

Mansfield Board of Education Meeting

October 9, 2014

Goodwin School 7:30 p.m.

Board Members: Randy Walikonis, Chair; Jay Rueckl, Vice-Chair; Martha Kelly, Secretary, Susannah Everett, John Fratiello, Sarah Lacombe, Katherine Paulhus, Carrie Silver-Bernstein, Kathy Ward

Agenda

- 7:30 Call to Order
7:35 Special Presentation
7:50 Hearing for Visitors
7:55 Communications
8:00 Additions to the Present Agenda

Reports:

- 8:05 Goodwin PTO
8:15 Committee Reports:
Policy Committee – 2014-2015 Policy Updates (M))P. 1)
Personnel Committee
EASTCONN Executive Committee
8:30 Status Update on Audit
8:35 Board of Education 2014-2015 Goals and Objectives (M) (P. 11)
8:45 Report of the Acting Superintendent
 - 2015-2016 Budget Calendar (P. 13)
 - Student Celebrations at Board Meetings
 - Draft 2015 Board of Education Meetings (P. 15)
 - 2013-2014 CMT Science Results (P. 17)
 - Professional Improvement (M) (P. 19)
 - School Opening Update
 - School Security Grant (P. 21)
 - Enhancing Student Achievement (P. 45)
 - Class Size/Enrollment

APPROVAL OF MINUTES: (M)

September 11, 2014 Meeting (P. 47)
October 2, 2014 Retreat (P. 49)

NEW BUSINESS (if needed):

- 9:30* Hearing for Visitors
9:45 Suggestions for Future Agenda
9:50 Executive Session for the purpose of strategy with respect to collective bargaining
Possible action on Mansfield Administrators Association contract

Adjournment

* Estimate

Robert's Rules of Order General Guidelines

As outlined in the MBOE By-Laws, Robert's Rules of Order shall govern the proceedings of the Board unless otherwise provided by the by-laws. Following are some general guidelines from Robert's Rules and the By-Laws that should be followed to ensure efficient meetings and the rights of all members, aid decision-making and allow all to be heard.

1. During any discussion, a member must be recognized by the Chair before speaking.
2. A member will not be allowed to speak a second time until all other members wishing to speak have been allowed to do so.
3. Members should refrain from speaking a second time unless they have a new point to make or need to respond to new information.
4. As a general rule during discussion, comments should be directed through the Chair to the whole Board, rather than to other or individual members. All discussion is with the Board as a whole. Questions of the Superintendent or other non-BOE members making presentations should be directed to that individual.
5. Private conversations can be distracting to those speaking and should be limited.
6. During discussion, the Chair should try to provide equal time to those in favor or against a given topic or motion.
7. A majority is more than half of the votes cast, not a majority of the Board. For example: if only 7 members choose to vote, and the result is 4-3 in favor, the motion is adopted. Members who abstain are "refraining from voting".
8. If discussion on a ***motion*** is lasting a long time, any member can "move the previous question" or "call the question". They must be recognized by the Chair in order to do so. This is not debatable, and a two-thirds vote is required to pass. If two-thirds vote in favor of ending debate, the Board ends all discussion on a motion and then moves to an immediate vote on that motion.
9. Committee reports that recommend action should be submitted in writing. This allows for clear understanding of recommendations.



SHIPMAN & GOODWIN^{LLP}
COUNSELORS AT LAW

**MANSFIELD BOARD OF EDUCATION
POLICY RECOMMENDATIONS
SEPTEMBER 2014**

Introduction

This memorandum sets forth the suggested revisions to Board policies, regulations and accompanying model documents we are recommending as a result of the 2014 legislative session, as well as changes based on legal trends or best practices. We include any changes that have been made since September 2013. The bases for our recommended changes to the Board's existing policies for each respective series are discussed below.

Given that many of these changes should be implemented with the commencement of the 2014-2015 school year, we recommend that the Board act as rapidly as possible to enact the newly revised manual.

This memorandum covers Sections 2-6 of the policy manual.

Section 2: Fiscal Management

BOARD BUDGET PROCEDURES AND LINE ITEM TRANSFERS

The legal references have been updated for this policy.

For the remainder of the Board's Policies in Section 2, we have no suggested changes.

Section 3: Instruction

CURRICULAR EXEMPTIONS

The legal references have been updated for this policy.

For the remainder of the Board's Policies in Section 3, we have no suggested changes.

Section 4: Personnel

ALCOHOL, TOBACCO AND DRUG-FREE WORKPLACE

This policy was revised to prohibit employee use of electronic nicotine delivery systems (“e-cigarettes”) on school property.

CERTIFIED STAFF/DEVELOPMENT

The legal references have been updated for this policy.

CERTIFIED STAFF/JOB SHARING (ADMINISTRATIVE REGULATIONS)

The definitions of “teacher” and “tenure” have been amended to align the regulations with the revisions to the tenure law that went into effect this year.

CHILD ABUSE AND NEGLECT REPORTING

Public Act 14-186 makes several changes to the existing child welfare statutes, which changes become effective October 1, 2014. Specifically, Public Act 14-186 expands the list of mandated reporters set forth in Section 17a-101(b) to include a number of additional reporters, including any person eighteen years of age or older who: 1) holds or is issued a coaching permit by the State Board of Education and is a coach of intramural or interscholastic athletics; or 2) is employed either as a coach or director of youth athletics or a coach or director of a youth sports organization, league or team. The law previously included only coaches who were employed by a local or regional board of education.

In addition, the amendments to the law require that DCF notify the superintendent of a local or regional board of education of the results of its investigation of alleged abuse or neglect by a school employee not later than five working days after DCF completes its investigation of alleged abuse or neglect of a child by a school employee. Prior to the amendments, such notice was only required when DCF had reasonable cause to believe that a child had been abused or neglected by a school employee who had been entrusted with the care of a child and held an SDE-issued certification, permit or authorization, or when DCF recommended that the employee be placed on the DCF child abuse and neglect registry. Moreover, the requirement that a superintendent must suspend employees against whom abuse or neglect is substantiated is now limited to situations when the Commissioner of Children and Families recommends such school employee be placed on the child abuse and neglect registry.

The district’s policy has been amended to reflect these new requirements.

CONCUSSION TRAINING FOR ATHLETIC COACHES (ADMINISTRATIVE REGULATIONS)

Public Act 14-66 makes significant changes to the statutes relating to student concussions, some of which became effective July 1, 2014, necessitating policy changes at this time.

Some elements of this public act will become effective with the 2015-2016 school year. First, General Statutes § 10-149b now describes concussions as “a type of brain injury.” The law now also requires notification to parents when a child is removed from play due to suspected concussion. Specifically, effective July 1, 2014, whenever a coach removes a student athlete from participating in any intramural or interscholastic athletic activity because of signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body or a diagnosis of a concussion, a “qualified school employee” as defined in the law, (principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional), must notify the student athlete’s parent or legal guardian. This notification must be provided not later than 24 hours after the removal, but the school employee should make a reasonable effort to provide immediate notification to the parent or legal guardian.

The district’s policy has been amended to reflect these new requirements.

FAMILY AND MEDICAL LEAVE

The district’s policy has been revised to reflect the new legislative requirement that paraprofessionals be offered FMLA coverage (those working 950 hours or more). In addition, the policy has been amended to incorporate provisions from the release of the 2013 federal regulations regarding military caregiver leave.

SMOKING PROHIBITED

This policy was revised to prohibit use of electronic nicotine delivery systems (“e-cigarettes”) on school property.

For the remainder of the Board’s Policies in Section 4, we have no suggested changes.

Series 5: School, Community and Home Relations

SCHOOL SECURITY AND SAFETY

Last year, the Connecticut General Assembly enacted legislation creating new requirements for boards of education relating to school security and safety. Each school within a school district must develop and implement a school security and safety plan based on school security and safety standards developed by the Division of Emergency Management and Homeland Security (DEMHS) within the Connecticut Department of Emergency Services and Public Protection (DESPP), in consultation with the Connecticut Department of Education. DESPP/DEMHS has developed a school security and safety template based on these standards for boards of education to use in developing plans for each school. In addition, boards must establish a school security and safety committee for each school, provide certain trainings and conduct certain assessments. We anticipate that the specifics of these plans will be exempt from disclosure under the FOIA. The policy

included as a recommendation here is designed to provide the policy framework for the drafting of the specific plans contemplated by the legislation.

SECTION 504/COMMUNITY (ADMINISTRATIVE REGULATIONS)

From time to time, we recommend changes to Section 504 policies and procedures to reflect changes suggested by the Office of Civil Rights as we work with that federal agency in complaint investigation and compliance efforts on behalf of school districts. The Board's policy has been updated for clarity and consistency.

SEXUAL OFFENDERS ON SCHOOL PROPERTY

Public Act 14-213 expands the requirement in General Statutes § 54-258 that the Department of Emergency Services and Public Protection notify the superintendent of schools for the school district into which a registered sexual offender will be released, and to provide the superintendent with the information from the registry that is generally available to the public. Now such notification must be provided whenever a registrant changes addresses. The district's policy has been revised to reflect this change.

SMOKING PROHIBITED

This policy was revised to prohibit use of electronic nicotine delivery systems ("e-cigarettes") on school property.

WEAPONS OR FIREARMS POSSESSION ON SCHOOL PROPERTY

The policy has been updated to reflect changes to the definition of a "peace officer" necessitated by Public Act 13-188, "An Act Concerning School Safety."

For the remainder of the Board's Policies in Section 5, we have no suggested changes.

Series 6: Students

ADMINISTRATION OF STUDENT MEDICATIONS IN THE SCHOOLS

Public Act 14-176 makes a number of changes to Connecticut General Statute § 10-212a regarding the storage and use of emergency epinephrine in cartridge injectors (i.e. epipens) at school. Prior law permitted schools to administer epinephrine to a student only when the school had received prior written consent from a parent and written authorization from a qualified medical professional. Effective July 1, 2014, schools are now required to maintain epipens for the purpose of providing emergency first aid to a student who experiences an allergic reaction even if the student does not have a prior written authorization for the administration of epinephrine. Under the revised law, a student's parent or guardian may submit a written directive to the school nurse (and school medical advisor, if any) to prohibit the administration of epinephrine to such student.

Moreover, the revised law now requires boards of education to designate and train "qualified school employees" to administer epinephrine in emergency circumstances to students having an allergic reaction who do not have the required written authorization for such medication (unless of course they are subject to a written directive prohibiting the administration of epinephrine). A "qualified school employee" is defined as a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional

The district's policy has been amended to reflect these changes.

BULLYING BEHAVIOR IN THE SCHOOLS/SAFE SCHOOL CLIMATE PLAN

This year, the General Assembly amended the bullying laws in several respects. Among the most significant changes, the scope of the bullying statute has been expanded beyond bullying to include "teen dating violence." Public Act 14-234 provides that, effective October 1, 2014, safe school climate plans must now address the existence of teen dating violence as well as bullying in schools. Teen dating violence is defined as "any act of physical, emotional or sexual abuse, including stalking, harassment and threatening that occurs between two students who are currently in or who have recently been in a dating relationship." Specifically, safe school climate plans must now include a prevention strategy for school employees to deal with teen dating violence.

However, the complaint and investigation process regarding bullying was not expanded to include claims of teen dating violence (though school administrators will want to investigate any such claims as relate to school).

The General Assembly made a number of other changes to the bullying statute, all effective July 1, 2014. First, Public Act 14-172 clarifies that the required annual notification to students and parents (or guardians) of the process by which students may make anonymous reports of bullying must now be given at the beginning of each school year. Public Act 14-172 also expressly requires that when commencing an investigation concerning alleged bullying conduct, school officials must be sure to provide “prompt” notice to the parents of the victim and the parents of the student alleged to have committed acts of bullying that an investigation has commenced.

Public Act 14-172 also clarifies that the required meeting with the parents of the bullying victim and the parents of the perpetrator should be separate and distinct, rather than a joint meeting. The law further provides that at the meeting with the parents (or guardians) of the student found to have committed the verified act of bullying, school officials are required to discuss specific interventions undertaken by the school to prevent further acts of bullying. In addition, at the required meeting with the victim’s parents, the law now expressly requires that school officials inform the parents of the policies and procedures in place to prevent further acts of bullying.

Public Act 14-172 also expands the list of examples of activities that can be part of a “prevention and intervention strategy” as set forth in General Statutes § 10-222g. As revised, this new statute identifies that a prevention and intervention strategy may also include “culturally competent, school-based curriculum focusing on social-emotional learning, self-awareness and self-regulation,” and it clarifies that “interventions with the bullied child” as referenced in the list of what may be in the district’s “prevention and intervention strategy” includes “referrals to a school counselor, psychologist or other appropriate social or mental health service and periodic follow-up by the safe school climate specialist with the bullied child.” The statute was also expressly amended to permit funding for the school-based bullying intervention and school climate improvement strategies to originate from public, private, federal or philanthropic sources.

Public Act 14-232 also made changes to the existing bullying statute to give the SDE more direct authority over the approval of safe school climate plans.

The district’s Bullying Behavior in the Schools Policy and Safe School Climate plan have been amended to reflect these new statutory requirements.

CHEMICAL HEALTH FOR STUDENT ATHLETES

The chemical health for student athletes’ policy has been revised to clarify that a student’s lawful possession and/or use of controlled substances and/or drugs will not subject him to her to the penalties and/or consequences described in the policy.

CONFIDENTIALITY AND ACCESS TO EDUCATION RECORDS

We revised this policy and its administrative regulations to include certain provisions related to the disclosure of records pursuant to the federal school lunch program (the Healthy, Hunger-Free Kids Act), and also related to disclosures to the Department of Children and Families (the Uninterrupted Scholars Act). In addition, we incorporated the provisions of Public Act 14-229, related to the expunging of student expulsion records.

DRUG AND ALCOHOL USE BY STUDENTS

The drug and alcohol use by students policy has been revised to clarify that it regulates students' unlawful use of drugs, as some students may have prescriptions for such substances which permit the lawful possession and use of same.

FOOD ALLERGY AND GLYCOGEN STORAGE DISEASE MANAGEMENT PLAN AND GUIDELINES (ADMINISTRATIVE REGULATIONS)

The food allergy and glycogen storage disease management guidelines have been revised to be more closely aligned with the state's guidance in this area.

PHYSICAL ACTIVITY AND STUDENT DISCIPLINE

The legal references have been updated for this policy.

PREVENTION OF DISEASE AND TRANSMISSION IN SCHOOLS (ADMINISTRATIVE REGULATIONS)

This policy has been revised to delete the duplicative information relative to handling of bodily fluids. This is covered by the bloodborne pathogens policy.

RESIDENT STUDENTS NOT ATTENDING PUBLIC SCHOOLS

This policy has been amended pursuant to the policy committee's discussion on March 4, 2014.

SMOKING PROHIBITED

This policy was revised to prohibit use of electronic nicotine delivery systems ("e-cigarettes") on school property.

STUDENT DISCIPLINE

Public Act 14-229 makes certain changes to the expulsion statutes, which changes are effective July 1, 2014. Prior law gave boards of education the authority to shorten or waive the expulsion period for a student expelled for the first time who had never been suspended. Under the revised law, a board of education is now prohibited from shortening

or waiving the expulsion period for such mandatory expulsions based on possession of a firearm or deadly weapon. Additionally, Public Act 14-229 amends current statutory provisions regarding the authority of a board to expunge notice of expulsion from a student's cumulative file. Previously, a board was not permitted to expunge notice of student expulsion for any offense based upon possession of a firearm or deadly weapon. Public Act 14-229 now permits boards to expunge such notice of expulsion when such a weapons offense occurs prior to grade nine. The new law also clarifies that, where the board has shortened or waived the expulsion period, notice of the student's expulsion may be expunged by a local or regional board of education at the time the student completes a board-specified program and satisfies any other

Finally, as amended by Public Act 14-229, the statute now also provides that a board may expunge a notice of expulsion from the student's cumulative record if the student demonstrates to the board that his/her conduct and behavior in the years following the expulsion warrants such action. In considering whether to expunge notice of expulsion before high school graduation, a board may receive and consider evidence of any subsequent disciplinary problems that have led to removal from a classroom, suspension or expulsion of such student.

The district's discipline policy has been amended to reflect these changes.

TRUANCY/STUDENT ATTENDANCE AND TRUANCY

Public Act 14-198 provides that, effective with the 2014-2015 school year, a child age five to eighteen, enrolled in a public or private school, and whose parent or legal guardian is an active duty member of the armed forces (1) who has been called for duty, or (2) who is on leave from or has immediately returned from deployment, must be granted ten (10) days of excused absences in any school year to visit with such child's parent or legal guardian. The law grants boards of education discretion to grant additional excused absences in connection with such visits. However, under the new law, the student and parent (or legal guardian) remain responsible for obtaining the student's assignments prior to any excused absence, and for ensuring that such assignments are completed by the student before his or her return to school. The district's policy has been amended to reflect these changes.

For the remainder of the Board's policies in Section 6, we have no suggested changes.

Please feel free to contact us if you have any questions regarding these proposed revisions.

Policy Updates

A motion is in order if the Board supports the proposed updates.

Motion to approve the Mansfield Board of Education Policy Updates as proposed.

Mansfield Public Schools: Board of Education Goals: 2014-2015

- I. Engage, motivate and support each student to become confident and successful learners through differentiated instruction and holistic support. Monitor student progress to ensure growth.
 - A. Improve the mathematics, reading, science and writing skills of each student to support college and career readiness.
 - B. Align our current Language Arts/Reading, Science and Mathematics curriculum with the Common Core State Standards (CCSS).
 - C. Promote the cognitive, social, and emotional development of each student while cultivating character and fostering civic engagement.
 - D. Support the full breadth of the district's programs, foster environmental awareness and sustainability, systematically review program offerings, and explore other programs.
 - E. Provide a positive school climate through constructive behavior support systems to ensure student safety, health, physical and emotional well-being.
 - F. Promote the engagement and participation of parents/guardians in the education of their children.
 - G. Integrate relevant technology into the instructional program to enhance student learning of subject matter, technology and its use.
 - H. Help connect students and families with community support services.
 - I. Ensure student transitions are supportive and successful.
 - J. Acknowledge student achievements.

- II. Attract, support and retain qualified, motivated and diverse professional staff by fostering positive, professional learning communities.
 - A. Foster a climate of mutual respect and regularly recognize staff leadership, effort and success.
 - B. Maintain superior educational programs, adjusting staff levels and resources as required.
 - C. Support administrative leadership to maintain and surpass current levels of student achievement.
 - D. Implement, with input and collaboration from certified staff, an effective professional development and evaluation program that supports the growth and confidence of our students and promotes staff success.
 - E. Seek input from staff regarding important issues affecting the district.

- III. Monitor the district's quality of facilities, sufficiency of space, level of security, adequacy of maintenance and efficiency of student transportation.
 - A. Communicate quarterly with Town Council about ongoing needs for infrastructure, security and technology.
 - B. In collaboration with the Town Council, develop and implement a long-term plan, supported by voters, to address prek-8 building needs.
 - C. Implement school security and technology improvements as approved by the Board.

- IV. Increase the effectiveness of the Board of Education.
 - A. Provide Board members with appropriate professional development opportunities to promote effectiveness.
 - B. Encourage communication and collaboration between the Board and our community.
 - C. Collaborate with community members and organizations – including E. O. Smith High School's Region 19 Board -- to support the district's students.
 - D. Review prekindergarten educational opportunities for Mansfield children.
 - E. Evaluate the Board's goal-setting process.

- V. Plan for long-term fiscal sustainability.
 - A. Meet periodically with our state legislators to advocate for continued Education Cost Sharing; develop a plan to address changes to current funding level.
 - B. Continue to explore partnerships with other groups to maximize program effectiveness while containing costs.
 - C. Investigate alternative revenue, including public and private funding sources and grant opportunities.
 - D. Continue to educate ourselves and the public about long-term financial ramifications of balancing Board goals and priorities.
 - E. Improve the readability of our budget.

2014-15 Goals

A motion is in order if the Board supports the proposed draft.

Motion to approve the Mansfield Board of Education 2014-2015 Goals as proposed.

Calendar

Budget Year 2015-2016

<u>Date</u>	<u>Mansfield Board of Education</u>
January 22, 2015 Board Meeting	Budget Introduction and Overview
January 29, 2015 Workshop	Board Review – Regular Programs/Middle School/Elementary Schools
February 5, 2015 Workshop	Board Review – District Mgmt/SpEd/Support Svcs/Board Questions
February 12, 2015 Board Meeting	Board Detail Review and Adoption
May 12, 2015	Town Meeting

MANSFIELD BOARD OF EDUCATION
2015 Meeting Dates
Council Chambers
(unless otherwise noted)
7:30 p.m.

Thursday, January 22, 2015

Thursday, January 29, 2015
(Budget Workshop)

Thursday, February 5, 2015
(Budget Workshop)

Thursday, February 12, 2015

Thursday, March 12, 2015

Thursday, April 10, 2015

Thursday, May 7, 2015

Thursday, May 21, 2015
(Workshop - TBD)

Thursday, June 11, 2015

Tuesday, July 7, 2015
(Workshop - TBD)

Thursday, September 10, 2015

Thursday, September 24, 2015
(Workshop - TBD)

Thursday, October 8, 2015
(Goodwin School)

Thursday, October 22, 2015
(Mansfield Middle School)

Thursday, November 12, 2015
(Vinton School)

Thursday, December 10, 2015
(Southeast School)

Board members are requested to reserve the fourth Thursday in each month if an additional Board or sub-committee meeting is needed.

Adopted by the Board Education on

**Mansfield Public Schools
CMT Science
of Students/Percentage**

Gr		2008		2009		2010		2011		2012		2013		2014	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%
5	Advanced	52	36.9	60	43.8	50	36.5	62	43.7	63	43.4	51	37.2	55	45.1
	Goal	69	48.9	50	36.5	57	41.6	59	41.5	53	36.6	68	49.6	52	42.6
	Proficient	15	10.6	21	15.3	19	13.9	17	12.0	16	11.0	12	8.8	10	8.2
	Basic	5	3.5	3	2.2	9	6.6	2	1.4	11	7.5	3	2.2	4	3.3
	Below Basic	0	0.0	3	2.2	2	1.5	2	1.4	2	1.4	3	2.2	1	0.8
	Total # Students	141		137		137		142		145		137		122	
8	Advanced	48	32.0	83	52.2	50	36.2	59	41.0	50	34.2	63	44.7	76	53.9
	Goal	79	52.7	59	37.1	67	48.6	69	47.9	64	43.8	54	38.3	54	38.3
	Proficient	11	7.3	8	5.0	13	9.4	7	4.9	14	9.6	12	8.5	6	4.3
	Basic	3	2.0	5	3.1	5	3.6	3	2.1	9	6.2	6	4.3	2	1.4
	Below Basic	9	6.0	4	2.5	3	2.2	6	4.2	9	6.2	6	4.3	3	2.1
	Total # Students	150		159		138		144		146		141		141	

MEMORANDUM



MANSFIELD PUBLIC SCHOOLS
RACHEL D. LECLERC, ACTING SUPERINTENDENT
Four South Eagleville Road
Storrs, Connecticut 06268-2599
(860) 429-3350 Telephone
(860) 429-3379 Facsimile

DATE: October 1, 2014
TO: Mansfield Board of Education
FROM: Rachel Leclerc
SUBJECT: *Educational Improvement*

As outlined in the current contract between the Mansfield Board of Education and the Mansfield Education Association (page 26: Article 20, Section E) the following employees have completed requirements for professional improvement and will receive an increase in salary, retroactive to the start of the contract year.

The courses taken by these teachers as well as their individual plan of study was reviewed and approved in advance.

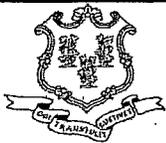
LAST NAME	FIRST NAME	CURRENT LEVEL	NEW LEVEL	COST INCREASE
Melody	Eileen	MA, Step 13 \$74,911	MA+15, Step 13 \$75,728	\$817
Perkins	Annie	MA, Step 11 \$68,293	MA+15, Step 11 \$70,091	\$1,798
Proffer	Denise	MA, Step 9 \$64,972	MA+15, Step 9 \$66,562	\$1,590
Smith	Laura	MA+15, Step 9 \$66,562	Sixth Year, Step 9 \$68,282	\$1,720

Educational Improvement

A motion is in order if the Board approves the Professional Improvement of Certified Staff.

Motion to approve the increase in salary, retroactive to the start of the school year as outlined in the current contract between the Mansfield Board of Education and the Mansfield Education Association for Eileen Melody, Annie Perkins, Denise Proffer, and Laura Smith.

SECTION C. PUBLIC SCHOOL APPLICANT INFORMATION AND DATA SHEET



State of Connecticut
 Department of Emergency Services and Public Protection
 Division of Emergency Management and Homeland Security
 Grant Administration Unit



Mail Completed Application To:
 Department of Emergency Services and Public Protection
 Attention: Grants Unit/School Security
 1111 Country Club Road, 3rd floor North
 Middletown, CT 06457
E-mail Completed Application To:
schoolsecuritygrant@ct.gov
Subject: (Name of Applicant) - School Security Grant Application

FOR DESPP/DEMHS USE ONLY

Application Tracking #:

Date Received:

1. Type of Eligible Applicant
 (Local School District, Regional Education Service Center,
 State Charter School, Technical High Schools,
 Incorporated or Endowed High School or Academy)
 Please specify:
Local School District

2. Name of Applicant:
Mansfield Public Schools

3. Point of Contact (Project Director) Name & Address:
 Name: Mr. Jaime Russell Title: I.T. Director
 Organization: Mansfield Public Schools
 Address Line 1: 4 South Eagleville Road
 Address Line 2: _____
 City/State/Zip: Storrs, CT 06268
 Phone: 860-429-3383 Fax: 860-429-3379
 E-mail: RussellJL@mansfieldct.org

4. Official Authorized to Sign for the Applicant:
 Name: Dr. Rachel Leclerc Title: Acting Superintendent
 Organization: Mansfield Public Schools
 Address Line 1: 4 South Eagleville Road
 Address Line 2: _____
 City/State/Zip: Storrs, CT 06268
 Phone: 860-429-3350 Fax: 860-429-3379
 E-mail: mboesupt@mansfieldct.org

5. Application Prepared by: (If Different than Point of Contact)
 Name: Mr. Jaime Russell Title: I.T. Director
 Organization: Mansfield Public Schools
 Address Line 1: 4 South Eagleville Road
 Address Line 2: _____
 City/State/Zip: Storrs, CT 06268
 Phone: 860-429-3383 Fax: 860-429-3379
 E-mail: RussellJL@mansfieldct.org

6. Municipal/Agency Financial Officer
 Name: Mrs. Cherie Trahan Title: Director of Finance
 Organization: Mansfield Public Schools
 Address Line 1: 4 South Eagleville Road
 Address Line 2: _____
 City/State/Zip: Storrs, CT 06268
 Phone: 860-429-3344 Fax: 860-429-3379
 E-mail: Cherie.Trahan@mansfieldct.org

7. Applicant Federal Employer Identification Number: 06-0858070 **DUNS:** 96-572-2150

AUDIT INFORMATION

Please note that the information required for boxes 8 through 12 refers to the sub-grantee's audit cycle.

8. Applicant Fiscal Year End: June 30th

9. Date of Last Audit: December 18, 2013

10. Dates Covered by Last Audit: July 1, 2011 to June 30, 2012

11. Date of Next Audit: December 18, 2014

12. Dates to be Covered by Next Audit: July 1, 2012 to June 30, 2013

SECTION C. DISTRICT INFORMATION FORM



State of Connecticut
 Department of Emergency Services and Public Protection
 Division of Emergency Management and Homeland Security
 Grant Administration Unit



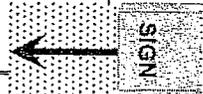
DISTRICT BREAKDOWN

1. List of School(s) to be considered under this grant program:

Name of School: Annie E. Vinton School	Address of School: 306 Stafford Road, Mansfield Center, CT 06250	Funding Received under Round 1 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Emergency Plan in Place: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of School: Dorothy C. Goodwin School	Address of School: 321 Hunting Lodge Road, Storrs, CT 06268	Funding Received under Round 1 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Emergency Plan in Place: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of School: Southeast School	Address of School: 134 Warrenville Road, Mansfield Center, CT 06250	Funding Received under Round 1 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Emergency Plan in Place: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of School: Mansfield Middle School	Address of School: 205 Spring Hill Road, Storrs, CT 06268	Funding Received under Round 1 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Emergency Plan in Place: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of School:	Address of School:	Funding Received under Round 1 <input type="checkbox"/> Yes <input type="checkbox"/> No	Emergency Plan in Place: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of School:	Address of School:	Funding Received under Round 1 <input type="checkbox"/> Yes <input type="checkbox"/> No	Emergency Plan in Place: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of School:	Address of School:	Funding Received under Round 1 <input type="checkbox"/> Yes <input type="checkbox"/> No	Emergency Plan in Place: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of School:	Address of School:	Funding Received under Round 1 <input type="checkbox"/> Yes <input type="checkbox"/> No	Emergency Plan in Place: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of School:	Address of School:	Funding Received under Round 1 <input type="checkbox"/> Yes <input type="checkbox"/> No	Emergency Plan in Place: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of School:	Address of School:	Funding Received under Round 1 <input type="checkbox"/> Yes <input type="checkbox"/> No	Emergency Plan in Place: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of School:	Address of School:	Funding Received under Round 1 <input type="checkbox"/> Yes <input type="checkbox"/> No	Emergency Plan in Place: <input type="checkbox"/> Yes <input type="checkbox"/> No

I, the undersigned, for and on behalf of the named Applicant, do herewith apply for this sub grant, attest that, to the best of my knowledge, the statements made herein are true, and agree to any general or special grant conditions attached to this grant application form.

SIGNATURE OF AUTHORIZED OFFICIAL: *Daniel DeSena, act. sup.* DATE: 9-15-14



SECTION D: PROGRAM NARRATIVE**APPLICATION TRACKING #**

Provide a brief overview of your grant application. If applying for more than one school, please identify proposed projects at each school.

The Mansfield School District is committed to the safety of all students and staff who attend and work at our schools. We believe that security technologies, best practice protocols, and prior planning and drills are a critical part of meeting this responsibility. Our grant identifies proactive security surveillance technology that will address security needs at each of the four schools included in this proposal.

The Connecticut State Police and our local municipal Emergency Management Office were essential partners in developing our security plans, including the items requested in this grant proposal. They jointly conducted onsite security assessments of each of these schools and contributed specific recommendations. This grant proposal addresses weaknesses in the aforementioned security assessment. These concerns are magnified by the heightened dangers of our proximity to the University of Connecticut and its associated retail and apartments, high traffic state roads, and the high number of students and staff served by these four schools.

This plan enhances our ability to address exterior and interior security needs. Three goals are addressed by this grant; specifically: (1) Increase surveillance of the school grounds, (2) enhance monitoring of the building interior, and (3) provide first responders with direct access to both of the aforementioned to ensure the best and quickest response in case of an emergency. The proposal is listed in full detail in the budget document and goals/objectives section.

The design for this solution leverages the District and municipal government's existing fiber optic infrastructure to achieve cost savings in the proposal by further integrating these four schools' systems to reduce the total equipment cost. Additionally, Mansfield approaches school security as a collaborative effort between each school, the District office, the municipal government, and our local State Police office. Our existing District and municipal I.T. network provides a no-cost solution for redundant monitoring by all four of the aforementioned partners. We will provide training to these partners to ensure effective implementation of the project.

Needs Statement: *Provide a brief description of the problem or gap that will be addressed using grant funding.*

The building structure and campus layouts of the four schools in this grant were designed many decades ago when security was not a significant factor in school planning. As a result, all four of the schools in this grant proposal have security concerns. This conclusion is supported and documented by the security assessment (attached). First, unauthorized and potentially dangerous individuals and vehicles can gain access to the campus without being seen by staff. Second, the interior surveillance system has limitations that prevent staff from being able to monitor portions of our facilities.

These documented weaknesses are particularly troubling because these buildings are in vulnerable locations. All four schools are located on or very near state highways and therefore are accessible to a high number of travelers and potential threats. Additionally, these four schools are located in the home municipality of the main campus of the University of Connecticut. UCONN has tens of thousands of transient guests each year and this concern is heightened by news reports of serious crimes committed both on and off campus. Furthermore, a growing retail district has developed adjacent to the University that includes stores and restaurants with thousands of visitors each month as well as 800 residents in apartments in the upper floors of the retail buildings. Finally, these schools include a high number of students and staff with 1,500 students and staff across the four schools. These numbers increase the number of outside threats related to parental custody concerns or disgruntled relationships.

It is clear that these four schools have security deficiencies and are within the path of potential threats. As such, it is important for the District to have improved security surveillance to protect students and staff.

Target Population: *Identify the target school(s) that will be served by this grant.*

Our grant proposal includes four schools. These schools are Annie E. Vinton School, Southeast Elementary School, Dorothy C. Goodwin School, and Mansfield Middle School. These schools include nearly 1,500 students and staff.

Goals and Objectives: *List goals (what is this project trying to accomplish) and objectives (how goals will be achieved, including how these measures will work within your school environment).*

Goal 1: Improve monitoring of the school grounds.

Objectives:

- (1) Install additional exterior security surveillance cameras for live viewing and archiving to allow for more complete monitoring and response to potential exterior security risks.
- (2) Train schools administrators, security staff, and first responders in the use of the system.

Goal 2: Increase monitoring of the building interior.

Objectives:

- (1) Install additional interior security surveillance cameras for live viewing and archiving to allow for more complete monitoring and response to potential security risks within the interior of the building.
- (2) Train schools administrators, security staff, and first responders in the use of the system.

Evaluation: *Indicate how you will measure success of your project (through drills, testing if applicable).*

We will use multiple best-practices for measuring the success of our project. First, administrators, security staff, and first responders will log their use of the new systems and equipment when it is involved with discipline or security investigations. This will provide a tangible record demonstrating both effective uses and shortcomings. Second, the systems will be used as part of regularly scheduled emergency drills that are both announced and unannounced to gauge effectiveness. Each of the systems has its own internal electronic computer logging that provides useful concrete evidence. Finally, our administrators, security staff, facilities staff, information technology staff, local law enforcement, and municipal emergency management officers will regularly reflect on the effectiveness and reliability of the new systems and equipment and adjust implementation and future budgets to ensure maximum effectiveness.

Project Schedule: *Estimated Time Line of Project*

The grant provides Districts with the ability to complete full implementation by June 30, 2015. The Mansfield Public Schools will meet this expectation. As such, the timeline breakdown includes:

- (1) Completion of installation of interior surveillance cameras by March 30, 2015.
- (2) Completion of installation of exterior surveillance cameras by June 30, 2015.
- (3) Training for school administrators, security staff, and first responders will be concurrent with each of the above installations to ensure they have the most current knowledge and ongoing training.

National Clearinghouse Safe School Facilities Survey- Reporting Tool

PLEASE ANSWER YES OR NO-OTHERS ANSWERS CANNOT BE CONSIDERED

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MUNICIPALITY/ORGANIZATION	Mansfield Public Schools
SCHOOL NAME:	Annie E. Vinton School
SCHOOL ADDRESS:	306 Stafford Road, Mansfield Center, CT 06250
NAME OF LAW ENFORCEMENT OFFICER ASSISTING IN SURVEY	Sgt. Richard Courmoyer
NAME OF SCHOOL REPRESENTATIVE CONDUCTING SURVEY	Jaime Russell
CONTACT NUMBER:	860-429-3383
DATE OF SURVEY:	8/1/2014

1.1	1.1 School Surroundings	Answer
1.1b	Hidden areas adjacent to the school that might provide offenders with "cover" or provide students with a location for illicit activities have been made safer by opening them up, exposing them, sealing them off, or other measures.	yes
2	2. School Grounds	
2.1	2.1 General	
2.1b	The site layout maintains open sight lines through careful placement and maintenance of buildings, landscaping features and lighting.	yes
2.2	2.2 Site Access Control	
2.2a	In high threat areas, the perimeter of the site is secured at a level that prevents unauthorized vehicles or pedestrians from entering, and has this effect as far from the school buildings as possible.	no
2.2b	In high threat areas, vehicle entry beyond checkpoints can be controlled, permitting entry by only one applicant at a time	no
2.2c	In high threat areas, there is space outside the protected perimeter to pull over and inspect cars.	no
2.2f	In high threat areas, manholes, utility tunnels, culverts and similar unintended access points to the school property are secured with locks, gates, or other appropriate devices, without creating additional entrapment hazards.	yes
2.2h	Site entry points are clearly marked, controllable, and easily seen from the school. Gates are available for closing access points when necessary.	no
2.2k	In high threat area, there are area perimeter barriers capable of stopping vehicles	no
2.2l	Site entry points can be readily observed and monitored by staff and students in the course of their normal activities.	no
2.2m	Site entry points are positioned so that one individual can monitor as many entries as possible. Nothing blocks this means of visual surveillance, such as signs, trees, shrubs, walls, etc.	no
2.2n	Unsupervised site entrances may be secured during low-use times for access control purposes and to reinforce the idea that access and parking are for school business only.	no
2.5	2.5 Vehicle Parking	
2.5a	Parking areas are within view of the main office, other staffed areas, or surveillance cameras.	no
2.8	2.8 School Grounds and Recreational Facilities	
2.8a	Recreational areas and playgrounds are in direct view of the front office staff in the school.	no
2.9a	Exterior lighting is uniform and eliminates pockets of shadow or glare. For existing buildings, exterior lighting is best evaluated at night.	no
3	3. School Buildings and Facilities	
3.2a	Access into the building is 100% controllable through designated, supervised or locked entry points. Windows and service entries are not exceptions. Entry is either granted by supervising staff or by using proximity cards, keys, coded entries, or other devices.	yes
3.2 b	The school layout requires visitors to pass through at least visual screening before they can gain access to bathrooms, service spaces, stairwells, or other amenities inside the school. No one can get inside without being seen close enough by staff to be identified.	yes
3.2 c	Portions of the school that are not being used can be readily secured. This can be accomplished by locking wing doors or accordion-style gates, etc., provided emergency egress is not blocked.	no
3.2 d	Signs, in all relevant languages and with simple maps or diagrams where needed, direct visitors to designated building entries.	yes
3.3	3.3 Exterior Walls	
3.3 a	Building niches and recesses are fenced off, well lit, or observable from inside the building.	no
3.4	3.4 Exterior doors	
3.4a	The number of exterior doors is minimized.	no
3.5	3.5 Windows	

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MUNICIPALITY/ORGANIZATION		Mansfield Public Schools
SCHOOL NAME:		Annie E. Vinton School
SCHOOL ADDRESS:		306 Stafford Road, Mansfield Center, CT 06250
NAME OF LAW ENFORCEMENT OFFICER ASSISTING IN SURVEY		Sgt. Richard Courmoyer
NAME OF SCHOOL REPRESENTATIVE CONDUCTING SURVEY		Jaime Russell
CONTACT NUMBER:		860-429-3383
DATE OF SURVEY:		8/1/2014
3.5 a	All windows lock securely. Sliding windows have lift and slide protection. In existing buildings, window hardware and frames are in good conditions, and transom windows or other designs that have clear security weaknesses are either permanently closed (provided they are not to be used as a means of emergency egress) or are reinforced with side bolts or other security devices.	yes
3.5 b	In high risk areas, windows and their framing and anchoring are designed and located to resist the effects of explosive blasts, gunfire, and forced entry. Windows overlooking or directly exposed to public streets or dangerous areas are either minimized or protected.	no
3.5 c	Windows are located strategically, providing natural surveillance of courtyards and school grounds, especially from classrooms and administration areas.	yes
3.5 d	Windows are used to enhance natural surveillance of courtyards and school grounds, especially from classrooms and administration areas.	yes
3.5 g	Basement windows are protected from unauthorized entry by security grills or window well covers.	yes
3.6 Roofs		
3.6a	Built-in roof access is from inside the building only. The access point is locked and inside the secure room.	yes
3.6b	Mechanical equipment enclosures on the roof are secured and protected from unauthorized access or vandalism.	yes
3.10 Entryways		
3.10a	The number of building entryways is kept to the minimum needed, and all are controlled or supervised.	yes
3.10e	Entry access is adequately controlled by a combination of direct supervision, limited points of entry, and security technology.	yes
3.10k	In high risk areas, entries are designed to mitigate explosive blast hazards. Interior and exterior foyer doors are offset from each other. Doors and walls along the line of security screening meet requirements of UL 742, "Standard for Safety: Bullet-Resisting Equipment".	no
3.11 Main office, Lobby, and Reception Area		
3.11b	The receptionist can see visitors before they gain entry, and can electronically lock doors to block entry into the building, beyond the lobby, or beyond the reception desk.	yes
3.11e	The reception area includes adequate protective features, including a counter or desk to serve as a protective shield, a panic or duress button to call for help, a telephone, a radio base station if radios are used, and a rear exit or safe haven in which staff can retreat. In unsafe areas, the reception counter area is protected by a bullet-resistant window.	no
3.12 Administrative Areas and Staff Offices		
3.12b	The main office has two-way communication capability with all classrooms.	yes
3.15 Classrooms		
3.15d	All classrooms are on public address system.	yes
3.15e	Intercoms, phones, or radios allow for two-way verbal communication between all classrooms and the school's administrative offices.	yes
3.15h	Classroom can be locked down quickly by faculty from inside the classroom without entering the hall. Door and window security hardware allow egress from classrooms at all times.	yes
3.15j	In high risk areas, windows in classrooms facing locations that may be subject to blasts or attack are shatterproof.	no
3.16 Media Center		
3.16a	The media center, if jointly used by the school and the community, has separate and secure access for school use and after-hours activities, restricting access to other areas of the school	no
3.19 Restrooms		
3.19 j	Restrooms intended for use by people engaged in after-school activities are conveniently located and can be used without providing access to the rest of the school.	no
3.24 Cafeterias and Student Commons		
3.24f	The kitchen serving areas can be secured during and after school hours.	yes
3.24g	Cafeterias or commons used after school are designed to prevent unauthorized access further into the building.	no
3.25 Auditoriums and Theaters		

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SCHOOL ADDRESS:		306 Stafford Road, Mansfield Center, CT 06250
NAME OF LAW ENFORCEMENT OFFICER ASSISTING IN SURVEY		Sgt. Richard Cournoyer
NAME OF SCHOOL REPRESENTATIVE CONDUCTING SURVEY		Jaime Russell
CONTACT NUMBER:		860-429-3383
DATE OF SURVEY:		8/1/2014
3.25a	There are separate, secure, controllable entrances to the auditoriums or theater for after-hour activities. Attendee do not have uncontrolled access to the rest of the school.	no
3.25 b	Clear sight lines allow for visual surveillance.	no
3.26	Gymnasiums	
3.26a	The gym has separate, secure entrances for school use and after-hours activities. Gym users do not have uncontrollable access to the rest of the school.	no
3.28	Interior doors	
3.28a	Door hardware allows staff to quickly lock rooms from the inside without having to step into the hallway.	no
3.28b	Door access devices such as master keys or proximity cards allow staff to gain quick entry to any room where students have secured themselves.	no
4	Communications Systems	
4.1	Building Notification System	
4.1a	A mass notification system reaches all building occupants (public address, pager, Cell phone, computer override, etc.) and is supplied with emergency power.	yes
4.1 b	An uninterruptible power supply (UPS) provides emergency backup power.	yes
4.2	Radio/Wireless communication System	
4.2a	The facility has the necessary transmitters, receivers and repeaters to ensure radio communication by EMS personnel everywhere in the building	no
4.2b	A sufficient number of 2-way handheld radios or cellular phones area available to staff.	no
4.3	Telephone Systems	
4.3a	The main telephone distribution system is secure.	yes
4.3b	The telephone system has uninterruptible power supply (UPS)	yes
4.4	Communication Wiring	
4.4 a	In high risk areas, communication system wiring is distributed in secure chases and risers, or otherwise secure areas, to prevent tampering.	yes
4.4 b	Panic or duress alarm buttons are installed at the reception desk.	yes
4.4 c	In high risk areas, panic buttons or intercom call boxes are used in parking areas, at entry points, in isolated areas, or along the building perimeter as needed. Where permanent buttons are impractical, individuals carry pendant alarms.	no
5	Building Access Control and Surveillance	
5.1a	A basic security alarm system is installed throughout hallways, administrative offices, exit doors, and rooms containing high-value property such as computers, shop equipment, laboratory supplies, and musical instruments.	no
5.1b	Card access systems are installed throughout the campus for use by students and/or staff.	no
5.1c	Where keyed locks are used, a master key control system is in place to monitor keys and duplicates.	no
5.1d	Devices used for physical security are integrated with computer security systems.	yes
5.1e	In high risk areas, magnetometers (metal detectors) and x-ray equipment are installed. Where they are installed they are used effectively.	no
5.1 f	Access to information on building operations, schematics, procedures, detailed drawings, and specifications is controlled and available only to authorized personnel.	yes
5.2	CCTV Surveillance Systems	
5.2a	CCTV camera systems cover appropriate areas of the school and record digital or tape devices, which are set up to send images to printers or be downloaded onto disks. The pictures printed from this equipment provide clear enough images to identify subjects in a court of law.	yes
5.2b	CTV cameras use lenses that capture useful images under existing lighting conditions. Infrared is used if needed for dark areas or at night.	no
5.2c	Cameras are triggered by motion or intrusion	yes
5.2e	Cameras have an uninterruptible power supply and are connected to the building emergency power supply	no

Please note: this document needs to be submitted electronically.

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SCHOOL NAME:	Annie E. Vinton School
SCHOOL ADDRESS:	306 Stafford Road, Mansfield Center, CT 06250
NAME OF LAW ENFORCEMENT OFFICER ASSISTING IN SURVEY	Sgt. Richard Cournoyer
NAME OF SCHOOL REPRESENTATIVE CONDUCTING SURVEY	Jaime Russell
CONTACT NUMBER:	860-479-3383
DATE OF SURVEY:	8/1/2014

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MUNICIPALITY/ORGANIZATION	Mansfield Public Schools
SCHOOL NAME:	Dorothy C. Goodwin School
SCHOOL ADDRESS:	321 Hunting Lodge Road, Storrs, CT 06268
NAME OF LAW ENFORCEMENT OFFICER ASSISTING IN SURVEY	Sgt. Richard Cournoyer
NAME OF SCHOOL REPRESENTATIVE CONDUCTING SURVEY	Jaime Russell
CONTACT NUMBER:	860-429-3383
DATE OF SURVEY:	8/1/2014

1.1	1.1 School Surroundings	Answer
1.1b	Hidden areas adjacent to the school that might provide offenders with "cover" or provide students with a location for illicit activities have been made safer by opening them up, exposing them, sealing them off, or other measures.	yes
2	2. School Grounds	
2.1	2.1 General	
2.1b	The site layout maintains open sight lines through careful placement and maintenance of buildings, landscaping features and lighting.	yes
2.2	2.2 Site Access Control	
2.2a	In high threat areas, the perimeter of the site is secured at a level that prevents unauthorized vehicles or pedestrians from entering, and has this effect as far from the school buildings as possible.	no
2.2b	In high threat areas, vehicle entry beyond checkpoints can be controlled, permitting entry by only one applicant at a time	no
2.2c	In high threat areas, there is space outside the protected perimeter to pull over and inspect cars.	no
2.2f	In high threat areas, manholes, utility tunnels, culverts and similar unintended access points to the school property are secured with locks, gates, or other appropriate devices, without creating additional entrapment hazards.	yes
2.2h	Site entry points are clearly marked, controllable, and easily seen from the school. Gates are available for closing access points when necessary.	no
2.2k	In high threat area, there are area perimeter barriers capable of stopping vehicles	no
2.2l	Site entry points can be readily observed and monitored by staff and students in the course of their normal activities.	no
2.2m	Site entry points are positioned so that one individual can monitor as many entries as possible. Nothing blocks this means of visual surveillance, such as signs, trees, shrubs, walls, etc.	no
2.2n	Unsupervised site entrances may be secured during low-use times for access control purposes and to reinforce the idea that access and parking are for school business only.	no
2.5	2.5 Vehicle Parking	
2.5a	Parking areas are within view of the main office, other staffed areas, or surveillance cameras.	no
2.8	2.8 School Grounds and Recreational Facilities	
2.8a	Recreational areas and playgrounds are in direct view of the front office staff in the school.	no
2.9a	Exterior lighting is uniform and eliminates pockets of shadow or glare. For existing buildings, exterior lighting is best evaluated at night.	no
3	3. School Buildings and Facilities	
3.2a	Access into the building is 100% controllable through designated, supervised or locked entry points. Windows and service entries are not exceptions. Entry is either granted by supervising staff or by using proximity cards, keys, coded entries, or other devices.	yes
3.2 b	The school layout requires visitors to pass through at least visual screening before they can gain access to bathrooms, service spaces, stairwells, or other amenities inside the school. No one can get inside without being seen close enough by staff to be identified.	yes
3.2 c	Portions of the school that are not being used can be readily secured. This can be accomplished by locking wing doors or accordion-style gates, etc., provided emergency egress is not blocked.	no
3.2 d	Signs, in all relevant languages and with simple maps or diagrams where needed, direct visitors to designated building entries.	yes
3.3	3.3 Exterior Walls	
3.3 a	Building niches and recesses are fenced off, well lit, or observable from inside the building.	no
3.4	3.4 Exterior doors	
3.4a	The number of exterior doors is minimized.	no
3.5	3.5 Windows	

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NAME OF SCHOOL REPRESENTATIVE CONDUCTING SURVEY		Jaime Russell
CONTACT NUMBER:		860-429-3383
DATE OF SURVEY:		8/1/2014
3.5 a	All windows lock securely. Sliding windows have lift and slide protection. In existing buildings, window hardware and frames are in good conditions, and transom windows or other designs that have clear security weaknesses are either permanently closed (provided they are not to be used as a means of emergency egress) or are reinforced with side bolts or other security devices.	yes
3.5 b	In high risk areas, windows and their framing and anchoring are designed and located to resist the effects of explosive blasts, gunfire, and forced entry. Windows overlooking or directly exposed to public streets or dangerous areas are either minimized or protected.	no
3.5 c	Windows are located strategically, providing natural surveillance of courtyards and school grounds, especially from classrooms and administration areas.	yes
3.5 d	Windows are used to enhance natural surveillance of courtyards and school grounds, especially from classrooms and administration areas.	yes
3.5 g	Basement windows are protected from unauthorized entry by security grills or window well covers.	yes
3.6 Roofs		
3.6a	Built-in roof access is from inside the building only. The access point is locked and inside the secure room.	yes
3.6b	Mechanical equipment enclosures on the roof are secured and protected from unauthorized access or vandalism.	yes
3.10 Entryways		
3.10a	The number of building entryways is kept to the minimum needed, and all are controlled or supervised.	yes
3.10e	Entry access is adequately controlled by a combination of direct supervision, limited points of entry, and security technology.	yes
3.10k	In high risk areas, entries are designed to mitigate explosive blast hazards. Interior and exterior foyer doors are offset from each other. Doors and walls along the line of security screening meet requirements of UL 742, "Standard for Safety: Bullet-Resisting Equipment".	no
3.11 Main office, Lobby, and Reception Area		
3.11b	The receptionist can see visitors before they gain entry, and can electronically lock doors to block entry into the building, beyond the lobby, or beyond the reception desk.	yes
3.11e	The reception area includes adequate protective features, including a counter or desk to serve as a protective shield, a panic or duress button to call for help, a telephone, a radio base station if radios are used, and a rear exit or safe haven in which staff can retreat. In unsafe areas, the reception counter area is protected by a bullet-resistant window.	no
3.12 Administrative Areas and Staff Offices		
3.12b	The main office has two-way communication capability with all classrooms.	yes
3.15 Classrooms		
3.15d	All classrooms are on public address system.	yes
3.15e	Intercoms, phones, or radios allow for two-way verbal communication between all classrooms and the school's administrative offices.	yes
3.15h	Classroom can be locked down quickly by faculty from inside the classroom without entering the hall. Door and window security hardware allow egress from classrooms at all times.	yes
3.15j	In high risk areas, windows in classrooms facing locations that may be subject to blasts or attack are shatterproof.	no
3.16 Media Center		
3.16a	The media center, if jointly used by the school and the community, has separate and secure access for school use and after-hours activities, restricting access to other areas of the school	no
3.19 Restrooms		
3.19j	Restrooms intended for use by people engaged in after-school activities are conveniently located and can be used without providing access to the rest of the school.	no
3.24 Cafeterias and Student Commons		
3.24f	The kitchen serving areas can be secured during and after school hours.	yes
3.24g	Cafeterias or commons used after school are designed to prevent unauthorized access further into the building.	no
3.25 Auditoriums and Theaters		

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CONTACT NUMBER:		860-429-3383
DATE OF SURVEY:		8/1/2014
3.25a	There are separate, secure, controllable entrances to the auditoriums or theater for after-hour activities. Attendee do not have uncontrolled access to the rest of the school.	no
3.25 b	Clear sight lines allow for visual surveillance.	no
3.26 Gymnasiums		
3.26a	The gym has separate, secure entrances for school use and after-hours activities. Gym users do not have uncontrollable access to the rest of the school.	no
3.28 Interior doors		
3.28a	Door hardware allows staff to quickly lock rooms from the inside without having to step into the hallway.	no
3.28b	Door access devices such as master keys or proximity cards allow staff to gain quick entry to any room where students have secured themselves.	no
4 Communications Systems		
4.1 Building Notification System		
4.1a	A mass notification system reaches all building occupants (public address, pager, Cell phone, computer override, etc.) and is supplied with emergency power.	yes
4.1 b	An uninterruptible power supply (UPS) provides emergency backup power.	yes
4.2 Radio/Wireless communication System		
4.2a	The facility has the necessary transmitters, receivers and repeaters to ensure radio communication by EMS personnel everywhere in the building	no
4.2b	A sufficient number of 2-way handheld radios or cellular phones area available to staff.	no
4.3 Telephone Systems		
4.3a	The main telephone distribution system is secure.	yes
4.3b	The telephone system has uninterruptible power supply (UPS)	yes
4.4 Communication Wiring		
4.4 a	In high risk areas, communication system wiring is distributed in secure chases and risers, or otherwise secure areas, to prevent tampering.	yes
4.4 b	Panic or duress alarm buttons are installed at the reception desk.	yes
4.4 c	In high risk areas, panic buttons or intercom call boxes are used in parking areas, at entry points, in isolated areas, or along the building perimeter as needed. Where permanent buttons are impractical, individuals carry pendant alarms.	no
5 Building Access Control and Surveillance		
5.1a	A basic security alarm system is installed throughout hallways, administrative offices, exit doors, and rooms containing high-value property such as computers, shop equipment, laboratory supplies, and musical instruments.	no
5.1b	Card access systems are installed throughout the campus for use by students and/or staff.	no
5.1c	Where keyed locks are used, a master key control system is in place to monitor keys and duplicates.	no
5.1d	Devices used for physical security are intergrated with computer security systems.	yes
5.1e	In high risk areas, magnetometers (metal detectors) and x-ray equipment are installed. Where they are installed they are used effectively.	no
5.1 f	Access to information on building operations, schematics, procedures, detailed drawings, and specifications is controlled and available only to authorized personnel.	yes
5.2 CCTV Surveillance Systems		
5.2a	CCTV camera systems cover appropriate areas of the school and record digital or tape devices, which are set up to send images to printers or be downloaded onto disks. The pictures printed from this equipment provide clear enough images to identify subjects in a court of law.	yes
5.2b	CTV cameras use lenses that capture useful images under existing lighting conditions. Infrared is used if needed for dark areas or at night.	no
5.2c	Cameras are triggered by motion or intrusion	yes
5.2e	Cameras have an uninterruptible power supply and are connected to the building emergency power supply	no

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MUNICIPALITY/ORGANIZATION	Mansfield Public Schools
SCHOOL NAME:	Dorothy C. Goodwin School
SCHOOL ADDRESS:	321 Hunting Lodge Road, Storrs, CT 06268
NAME OF LAW ENFORCEMENT OFFICER ASSISTING IN SURVEY	Sgt. Richard Cournoyer
NAME OF SCHOOL REPRESENTATIVE CONDUCTING SURVEY	Jaime Russell
CONTACT NUMBER:	860-429-3383
DATE OF SURVEY:	8/1/2014

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MUNICIPALITY/ORGANIZATION	Mansfield Public Schools
SCHOOL NAME:	Southeast School
SCHOOL ADDRESS:	134 Warrenville Road, Mansfield Center, CT 06250
NAME OF LAW ENFORCEMENT OFFICER ASSISTING IN SURVEY	Sgt. Richard Cournoyer
NAME OF SCHOOL REPRESENTATIVE CONDUCTING SURVEY	Jaime Russell
CONTACT NUMBER:	860-429-3383
DATE OF SURVEY:	8/1/2014

		Answer
1.1	1.1 School Surroundings	
1.1b	Hidden areas adjacent to the school that might provide offenders with "cover" or provide students with a location for illicit activities have been made safer by opening them up, exposing them, sealing them off, or other measures.	yes
2	2. School Grounds	
2.1	2.1 General	
2.1b	The site layout maintains open sight lines through careful placement and maintenance of buildings, landscaping features and lighting.	yes
2.2	2.2 Site Access Control	
2.2a	In high threat areas, the perimeter of the site is secured at a level that prevents unauthorized vehicles or pedestrians from entering, and has this effect as far from the school buildings as possible.	no
2.2b	In high threat areas, vehicle entry beyond checkpoints can be controlled, permitting entry by only one applicant at a time	no
2.2c	In high threat areas, there is space outside the protected perimeter to pull over and inspect cars.	no
2.2f	In high threat areas, manholes, utility tunnels, culverts and similar unintended access points to the school property are secured with locks, gates, or other appropriate devices, without creating additional entrapment hazards.	yes
2.2h	Site entry points are clearly marked, controllable, and easily seen from the school; Gates are available for closing access points when necessary.	no
2.2k	In high threat area, there are area perimeter barriers capable of stopping vehicles	no
2.2l	Site entry points can be readily observed and monitored by staff and students in the course of their normal activities.	no
2.2m	Site entry points are positioned so that one individual can monitor as many entries as possible. Nothing blocks this means of visual surveillance, such as signs, trees, shrubs, walls, etc.	no
2.2n	Unsupervised site entrances may be secured during low-use times for access control purposes and to reinforce the idea that access and parking are for school business only.	no
2.5	2.5 Vehicle Parking	
2.5a	Parking areas are within view of the main office, other staffed areas, or surveillance cameras.	no
2.8	School Grounds and Recreational Facilities	
2.8a	Recreational areas and playgrounds are in direct view of the front office staff in the school.	no
2.9a	Exterior lighting is uniform and eliminates pockets of shadow or glare. For existing buildings, exterior lighting is best evaluated at night.	no
3	3. School Buildings and Facilities	
3.2a	Access into the building is 100% controllable through designated, supervised or locked entry points. Windows and service entries are not exceptions. Entry is either granted by supervising staff or by using proximity cards, keys, coded entries, or other devices.	yes
3.2 b	The school layout requires visitors to pass through at least visual screening before they can gain access to bathrooms, service spaces, stairwells, or other amenities inside the school. No one can get inside without being seen close enough by staff to be identified.	yes
3.2 c	Portions of the school that are not being used can be readily secured. This can be accomplished by locking wing doors or accordion-style gates, etc., provided emergency egress is not blocked.	no
3.2 d	Signs, in all relevant languages and with simple maps or diagrams where needed, direct visitors to designated building entries.	yes
3.3	Exterior Walls	
3.3 a	Building niches and recesses are fenced off, well lit, or observable from inside the building.	no
3.4	Exterior doors	
3.4a	The number of exterior doors is minimized.	no
3.5	Windows	

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MUNICIPALITY/ORGANIZATION		Mansfield Public Schools
SCHOOL NAME:		Southeast School
SCHOOL ADDRESS:		134 Warrenville Road, Mansfield Center, CT 06250
NAME OF LAW ENFORCEMENT OFFICER ASSISTING IN SURVEY		Sgt. Richard Cournoyer
NAME OF SCHOOL REPRESENTATIVE CONDUCTING SURVEY		Jaime Russell
CONTACT NUMBER:		860-429-3383
DATE OF SURVEY:		8/1/2014
3.5 a	All windows lock securely. Sliding windows have lift and slide protection. In existing buildings, window hardware and frames are in good conditions, and transom windows or other designs that have clear security weaknesses are either permanently closed (provided they are not to be used as a means of emergency egress) or are reinforced with side bolts or other security devices.	yes
3.5 b	In high risk areas, windows and their framing and anchoring are designed and located to resist the effects of explosive blasts, gunfire, and forced entry. Windows overlooking or directly exposed to public streets or dangerous areas are either minimized or protected.	no
3.5 c	Windows are located strategically, providing natural surveillance of courtyards and school grounds, especially from classrooms and administration areas.	yes
3.5 d	Windows are used to enhance natural surveillance of courtyards and school grounds, especially from classrooms and administration areas.	yes
3.5 g	Basement windows are protected from unauthorized entry by security grills or window well covers.	yes
3.6	Roofs	
3.6a	Built-in roof access is from inside the building only. The access point is locked and inside the secure room.	yes
3.6b	Mechanical equipment enclosures on the roof are secured and protected from unauthorized access or vandalism.	yes
3.10	Entryways	
3.10a	The number of building entryways is kept to the minimum needed, and all are controlled or supervised.	yes
3.10e	Entry access is adequately controlled by a combination of direct supervision, limited points of entry, and security technology.	yes
3.10k	In high risk areas, entries are designed to mitigate explosive blast hazards. Interior and exterior foyer doors are offset from each other. Doors and walls along the line of security screening meet requirements of UL 742, "Standard for Safety: Bullet-Resisting Equipment".	no
3.11	Main office, Lobby, and Reception Area	
3.11b	The receptionist can see visitors before they gain entry, and can electronically lock doors to block entry into the building, beyond the lobby, or beyond the reception desk.	yes
3.11e	The reception area includes adequate protective features, including a counter or desk to serve as a protective shield, a panic or duress button to call for help, a telephone, a radio base station if radios are used, and a rear exit or safe haven in which staff can retreat. In unsafe areas, the reception counter area is protected by a bullet-resistant window.	no
3.12	Administrative Areas and Staff Offices	
3.12b	The main office has two-way communication capability with all classrooms.	yes
3.15	Classrooms	
3.15d	All classrooms are on public address system.	yes
3.15e	Intercoms, phones, or radios allow for two-way verbal communication between all classrooms and the school's administrative offices.	yes
3.15h	Classroom can be locked down quickly by faculty from inside the classroom without entering the hall. Door and window security hardware allow egress from classrooms at all times.	yes
3.15j	In high risk areas, windows in classrooms facing locations that may be subject to blasts or attack are shatterproof.	no
3.16	Media Center	
3.16a	The media center, if jointly used by the school and the community, has separate and secure access for school use and after-hours activities, restricting access to other areas of the school	no
3.19	Restrooms	
3.19 j	Restrooms intended for use by people engaged in after-school activities are conveniently located and can be used without providing access to the rest of the school.	no
3.24	Cafeterias and Student Commons	
3.24f	The kitchen serving areas can be secured during and after school hours.	yes
3.24g	Cafeterias or commons used after school are designed to prevent unauthorized access further into the building.	no
3.25	Auditoriums and Theaters	

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MUNICIPALITY/ORGANIZATION		Mansfield Public Schools
SCHOOL NAME:		Southeast School
SCHOOL ADDRESS:		134 Warrenville Road, Mansfield Center, CT 06250
NAME OF LAW ENFORCEMENT OFFICER ASSISTING IN SURVEY		Sgt. Richard Cournoyer
NAME OF SCHOOL REPRESENTATIVE CONDUCTING SURVEY		Jaimé Russell
CONTACT NUMBER:		860-429-3383
DATE OF SURVEY:		8/1/2014
3.25a	There are separate, secure, controllable entrances to the auditoriums or theater for after-hour activities. Attendee do not have uncontrolled access to the rest of the school.	no
3.25 b	Clear sight lines allow for visual surveillance.	no
3.26 Gymnasiums		
3.26a	The gym has separate, secure entrances for school use and after-hours activities. Gym users do not have uncontrollable access to the rest of the school.	no
3.28 Interior doors		
3.28a	Door hardware allows staff to quickly lock rooms from the inside without having to step into the hallway.	no
3.28b	Door access devices such as master keys or proximity cards allow staff to gain quick entry to any room where students have secured themselves.	no
4 Communications Systems		
4.1 Building Notification System		
4.1a	A mass notification system reaches all building occupants (public address, pager, Cell phone, computer override, etc.) and is supplied with emergency power.	yes
4.1 b	An uninterruptible power supply (UPS) provides emergency backup power.	yes
4.2 Radio/Wireless communication System		
4.2a	The facility has the necessary transmitters, receivers and repeaters to ensure radio communication by EMS personnel everywhere in the building	no
4.2b	A sufficient number of 2-way handheld radios or cellular phones area available to staff.	no
4.3 Telephone Systems		
4.3a	The main telephone distribution system is secure.	yes
4.3b	The telephone system has uninterruptible power supply (UPS)	yes
4.4 Communication Wiring		
4.4 a	In high risk areas, communication system wiring is distributed in secure chases and risers, or otherwise secure areas, to prevent tampering.	yes
4.4 b	Panic or duress alarm buttons are installed at the reception desk.	yes
4.4 c	In high risk areas, panic buttons or intercom call boxes are used in parking areas, at entry points, in isolated areas, or along the building perimeter as needed. Where permanent buttons are impractical, individuals carry pendant alarms.	no
5 Building Access Control and Surveillance		
5.1a	A basic security alarm system is installed throughout hallways, administrative offices, exit doors, and rooms containing high-value property such as computers, shop equipment, laboratory supplies, and musical instruments.	no
5.1b	Card access systems are installed throughout the campus for use by students and/or staff.	no
5.1c	Where keyed locks are used, a master key control system is in place to monitor keys and duplicates.	no
5.1d	Devices used for physical security are intergrated with computer security systems.	yes
5.1e	In high risk areas, magnetometers (metal detectors) and x-ray equipment are installed. Where they are installed they are used effectively.	no
5.1 f	Access to information on building operations, schematics, procedures, detailed drawings, and specifications is controlled and available only to authorized personnel.	yes
5.2 CCTV Surveillance Systems		
5.2a	CCTV camera systems cover appropriate areas of the school and record digital or tape devices, which are set up to send images to printers or be downloaded onto disks. The pictures printed from this equipment provide clear enough images to identify subjects in a court of law.	yes
5.2b	CTV cameras use lenses that capture useful images under existing lighting conditions. Infrared is used if needed for dark areas or at night.	no
5.2c	Cameras are triggered by motion or intrusion	yes
5.2e	Cameras have an uninterruptible power supply and are connected to the building emergency power supply	no

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MUNICIPALITY/ORGANIZATION	Mansfield Public Schools
SCHOOL NAME:	Southeast School
SCHOOL ADDRESS:	134 Warrentville Road, Mansfield Center, CT 06250
NAME OF LAW ENFORCEMENT OFFICER ASSISTING IN SURVEY	Sgt. Richard Cournoyer
NAME OF SCHOOL REPRESENTATIVE CONDUCTING SURVEY	Jaime Russell
CONTACT NUMBER:	860-429-3383
DATE OF SURVEY:	8/1/2014

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MUNICIPALITY/ORGANIZATION	Mansfield Public Schools
SCHOOL NAME:	Mansfield Middle School
SCHOOL ADDRESS:	205 Spring Hill Road, Storrs, CT 06268
NAME OF LAW ENFORCEMENT OFFICER ASSISTING IN SURVEY	Sgt. Richard Courmoyer
NAME OF SCHOOL REPRESENTATIVE CONDUCTING SURVEY	Jaime Russell
CONTACT NUMBER:	860-429-3383
DATE OF SURVEY:	8/1/2014

		Answer
1.1	1.1 School Surroundings	
1.1b	Hidden areas adjacent to the school that might provide offenders with "cover" or provide students with a location for illicit activities have been made safer by opening them up, exposing them, sealing them off, or other measures.	yes
2	2. School Grounds	
2.1	2.1 General	
2.1b	The site layout maintains open sight lines through careful placement and maintenance of buildings, landscaping features and lighting.	yes
2.2	2.2 Site Access Control	
2.2a	In high threat areas, the perimeter of the site is secured at a level that prevents unauthorized vehicles or pedestrians from entering, and has this effect as far from the school buildings as possible.	no
2.2b	In high threat areas, vehicle entry beyond checkpoints can be controlled, permitting entry by only one applicant at a time	no
2.2c	In high threat areas, there is space outside the protected perimeter to pull over and inspect cars.	no
2.2f	In high threat areas, manholes, utility tunnels, culverts and similar unintended access points to the school property are secured with locks, gates, or other appropriate devices, without creating additional entrapment hazards.	yes
2.2h	Site entry points are clearly marked, controllable, and easily seen from the school. Gates are available for closing access points when necessary.	no
2.2k	In high threat area, there are area perimeter barriers capable of stopping vehicles	no
2.2l	Site entry points can be readily observed and monitored by staff and students in the course of their normal activities.	no
2.2m	Site entry points are positioned so that one individual can monitor as many entries as possible. Nothing blocks this means of visual surveillance, such as signs, trees, shrubs, walls, etc.	no
2.2n	Unsupervised site entrances may be secured during low-use times for access control purposes and to reinforce the idea that access and parking are for school business only.	no
2.5	2.5 Vehicle Parking	
2.5a	Parking areas are within view of the main office, other staffed areas, or surveillance cameras.	no
2.8	School Grounds and Recreational Facilities	
2.8a	Recreational areas and playgrounds are in direct view of the front office staff in the school.	no
2.9a	Exterior lighting is uniform and eliminates pockets of shadow or glare. For existing buildings, exterior lighting is best evaluated at night.	no
3	3. School Buildings and Facilities	
3.2a	Access into the building is 100% controllable through designated, supervised or locked entry points. Windows and service entries are not exceptions. Entry is either granted by supervising staff or by using proximity cards, keys, coded entries, or other devices.	yes
3.2 b	The school layout requires visitors to pass through at least visual screening before they can gain access to bathrooms, service spaces, stairwells, or other amenities inside the school. No one can get inside without being seen close enough by staff to be identified.	yes
3.2 c	Portions of the school that are not being used can be readily secured. This can be accomplished by locking wing doors or accordion-style gates, etc., provided emergency egress is not blocked.	no
3.2 d	Signs, in all relevant languages and with simple maps or diagrams where needed, direct visitors to designated building entries.	yes
3.3	Exterior Walls	
3.3 a	Building niches and recesses are fenced off, well lit, or observable from inside the building.	no
3.4	Exterior doors	
3.4a	The number of exterior doors is minimized.	no
3.5	Windows	

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SCHOOL NAME:		Mansfield Middle School
SCHOOL ADDRESS:		205 Spring Hill Road, Storrs, CT 06268
NAME OF LAW ENFORCEMENT OFFICER ASSISTING IN SURVEY		Sgt. Richard Courmoyer
NAME OF SCHOOL REPRESENTATIVE CONDUCTING SURVEY		Jaimie Russell
CONTACT NUMBER:		860-429-3383
DATE OF SURVEY:		8/1/2014
3.5 a	All windows lock securely. Sliding windows have lift and slide protection. In existing buildings, window hardware and frames are in good conditions, and transom windows or other designs that have clear security weaknesses are either permanently closed (provided they are not to be used as a means of emergency egress) or are reinforced with side bolts or other security devices.	yes
3.5 b	In high risk areas, windows and their framing and anchoring are designed and located to resist the effects of explosive blasts, gunfire, and forced entry. Windows overlooking or directly exposed to public streets or dangerous areas are either minimized or protected.	no
3.5 c	Windows are located strategically, providing natural surveillance of courtyards and school grounds, especially from classrooms and administration areas.	yes
3.5 d	Windows are used to enhance natural surveillance of courtyards and school grounds, especially from classrooms and administration areas.	yes
3.5 g	Basement windows are protected from unauthorized entry by security grills or window well covers.	yes
3.6 Roofs		
3.6a	Built-in roof access is from inside the building only. The access point is locked and inside the secure room.	yes
3.6b	Mechanical equipment enclosures on the roof are secured and protected from unauthorized access or vandalism.	yes
3.10 Entryways		
3.10a	The number of building entryways is kept to the minimum needed, and all are controlled or supervised.	yes
3.10e	Entry access is adequately controlled by a combination of direct supervision, limited points of entry, and security technology.	yes
3.10k	In high risk areas, entries are designed to mitigate explosive blast hazards. Interior and exterior foyer doors are offset from each other. Doors and walls along the line of security screening meet requirements of UL 742, "Standard for Safety: Bullet-Resisting Equipment".	no
3.11 Main office, Lobby, and Reception Area		
3.11b	The receptionist can see visitors before they gain entry, and can electronically lock doors to block entry into the building, beyond the lobby, or beyond the reception desk.	yes
3.11e	The reception area includes adequate protective features, including a counter or desk to serve as a protective shield, a panic or duress button to call for help, a telephone, a radio base station if radios are used, and a rear exit or safe haven in which staff can retreat. In unsafe areas, the reception counter area is protected by a bullet-resistant window.	no
3.12 Administrative Areas and Staff Offices		
3.12b	The main office has two-way communication capability with all classrooms.	yes
3.15 Classrooms		
3.15d	All classrooms are on public address system.	yes
3.15e	Intercoms, phones, or radios allow for two-way verbal communication between all classrooms and the school's administrative offices.	yes
3.15h	Classroom can be locked down quickly by faculty from inside the classroom without entering the hall. Door and window security hardware allow egress from classrooms at all times.	yes
3.15j	In high risk areas, windows in classrooms facing locations that may be subject to blasts or attack are shatterproof.	no
3.16 Media Center		
3.16a	The media center, if jointly used by the school and the community, has separate and secure access for school use and after-hours activities, restricting access to other areas of the school	no
3.19 Restrooms		
3.19j	Restrooms intended for use by people engaged in after-school activities are conveniently located and can be used without providing access to the rest of the school.	no
3.24 Cafeterias and Student Commons		
3.24f	The kitchen serving areas can be secured during and after school hours.	yes
3.24g	Cafeterias or commons used after school are designed to prevent unauthorized access further into the building.	no
3.25 Auditoriums and Theaters		

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NAME OF LAW ENFORCEMENT OFFICER ASSISTING IN SURVEY		Sgt. Richard Cournoyer
NAME OF SCHOOL REPRESENTATIVE CONDUCTING SURVEY		Jaime Russell
CONTACT NUMBER:		860-429-3383
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3.26 Gymnasiums		
3.26a	The gym has separate, secure entrances for school use and after-hours activities. Gym users do not have uncontrollable access to the rest of the school.	no
3.28 Interior doors		
3.28a	Door hardware allows staff to quickly lock rooms from the inside without having to step into the hallway.	no
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4.1 Building Notification System		
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4.1 b	An uninterruptible power supply (UPS) provides emergency backup power.	yes
4.2 Radio/Wireless communication System		
4.2a	The facility has the necessary transmitters, receivers and repeaters to ensure radio communication by EMS personnel everywhere in the building.	no
4.2b	A sufficient number of 2-way handheld radios or cellular phones are available to staff.	no
4.3 Telephone Systems		
4.3a	The main telephone distribution system is secure.	yes
4.3b	The telephone system has uninterruptible power supply (UPS)	yes
4.4 Communication Wiring		
4.4 a	In high risk areas, communication system wiring is distributed in secure chases and risers, or otherwise secure areas, to prevent tampering.	yes
4.4 b	Panic or duress alarm buttons are installed at the reception desk.	yes
4.4 c	In high risk areas, panic buttons or intercom call boxes are used in parking areas, at entry points, in isolated areas, or along the building perimeter as needed. Where permanent buttons are impractical, individuals carry pendant alarms.	no
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5.1a	A basic security alarm system is installed throughout hallways, administrative offices, exit doors, and rooms containing high-value property such as computers, shop equipment, laboratory supplies, and musical instruments.	no
5.1b	Card access systems are installed throughout the campus for use by students and/or staff.	no
5.1c	Where keyed locks are used, a master key control system is in place to monitor keys and duplicates.	no
5.1d	Devices used for physical security are integrated with computer security systems.	yes
5.1e	In high risk areas, magnetometers (metal detectors) and x-ray equipment are installed. Where they are installed they are used effectively.	no
5.1 f	Access to information on building operations, schematics, procedures, detailed drawings, and specifications is controlled and available only to authorized personnel.	yes
5.2 CCTV Surveillance Systems		
5.2a	CCTV camera systems cover appropriate areas of the school and record digital or tape devices, which are set up to send images to printers or be downloaded onto disks. The pictures printed from this equipment provide clear enough images to identify subjects in a court of law.	yes
5.2b	CTV cameras use lenses that capture useful images under existing lighting conditions. Infrared is used if needed for dark areas or at night.	no
5.2c	Cameras are triggered by motion or intrusion	yes
5.2e	Cameras have an uninterruptible power supply and are connected to the building emergency power supply	no

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National Clearinghouse Safe School Facilities Survey- Reporting Tool

PLEASE ANSWER YES OR NO-OTHERS ANSWERS CANNOT BE CONSIDERED

This is the portion of the full assesment that is required for the School Security Competitive Grant Program (SSCGP) application- please complete this assesment for each school applied for under this grant-the full assesment is located at www.ct.gov/demhs and must be completed before any reimbursement

MUNICIPALITY/ORGANIZATION	Mansfield Public Schools
SCHOOL NAME:	Mansfield Middle School
SCHOOL ADDRESS:	205 Spring Hill Road, Storrs, CT 06268
NAME OF LAW ENFORCEMENT OFFICER ASSISTING IN SURVEY	Sgt. Richard Courmoyer
NAME OF SCHOOL REPRESENTATIVE CONDUCTING SURVEY	Jaime Russell
CONTACT NUMBER:	860-429-3383
DATE OF SURVEY:	8/1/2014

**Mansfield Public Schools
Enhancing Student Achievement
2013-2014**

School	Gr.	Number Served	Subject	Focus	Activity Name	# of Sessions	Length of Each Session	Instructional Hours Per Student	Start/End Date	Total Cost
MMS	5-8	10	Enrichment	Explore Chinese Language	Chinese Language Club Session I	12	1 1/4 hrs.	15	9/15/14-10/31/14	\$450.00
MMS	5-8	10	Enrichment	Explore Chinese Language	Chinese Language Club Session II	16	1 1/4 hrs.	20	11/3/14-1/16/15	\$600.00
MMS	5-8	10	Enrichment	Explore Chinese Language	Chinese Language Club Session III	22	1 1/4 hrs.	27.50	1/20/15-4/3/15	\$825.00
MMS	5-8	10	World Language	Explore Chinese Language	Chinese Language Club Session IV	18	1 1/4 hrs.	22.50	4/6/15-6/11/15	\$675.00
MMS	5-8	All	All	Completion of Homework	Afterschool Homework Help Session I	18	1.25 hrs.	22.5	9/15/14-10/30/14	\$675.00
MMS	5-8	All	All	Completion of Homework	Afterschool Homework Help Session II	24	1.25 hrs.	30	11/3/14-1/16/15	\$900.00
MMS	5-8	All	All	Completion of Homework	Afterschool Homework Help Session III	33	1.25 hrs.	41.25	1/20/15-4/3/15	\$1,237.50
MMS	5-8	All	All	Completion of Homework	Afterschool Homework Help Session IV	27	1.25 hrs.	33.75	4/6/15-6/11/15	\$1,012.50
TOTAL										\$6,375.00
REMAINING BALANCE										\$23,625.00

DRAFT

**Mansfield Board of Education
September 11, 2014
Minutes**

Attendees: Randy Walikonis, Chair, Jay Rueckl, Vice-Chair, Martha Kelly, Secretary, Susannah Everett, John Fratiello, Sarah Lacombe, Katherine Paulhus, Carrie Silver-Bernstein

The meeting was called to order at 7:30pm by Mr. Walikonis.

Mr. Walikonis asked for a moment of silence in memory of lives lost on September 11th, thirteen years ago.

APPOINTMENT OF NEW BOARD MEMBER: Communication from Toni Moran, on behalf of the Mansfield Democratic Town Committee nominating Kathleen Ward to fill the vacancy created by the resignation of Mark LaPlaca. Motion by Mr. Rueckl, seconded by Mrs. Paulhus, to appoint Kathleen Ward to fill the Board's vacancy until the next municipal election. **VOTE:** Unanimous in favor. Mr. Walikonis invited Ms. Ward to join the Board without voting privileges until she is sworn in by the Mansfield Town Clerk.

INTRODUCTION OF NEW CERTIFIED STAFF: The administrators introduced the new staff for the 2014-2015 school year.

HEARING FOR VISITORS: Betty Wassmundt (Town Councilor) spoke regarding Board Policy and executive session. Ric Hossack spoke regarding superintendent's mileage and budget. David Freudmann spoke regarding superintendent's mileage.

COMMUNICATIONS: Letter from Elyse Poller, MMS teachers, regarding 2013-2014 leave of absence. Letter of thanks from Coventry Village Improvement for contribution in memory of Rose Fowler.

ADDITIONS TO THE PRESENT AGENDA: Motion by Mrs. Kelly, seconded by Mrs. Paulhus, to discuss receiving correspondence regarding Town Council and Town Council sub-committee meeting dates. **Vote:** Unanimous in favor. Motion by Mrs. Kelly, seconded by Mrs. Paulhus, to discuss Town Council Finance Committee meeting last Monday and events that will affect the Board of Education. **Vote:** Unanimous in favor. Motion by Mr. Fratiello, seconded by Ms. Silver-Bernstein, to discuss school celebrations at Board meetings.

COMMITTEE REPORTS:

Committee Assignments: Mr. Walikonis distributed 2014-2015 Committee assignments.

Finance Committee: Mr. Walikonis reported the Finance Committee met prior to the meeting to review the Budget Transfers and 4th Quarter Financial Report.

Personnel Committee: Mr. Walikonis reported there will be an Executive Session at the end of the meeting.

Policy Committee: Mr. Rueckl reported the committee asks the Board to review the proposed revisions to the MBOE Policies and will seek adoption at the October 9, 2014 meeting. He also reported the committee is reviewing the Board's Ethics Code.

Sustainability Committee: Ms. Everett reported the Town Sustainability Committee is interested in schools' holding a science fair around sustainability. This was referred to the Administrators.

BOARD RETREAT: The agenda will be to discuss Goals for the 2014-2015 school year.

REPORT OF THE SUPERINTENDENT:

- **Budget Transfers 2013-2014:** Motion by Mr. Rueckl, seconded by Mr. Fratiello to approve the 2013-2014 Budget Transfers. **Vote:** Unanimous in favor
- **2013-2014 4th Quarter Financial Report:** Cherie Trahan, Director of Finance, reported on the Board's 4th quarter financials, noting that the Board finished the fiscal under budget by \$1,254. Motion by Mr. Rueckl, seconded by Mrs. Kelly, to accept the 2013-2014 4th Quarter Financial Report. **Vote:** Unanimous in favor.
- **Field Trip Requests:** Mrs. Morell, Mansfield Middle School Principal, reviewed requests for bi-annual German Exchange Field Trip and annual Fiddlehike trip to New Hampshire. Motion by Mrs. Paulhus, seconded by Ms. Everett, to approve the Mansfield Middle School German Exchange Field Trip. **Vote:** Unanimous in favor. Motion by Ms. Everett, seconded by Ms. Silver-Bernstein to approve the Mansfield Middle School Fiddlehike Field Trip. **Vote:** Unanimous in favor.
- **Summer Programs:** Dr. Leclerc, Dr. Robinson, and Mrs. Morell reviewed the success of the summer programs.
 - Books on Bus
 - Summer School
 - Summer Online Programs
- **Class Size/Enrollment:** Dr. Leclerc reported on the opening day enrollments and compared them to end of year 2014-2015.

APPROVAL OF MINUTES:

- Motion by Mrs. Lacombe, seconded by Ms. Silver-Bernstein, to approve the minutes of the June 12, 2014 Meeting. Vote: Unanimous in favor with Mr. Rueckl abstaining.
- Motion by Ms. Everett, seconded by Mrs. Lacombe, to approve the minutes of the July 23, 2014 Special Meeting. Vote: Unanimous in favor.
- Motion by Mr. Rueckl, seconded by Mrs. Lacombe, to approve the minutes of the July 23, 2014 Retreat. Vote: Unanimous in favor

NEW BUSINESS: Approved Agenda Items:

Receiving correspondence regarding Town Council and Town Council sub-committee meeting dates: After discussion, it was determined Board members can sign up for QNotify to receive this information.

Town Council Finance Committee: Mrs. Kelly reviewed discussion at the most recent Town Council Finance Committee meeting.

School Celebrations at Board Meetings: Discussion regarding having celebrations at all meetings. The Board will continue to discuss school celebrations at a future meeting.

HEARING FOR VISITORS: None

SUGGESTIONS FOR FUTURE AGENDA: Ms. Silver-Bernstein requested a report on the Food Service Program.

Motion by Mr. Rueckl, seconded by Ms. Silver-Bernstein, to move into Executive Session for the purpose of adjusting Director of Special Education and Student Support Services salary while serving as Acting Superintendent at 9:34pm.

Vote: Unanimous in favor.

Ms. Ward joined the Executive Session.

The Board returned to regular session at 10:28pm.

Motion by Mrs. Lacombe, seconded by Mr. Fratiello, to supplement the salary of the Director of Special Education and Student Support Services by \$100 a day while serving as acting superintendent, retroactive to July 24, 2014. Vote: Unanimous in favor.

Motion by Ms. Everett to adjourn at 10:36pm. Vote: Unanimous in favor.

Respectfully submitted,
Celeste Griffin, Board Clerk

Mansfield Board of Education Workshop
October 2, 2014
DRAFT Minutes

Attendees: Randall Walikonis, Chair, Jay Rueckl, Vice-Chair, Martha Kelly, Secretary, Susannah Everett, John Fratiello, Sarah Lacombe, Katherine Paulhus, Carrie Silver-Bernstein, Kathy Ward, Rachel Leclerc, Acting Superintendent

- I. Call to Order: The meeting was called to order at 5:45pm by Mr. Walikonis.
- II. Board Goals 2014-2015: Discussion of Board Goals for upcoming year.
- III. Adjournment - **MOTION** by Mrs. Paulhus, seconded by Mr. Rueckl to adjourn at 9:13pm. **VOTE:** Unanimous in favor.

Respectfully submitted,
Martha Kelly,
Secretary