive feedback.

E. STUDENT REPRESENTATIVES' REPORT

- It was noted that there is concern that the students' art supplies are not of high quality or up to date. There are many talented students who are interested in art as a career and they should have the best supplies available.
- Students who have Senior Option had their schedules disrupted this week when they got out of 3<sup>rd</sup> block late which impacted their other commitments. It was very inconvenient and is something they would like to see changed.
- Students expressed that they would like to be able to review their teachers and be part of the hiring and review process.
- Students would like to have the hours of the library extended so they do not have to leave class to print a document. When the library closes the students have to go to the cafeteria which is not a constructive learning environment. It is causing some frustration. While many teachers will accept an electronic document, not all will and not all are as understanding.

F. SUPERINTENDENT'S REPORT

- F.1. Monthly Financial Report (November)  
Dr. Willett presented and reviewed the financial report. In summary, the available balance is \$2,199,170 or 5.59% of the current budget. An updated chart is attached as well.
- F.2. 2017 BOE Meeting Dates (Move April 5)  
Dr. Willett reviewed attachment F2.
- F.3. Policy 1050 – Prohibition against Smoking  
Dr. Willett reviewed attachment F3.
- F.4. Policy 4130 – Prohibition on Recommendations for Psychotropic Drugs  
Dr. Willett reviewed attachment F4.
- F.5. Administrative Regulation 5170 – Health Assessments Screenings  
Dr. Willett reviewed attachment F5.
- F.6. Administrative Regulation 5180 – Immunizations  
Dr. Willett reviewed attachment F6.
- F.7. Policy 5500 – Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease or (Diabetes)  
Dr. Willett reviewed attachment F7.
- F.8. Policy and Regulation 6060  
Dr. Willett reviewed attachment F8.
- F.9. 2017-2018 School Calendar  
Dr. Willett reviewed attachment F9.  
Mr. Doyle noted that he would like to see the EASTCONN calendar for comparison.

In regard to the Early Release (ER) on the Fridays as presented in the calendar, it was discussed that it is believed that the ER on Fridays rather than Wednesdays will cause less disruption to the week overall. The Fridays tend to have a higher rate of absenteeism and the ER may help with this as well. Additionally, with ER on Fridays, there will be less impact on clubs and after school activities. The teachers' release time will be the same but by increasing the number of ER days, the teachers will have more time to spend in class. Currently when teachers are pulled from class for PD, a substitute has to cover the lesson. The ER on Fridays will also provide more data time for teachers.

Dr. Willett noted that there has been some feedback from teachers that they do not like the plan for ER on Fridays. There is concern that the students will leave and it will negatively impact the sports programs. While ER has not been done on Fridays in the past, Dr. Willett noted that it has not been optimal in the middle of the week and the goal is to find the best time for the students. If it is not on Fridays, they may have to scale back the number of ER days. In the past there were as many as 17 ER days, then 7, and the current proposal is for 11 days.

A discussion of having ER on the designated Fridays took place – the benefits and disadvantages. Dr. Willett noted that PD is scheduled that impacts days that teachers are in the classroom, but isn't always clear on these calendars. During these times, typically substitutes are assigned. Dr. Willett commented that while some are not in favor of ER on Fridays, he believes it is worth it to try this schedule this coming year for one reason because it will give teachers fewer out of class days. He added that he is not a fan of the regional calendar. Tolland will comply but the district needs to do what is best for Tolland.

Ms. Moran noted that in many districts a PD day is scheduled for the day after Halloween and inquired if this is something that should be considered.

- F.10 Central Connecticut Conference Sportsmanship Award Recognition  
Dr. Willett reviewed attachment F10.  
Dr. Willett thanked everyone for the hard work that was put into receiving this award.
- F.11 Field and Grounds Maintenance Agreement  
Dr. Willett reviewed attachment F11.
- F.12 Social Media  
Dr. Willett reviewed attachment F12 and Policy and Regulation 4041.  
Dr. Willett currently has a Facebook presence as Superintendent but would like to increase social media communication. If he expands platforms such as Twitter in an effort to have maximum exposure, he would need to change the account from closed to open and accept/approve followers and given the design, he would not be able to determine the identity of who he accepts as a follower. Based on Policy 4041, he needs permission from his supervisor, the Board of Education, to allow him to have people that could include parents, students, community members, virtually anyone follow his Twitter account. In turn, he is seeking the Board's approval. If this is not approved, he

will not seek to open the accounts or use any platforms other than Facebook. A discussion took place which included the benefits and risks including retweets.

Ms. Gorsky requested that items F2, F11, and F12 be moved to action items I1, I2, and I3 respectively. Mr. Doyle seconded the motion. All were in favor. Motion carried.

G. COMMITTEE AND LIAISON REPORTS

Finance and Facilities – Mr. Doyle noted that the Fields and Grounds Maintenance Agreement was reviewed by the Committee and there were no concerns.

Town Council – Ms. Moran attended last night's meeting where the 2.5% cap was discussed. Additionally, in regard to Parker, the attorneys are working on the ground lease and a construction schedule should be available after January 1<sup>st</sup>.

H. CHAIRPERSON'S REPORT

Mr. Adlerstein noted that they are still researching options to hold an event where the community can be engaged to discuss Tolland's future and ideally something will be planned in the coming months.

I. BOARD ACTION

I.1 2017 BOE Meeting Dates (Move April 5)

Ms. Gorsky motioned to move the Board of Education meeting scheduled for Wednesday, April 5<sup>th</sup> to Thursday, April 6<sup>th</sup>. Ms. Harrold seconded the motion. All were in favor. Motion carried.

I.2 Field and Grounds Maintenance Agreement

Mr. Doyle motioned to approve the Fields and Grounds Agreement as presented. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

I.10 Social Media

Ms. Moran motioned 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. Ms. Harrold seconded the motion. A brief discussion took place. Mr. Schroeder inquired how other districts are doing it – Dr. Willett explained that it varies. Mr. Doyle thanked Dr. Willett for bringing this to the Board. Dr. Willett explained the account will be from his official role as Superintendent and posts will be on educational issues that he hopes are cognitively engaging. Ms. Moran noted that as the Chair of the Communications Committee, she agrees that the district needs to move forward in engaging students and parents. She trusts Dr. Willett with how the account will be managed. All were in favor of the motion. Motion carried.

J. PUBLIC PARTICIPATION - none

K. POINTS OF INFORMATION

Mr. Adlerstein noted that today is the 4<sup>th</sup> anniversary of Sandy Hook and asked that everyone have a moment of reflection.

Mr. Schroeder received an inquiry from a parent regarding the playground at TIS and when repairs will be done. Ms. Harrold noted that it has been completed.

L. CORRESPONDENCE

- Town Council Meeting –November 22, 2016

M. FUTURE AGENDA ITEMS


- Policy items
- Budget
- *On Your Mark*
- Community thought exchange
- Student enrollment

N. NEW BUSINESS -none

O. ADJOURNMENT

Ms. Moran motioned to adjourn the meeting at 9:26PM. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi  
Clerk





## 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-December 2016

**Date:** January 4, 2017

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

Please find attached the financial report for the month of December 2016, 6th 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 December 2016 financial report shows an available balance of \$1,950,251 or 4.96% 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 February. 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 finished uploading 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 had been 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 spending is attached. The chart 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: 12/1/2016

To Date: 12/31/2016

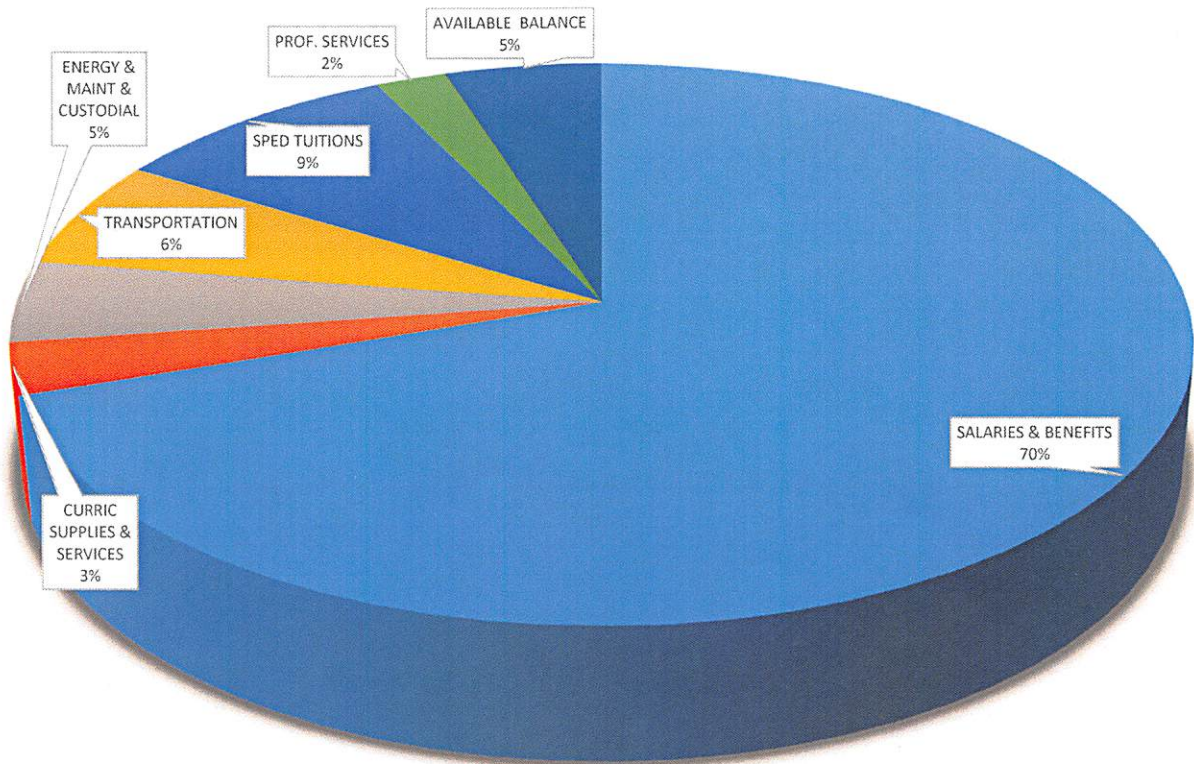
Fiscal Year: 2016-2017

☐ 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	\$1,623,383.03	\$8,541,832.64	\$12,621,161.36	\$12,015,892.53	\$605,268.83	2.86%
0100.0000.120.00.000.1	Substitutes	\$471,941.00	\$33,532.81	\$143,027.16	\$328,913.84	\$10,483.82	\$318,430.02	67.47%
0100.0000.130.00.000.1	Overtime	\$158,159.00	\$9,858.63	\$79,807.45	\$78,351.55	\$4,517.85	\$73,833.70	46.68%
0100.0000.150.00.000.1	Stipends	\$349,031.00	\$45,266.63	\$94,724.19	\$254,306.81	\$341,850.63	(\$87,543.82)	-25.08%
0100.0000.190.00.000.1	Pension/Severance	\$170,747.00	\$81,247.00	\$98,977.40	\$71,769.60	\$0.00	\$71,769.60	42.03%
0100.0000.200.00.000.1	Employee Benefits	\$324,532.00	\$5,166.66	\$218,531.05	\$106,000.95	\$174,750.00	(\$68,749.05)	-21.18%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$5,352,592.00	\$427,228.57	\$2,006,846.63	\$3,345,745.37	\$2,601,244.50	\$744,500.87	13.91%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$611,206.00	\$47,459.92	\$239,583.93	\$371,622.07	\$282,557.14	\$89,064.93	14.57%
0100.0000.240.00.000.1	Retirement (ICMA)	\$213,789.00	\$18,216.64	\$95,951.51	\$117,837.49	\$105,873.25	\$11,964.24	5.60%
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	\$2,520.00	\$14,684.00	\$41,997.00	\$15,316.00	\$26,681.00	47.07%
0100.0000.270.00.000.1	Workers' Compensation	\$276,021.00	\$68,746.57	\$206,241.42	\$69,779.58	\$68,751.70	\$1,027.88	0.37%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$41,220.00	\$0.00	\$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	\$7,128.20	\$17,820.62	\$49,215.38	\$24,949.30	\$24,266.08	36.20%
0100.0000.320.00.000.1	Prof Educ Svcs	\$444,357.00	\$48,513.42	\$115,428.91	\$328,928.09	\$212,954.04	\$115,974.05	26.10%
0100.0000.330.00.000.1	Professional Tech Svcs	\$32,482.00	\$795.19	\$15,834.25	\$16,647.75	\$11,670.90	\$4,976.85	15.32%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$244,597.00	\$11,124.96	\$74,942.67	\$169,654.33	\$57,255.40	\$112,398.93	45.95%
0100.0000.350.00.000.1	Tech Services	\$446,784.00	\$16,257.57	\$206,747.08	\$240,036.92	\$30,884.62	\$209,152.30	46.81%
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	\$1,077.00	\$37,232.50	\$83,224.50	\$35,638.50	\$47,586.00	39.50%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$258,416.00	\$12,928.64	\$124,292.30	\$134,123.70	\$37,207.09	\$96,916.61	37.50%
0100.0000.440.00.000.1	Rentals	\$138,371.00	\$18,857.82	\$63,450.23	\$74,920.77	\$85,816.61	(\$10,895.84)	-7.87%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,493,712.00	\$278,384.81	\$916,450.96	\$1,577,261.04	\$1,541,477.05	\$35,783.99	1.43%
0100.0000.520.00.000.1	Property/Liability Insurance	\$180,422.00	\$44,192.63	\$152,274.67	\$28,147.33	\$44,194.13	(\$16,046.80)	-8.89%
0100.0000.530.00.000.1	Telephone/ Postage	\$46,562.00	\$8,591.75	\$25,126.30	\$21,435.70	\$21,685.65	(\$249.95)	-0.54%
0100.0000.540.00.000.1	Advertising	\$2,865.00	\$0.00	\$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	\$80.00	\$7,626.01	\$23,313.99	\$10,865.10	\$12,448.89	40.24%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,717,299.00	\$665,477.65	\$1,631,857.26	\$1,085,441.74	\$1,971,259.83	(\$885,818.09)	-32.60%
0100.0000.580.00.000.1	Travel and Conference	\$29,142.00	\$2,094.45	\$8,534.19	\$20,607.81	\$1,867.33	\$18,740.48	64.31%
0100.0000.590.00.000.1	Public Officers & State Troope	\$94,322.00	\$9,638.37	\$10,518.37	\$83,803.63	\$53,200.60	\$30,603.03	32.45%
0100.0000.600.00.000.1	General Supplies	\$209,614.00	\$10,150.48	\$120,718.26	\$88,895.74	\$30,488.11	\$58,407.63	27.86%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$361,273.93	\$23,816.54	\$120,942.21	\$240,331.72	\$122,927.03	\$117,404.69	32.50%
0100.0000.620.00.000.1	Energy	\$1,559,025.00	\$12,758.41	\$1,389,110.76	\$169,914.24	\$165,956.55	\$3,957.69	0.25%
0100.0000.640.00.000.1	Textbooks	\$202,980.07	\$7,319.65	\$52,290.17	\$150,689.90	\$58,851.12	\$91,838.78	45.25%
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	\$596.80	\$50,970.06	\$7,554.94	\$405.80	\$7,149.14	12.22%
0100.0000.690.00.000.1	Misc Supplies	\$62,796.00	\$2,869.92	\$26,007.08	\$36,788.92	\$28,302.75	\$8,486.17	13.51%
0100.0000.730.00.000.1	Equip Instruct - New	\$199,958.00	\$6,633.49	\$133,520.74	\$66,437.26	\$7,088.85	\$59,348.41	29.68%
0100.0000.810.00.000.1	Dues and Fees	\$47,959.00	\$304.44	\$42,690.07	\$5,268.93	\$6,820.41	(\$1,551.48)	-3.24%
0100.0000.890.00.000.1	Misc Expense	\$0.00	\$0.00	(\$54.80)	\$54.80	\$38,500.00	(\$38,445.20)	0.00%
<b>Grand Total:</b>		<b>\$39,333,948.00</b>	<b>\$3,552,218.65</b>	<b>\$17,161,054.44</b>	<b>\$22,172,893.56</b>	<b>\$20,222,641.69</b>	<b>\$1,950,251.87</b>	<b>4.96%</b>

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:** Policy 1050 – Prohibition against Smoking

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

**For BOE meeting:** January 11, 2017

**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**

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**BOARD POLICY**

**REGARDING: Prohibition Against Smoking**

**Number 1050**

**Community/ Board Operations**

**Approved: 11/13/02**

**Approved:**

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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:** January 11, 2017

**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**

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**BOARD POLICY**

**REGARDING: Prohibition on Recommendations  
for Psychotropic Drugs**

Number 4130

Personnel

Approved: 10/10/01

3/24/04

6/13/07

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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:** January 11, 2017

**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**

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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

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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<sup>2</sup>, 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~~<sup>enrollment</sup> 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<sup>2</sup>, 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<sup>2</sup> and sickle cell anemia or Cooley's anemia<sup>2</sup>; 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:** January 11, 2017

**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**

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**BOARD POLICY**

**REGARDING: Immunizations**

Number 5180  
Students

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

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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.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:** January 11, 2017

**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**

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**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

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The Tolland Public Schools recognize that food allergies and glycogen storage disease may be life threatening. For this reason, the district is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergens and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. The district is also committed to appropriately managing and supporting students with glycogen storage disease. The district further recognizes the importance of collaborating with parents and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy and/or glycogen storage disease, as developmentally appropriate. To this end, the Tolland Public Schools adopt the following guidelines related to the management of life threatening food allergies 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. ~~Glyeogon~~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:** January 11, 2017

**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**

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BOARD POLICY

REGARDING: ~~Weighted Grading for Honors Classes~~

**Weighted Grading and Class Rank**

Number: 6060  
Instruction

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

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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 1050**

**Approved: [Pending]**

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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.<sup>1</sup> 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.<sup>2</sup>

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.<sup>5</sup> 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*).

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** 2017 – 2018 School Calendar

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

**For BOE meeting:** January 11, 2017

**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, 2nd review.

*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									
28	29	30	31	1	Aug 30 First Day of School								1	ER
NS	5	6	7	8	Sep 4 (NS).....Labor Day					5	6	7	8	9
11	12	13	14	15	Oct 9 (NS).....Columbus Day					12	13	14	15	ER
18	19	20	21	22	Oct 10 (NS).....Faculty In-Service					NS	20	21	22	23
25	26	27	28	29	Oct 27 (ER).....Faculty In-Service					26	27	28		
(22 days)					Nov 2 (ER).....K-12 Conferences					(19 days)				
October										March				
M	T	W	Th	F						M	T	W	Th	F
2	3	4	5	6									PTC-ER PTC-ER	
NS	NS	11	12	13						5	6	7	8	9
16	17	18	19	20						12	13	14	15	16
23	24	25	26	ER						19	20	21	22	ER
30	31									26	27	28	29	NS
(20 days)										(21 days)				
November										April				
M	T	W	Th	F						M	T	W	Th	F
		1	PTC-ER	PTC						2	3	4	5	6
6	7	8	9	10						9	10	11	12	ER
13	14	15	16	17						16	17	18	19	20
20	21	22	23	24						23	24	25	26	27
27	28	29	30							30				
(19 days 9-12)										(16 days)				
(18 days K-8)														
December										May				
M	T	W	Th	F						M	T	W	Th	F
				1							1	2	3	4
4	5	6	7	ER						7	8	9	10	ER
11	12	13	14	15						14	15	16	17	18
18	19	20	21	ER						21	22	23	24	ER
25	26	27	28	29						NS	29	30	31	
(16 days)										(22 days)				
January										June				
M	T	W	Th	F						M	T	W	Th	F
NS	2	3	4	5										1
8	9	10	11	ER						4	5	6	7	ER
NS	16	17	18	19						11*	12*	13*	14*	15*
22★	23★	24	25	26						18*	19*	20*	21*	22*
29	30	31								25*	26*	27*	28*	29*
(20 days 9-12)										(6 days)				
(21 days K-8)														
					*Snow/ Emergency Day Make Up (as needed through June 30)									

The last day of school is scheduled for Friday, June 8, 2018. All snow or emergency days will be made up after this date, through June 30, in order to provide 181 instructional days. The school calendar is posted on the Tolland Public Schools website at <http://www.tolland.k12.ct.us>

## MEETING MINUTES

### TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6<sup>th</sup> FLOOR COUNCIL ROOM DECEMBER 13, 2016 – 7:30 P.M.

**MEMBERS PRESENT:** Rick Field, Chair; William Eccles, Vice-Chair; Robert Green; Paul Krasusky and Kristen Morgan

**MEMBERS ABSENT:** Joseph Sce and David Skoczulek

**OTHERS PRESENT:** Steven Werbner, Town Manager; Mike Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records; John Littell, Fire Chief / Director of Public Safety; John Tunila, Esq.

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

**Bill Eccles** motioned to add agenda item 16.2 - Discuss Pending Litigation; Seconded by **Paul Krasusky**. All in favor. None opposed.

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:** The Commission approved a rate increase effective January 1, 2017, revenues continue to exceed expenditures, and the income is positive. **Bill Eccles, EDC:** Discussion occurred regarding tax abatements, there is a business in town that is looking to expand, but we face competition from other towns to attract this business away from Tolland. **Paul Krasusky, BOE (Special Meeting):** They announced the new Tolland Middle School Principal, Mary Grande. **Karen Moran, BOE:** Their next budget workshops are Monday, January 9<sup>th</sup> and Wednesday, January 18<sup>th</sup>. They will be held at THS at 7:00 p.m. The agenda for tomorrow night's BOE meeting is lengthy. They will be reviewing some policy items, the field and grounds maintenance agreement, and the 2017/2018 school calendar. The Tolland Athletic program received the Central Connecticut Conference Sportsmanship Award for the fall season.
8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**
  - 8.1 Consideration of a resolution to adjust current members' terms on the Ethics Commission to be in compliance with an amendment to Ordinance No. 75 adopted by Council on March 26, 2013.



Mr. Werbner said when the ordinance was passed; it had staggered terms for the members. When the members were last appointed, they were all appointed to a three term without staggered terms. This corrects that, and appoints the members to staggered terms, each for three years. The Ethics Commission is in agreement.

Bill Eccles motioned to accept the following resolution:

**BE IT RESOLVED** that the terms of the current members of the Ethics Commission be amended to reflect the following expirations:

- December 31, 2016 – Marie Sauve
- December 31, 2017 – Beth Whitman
- December 31, 2018 – Rebecca Tanner

All future terms will be three years.

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

- 8.2 Consideration of a resolution for Town Council to set the length of terms which members of the Blight Review Committee shall serve.

Mr. Werbner said there were no terms listed for this ordinance. They want to make sure they are staggered terms, and then thereafter they will be three year terms.

Bill Eccles motioned to accept the following resolution:

**BE IT RESOLVED** that the terms of the members of the Blight Review Committee shall reflect the following expirations:

- January 1, 2018
- January 1, 2019
- January 1, 2020

All future terms will be three years.

**The Liaison will be David Skoczulek.**

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

- 8.3 Consideration of a resolution to endorse the CRCOG recommended legislative program to address crumbling foundation concerns.

Mr. Werbner supplied the members of the Council a packet prepared by the CRCOG Ad Hoc Committee, which he is Co-Chair of, for a meeting that was held last Friday with Lt. Governor Wyman. The packet consisted of the Ad Hoc Committee's meeting minutes, some templates that have been created so that there is a unified process for assessors to use when dealing with requests for lower valuations, a template for towns to use to waive building permit fees, a template for how they feel money could be distributed to homeowners if there was ever a remediation pot developed. They also developed procedures, even though the financial aspect hasn't been determined yet. If they can get the procedures established and adopted, then people will know what rules need to be followed so that they will be eligible going down the road for reimbursement should there be money that becomes available. He reviewed the contents, which consisted of:

- 1.) A map showing towns that have at least one home impacted. They are up to thirty-seven towns impacted by the crumbling foundation issue; and



- 2.) An excel spreadsheet that they put together trying to estimate the impact. They looked at six towns, Tolland being one of them, and they used some estimates, such as the range of repairs being \$150,000 - \$170,000. Between 25-50% of the eligible homes would be impacted in Tolland, they used 30%. Tolland has about 2000 homes within the timeframe that are eligible to be impacted. They tried to figure out the costs of the repair of the particular foundations. In the six towns surveyed, they are up to half a billion dollars in terms of costs for repair. Over fifteen years, they are at \$54m in lost taxes, and \$5.5m in lost revenue as a result of the waivers of building permit fees. This is just six out of the thirty-seven towns. A lot of the assumptions they used were conservative, so the problem could be larger. They are continuing to talk with State Legislators and State Administration on various ways to come up with some financial assistance.

The Ad-Hoc Working Committee has made a number of recommendations to assist in assessing the situation and in moving forward with remediation:

**Concrete Testing Funding.** CRCOG supports the use of CDBG or program income funds to help homeowners with crumbling foundations to, at a minimum, test the affected property to verify the existence of a problem. Any income restrictions for this purpose should be waived.

**Remediation Fund.** CRCOG supports the creation of a relief fund for homeowners experiencing crumbling foundations. CRCOG's Ad-hoc working committee has a template in progress that it is willing to discuss with legislators details regarding the program. Some key points regarding any relief funding should include:

- Any state funding for crumbling foundations should be exempt from CHRO and prevailing wage requirements. The homeowners will be the ones who are finding contractors, etc. for this project and to require them to adhere to CHRO or prevailing wage requirements will be too high of a bar.
- In conjunction with the development of a process and a cut-off date after which buyers will no longer be eligible for relief (right now, the effective date of any legislation passed has been proposed), the sales disclosure statement should reflect that the buyer is aware that such a problem exists if it does not do so already.

**Remediation Funding Sources.** CRCOG recognizes that funding for the relief fund will be a challenge. CRCOG's Ad-hoc Working Committee on Crumbling Foundations has put forward a few suggestions as a starting point for this discussion – recognizing that any funding mechanism will cause economic reverberations. This issue is a challenging and difficult one that is already having economic impact on the affected municipalities and will continue to affect those communities. Some potential suggested funding mechanisms for a relief fund are as follows:

- An increase in the conveyance tax for affected municipalities by 1/4%
- Potentially increasing sales tax on construction only by 1% or .5%
- Insurance companies: CRCOG would support the state encouraging insurance companies to participate in a relief fund to which a few insurance companies have already pledged some support.

**Guaranteed Loan Fund for Concrete Remediation.** CRCOG supports pursuing a potential state-guaranteed private loan fund or other private banking based loan fund to help homeowners facing crumbling foundations.

**State Building Fee Waiver.** CRCOG supports waiving the state portion of the building fee for any municipalities waiving fees for work on crumbling foundations.

**Future Testing.** CRCOG supports testing of residential and commercial concrete for the presence of pyrrhotite and possibly establishing and regulating a maximum acceptable amount to be present in concrete loads.

**Time Limits for Filing Claims.** CRCOG supports reviewing increasing time limits for filing claims related to crumbling foundations with insurance companies as well as examining time limits for appeals and adjudication of such claims.

**Peril of Collapse Insurance Coverage.** CRCOG supports requiring insurance companies to provide coverage for the "peril of collapse" due to the presence of pyrrhotite resulting in the impairment of the structural integrity of the building.

Bill Eccles motioned to accept the following resolution:

**BE IT RESOLVED** that Town Council endorse the legislative program the CRCOG Ad-Hoc Working Committee Crumbling Foundations has come up with and request that our legislative delegation actively pursue adoption of the program through the legislative process.

Seconded by Robert Green.

Mr. Krasusky thanked Mr. Werbner and the other communities for being so proactive with the initiative. This is an excellent product. Mr. Field agreed with him.

All in favor. None opposed.

- 8.4 Consideration of Tolland Non-Profit Housing Corporation's request for assignment of lease for sale of house on Rolling Meadow.

John Tunila said the Tolland Town Council is the sole member of the Tolland Non-Profit Housing Corporation. One of projects that the non-profit has is Rolling Meadows. One of the duties as Town Council is to approve the assignment of the ground lease every time a house changes hands. They have a homeowner who is under contract to sell their house to the new homeowner and they need the Council's approval to assign the ground lease.

Bill Eccles motioned to accept the following resolution:

**BE IT RESOLVED** that the Town Council of the Town of Tolland, acting in its capacity as the sole member of the Tolland Non-Profit Housing Corporation, hereby approves the assignment of the lease of the property known as 52 Rolling Meadow to Qualified People (as that term is defined by the State of Connecticut, Department of Housing) pursuant to the terms of the Assignment attached hereto.

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

- 8.5 Consideration of a resolution authorizing Steven R. Werbner, Town Manager, to execute a Memorandum of Agreement with the State of Connecticut, Department of Emergency Services and Public Protection, for participation in the Homeland Security Grant Program. This action modifies language in Resolution #09-99.

Mr. Werbner said they submitted a resolution to the Capitol Region Council of Government for the town to be able to receive its annual Homeland Security Grant (approx. \$10,000 per year). The funds go into the emergency management program. The resolution needs to be updated to reflect the name change of the Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security.

Bill Eccles motioned to accept the following resolution:

**BE IT RESOLVED** that Town Council may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and

Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Steven R. Werbner, as Town Manager of the Town of Tolland, is authorized and directed to execute and deliver any and all documents on behalf of the Town Council and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Steven R. Werbner now holds the office of Town Manager and that he has held that office since October 1, 2005.

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

8.6 Appointments to vacancies on various municipal boards/commissions.

8.6.a. Appointments to Blight Review Committee.

8.6.b. Re-Appointment to Ethics Commission.

Paul Krasusky moved to appoint the following individuals to the Blight Review Committee:

Carol Stocks Prandy, new term 01/01/2017 – 01/01/2020;

Tom Guglielmone, new term 01/01/2017 – 01/01/2019;

April Teveris, new term 01/01/2017 – 01/01/2018;

Re-appoint Marie Sauve to the Ethics Commission for the new term of 12/31/2016 – 12/31/2019; and

Appoint David Skoczulek as Council liaison to the Blight Committee; and Rick Field as the alternate liaison.

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

8.7 Discussion of December 27, 2016 meeting date.

**Bill Eccles motioned to cancel the Town Council meeting scheduled for December 27, 2016.**

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

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1<sup>ST</sup> MEETING OF THE MONTH ONLY):** Mr. Werbner was at the CCM meeting today. The State's deficit is \$1.3 - \$1.6 billion. They are going to look at the mandate in terms of the 2.5% cap. Some feel it may not be the best way to go, but there were strong feelings for it within the senate. There was a lot of discussion on the regional health authorities. They were also talking about a mandatory state-wide ethics provision. It would provide some provisions above and beyond what they already provide in terms of the ethics code. There is not a lot of support for this though. They also discussed examining a concept that may entail a different way of funding special education.

Mr. Werbner advised that the DOT has placed cameras around the Green. They are updating their traffic counts.

11. **ADOPTION OF MINUTES**

- 11.1 November 22, 2016 Regular Meeting Minutes: Bill Eccles moved to adopt the minutes; Seconded by Robert Green. All in favor. None opposed. Paul Krasusky abstained.

**12. CORRESPONDENCE TO COUNCIL**

- 12.1 Correspondence from the Connecticut Siting Council

**13. CHAIRMAN'S REPORT:** Mr. Field commented on the following:

- ~The Chair hour this month was good. They had 3 Civics students join them;
- ~The brewery will not be building in Tolland;
- ~Reminded the Council members to sign and send in their ethics document before January 1, 2017; and
- ~Wished everyone Happy Holidays.

**14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:**

Mr. Green said a citizen approached him about the lack of progress on the Parker Redevelopment. He asked Mr. Werbner for an update. Mr. Werbner said the town attorney and staff is working with the attorneys for both the ACCESS Agency and some of their investors on the ground lease. There are title concerns and encumbrances that need to be worked out. Everyone is optimistic that all these things should be worked out over the next several months. He has a request in to the ACCESS Agency for an update on the construction schedule. They are actively working on the legal documents. Once he receives any further information, he will get them an update.

Mr. Eccles had the following to say about development in Tolland:

We have lost another business. Another opportunity for Tolland residents to live, work and play in Tolland.

In spite of our best efforts—changing zoning regulations, obtaining sewer waivers, and encouraging the proprietors—we have lost another business. This makes a second business where we've worked incredibly hard to bring the business to town, only to have the business choose to go elsewhere. These efforts have to be all-out pursuits of businesses, whether they're going to renege on their word or whether they've misjudged the market, because we have all our eggs in one basket, each and every time. We need more baskets.

In spite of the fact that we have a tremendous economic resource to our south in the University of Connecticut, and that we have at our heart the necessary three factors in real estate—location, location, location—we seem to be unable to get more baskets, to move this town forward in a significant way. The last significant economic development we saw was over a decade ago.

While this stagnation is welcomed by those who want no change so that Tolland—and I quote—"looks just like it did when I was a kid," it is unacceptable to me that Connecticut is changing for the worse and that Tolland's efforts to buffer itself against this change have generally fallen flat.

I am impressed by the efforts of those who have been working diligently to bring an economic upturn to town. We have a revitalized Planning and Development department, and the efforts of individuals on the Tolland Economic and Community Development Corporation and Economic Development Commission have been good.

However, it's clearly not enough.

For example: we know that Pratt and Whitney is hiring 8,000 workers in Connecticut over the next decade. That I know of, Tolland has done nothing to attract those workers to Tolland. In spite of the fact that

Tolland is a superior location to live for Pratt employees—and I would know, having been hired at Pratt and then choosing Tolland for this very reason 17 years ago—we have made no effort that I'm aware of to promote to Pratt and Whitney the benefits of living in Tolland. We also have no marketing effort to make the benefits of locating a business in Tolland known to anybody, instead relying on word of mouth and random contacts to attract business to our town. Neither approach will get us more baskets.

I hold the opinion that we need a coordinated effort to capitalize on the hiring at Pratt and Whitney, to capitalize on the economic engine to our south, and to make best use of the highly-valuable resource we have at the I-84 interchange.

I believe it is the time for us as a town council to commit to funding a position or to engaging a firm to do these things which we have not done well so far. In short, I believe we need professional help in recruiting baskets, and I believe we should be willing to pay for it in order to get the results we desire. I say this without any assignment of blame or denigration of the efforts of those who have worked so diligently so far. We haven't failed, but we do need to succeed faster.

With your consent, I propose we ask Steve to investigate alternatives—either a full- or part-time economic development coordinator or an engagement with a firm specializing in this sort of activity—for us to consider.

The Council members agreed to put this issue on a future agenda.

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

16. **EXECUTIVE SESSION**

Bill Eccles motioned to go into Executive Session at 8:11 p.m., thus ending the Regular Meeting of the Town Council. They will discuss the town manager's evaluation and pending litigation. Mr. Werbner was invited to attend. Seconded by Robert Green. All in favor. None opposed. Executive Session ended at 8:23 p.m.

16.1 Discuss Town Manager Evaluation

16.2 Discuss Pending Litigation

17. **ADJOURNMENT:** Paul Krasusky moved to adjourn the meeting; Seconded by Robert Green at 8:23 p.m. All were in favor.

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Richard J. Field, Council Chair

Michelle A. Finnegan  
Town Council Clerk