

Mansfield Board of Education

Special Meeting

August 12, 2013

Conference Room C

6:00 p.m.

Board Members: Mark LaPlaca, Chair, Randy Walikonis, Vice-Chair, Martha Kelly, Secretary, Susannah Everett, April Holinko, Sarah Lacombe, Katherine Paulhus, Jay Rueckl, Carrie Silver-Bernstein

Agenda

6:00 Call to Order

6:00 Committee Reports (P. 1)

6:05 Mansfield Public Schools Goals and Objectives 2013-2014 (M) (P. 3)

6:30 Report of the Superintendent

- Technology Investments to Implement Common Core State Standards and Administer Common Core aligned Assessments, Specifically Smarter Balanced Assessments Grant Application (M) (P. 5)
- 2013 School Security Grant Application (M) (P. 17)
- Mansfield Public Schools Professional Learning and Evaluation Plan
http://www.mansfieldct.gov/filestorage/1904/5335/2170/20130613_packet_sup1.pdf (M)

7:00 Executive Session (M) for discussion of strategy with respect to collective bargaining.
Possible action on UPSEU contract

Adjournment

**TOWN OF MANSFIELD
ETHICS BOARD**



Nora Stevens, Chairperson

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3336 x5 ♦ Fax: (860) 429-6863

July 18, 2013

Mr. Mark LaPlaca
MBOE Chairperson
26 Jonathon Lane
Mansfield, CT 06268

Re: Advisory Opinion – Code applicability to MBOE officials and employees and gift provisions

Dear Mark,

In May of this year, the Ethics Board issued an advisory opinion at your request regarding the applicability of Ethics Code gift provisions to youth sports referees and volunteer coaches of Parks and Recreation sponsored/co-sponsored programs. That advisory opinion has led the Board to discuss the applicability of the Code of Ethics to officials and employees of the Mansfield Board of Education, particularly the gift provisions.

The Ethics Board supports the Town Council's position that the Ethics Code is applicable to Mansfield Board of Education officials and employees. As a result, it is the opinion of the Ethics Board that the Ethics Ordinance gift provisions supersede the Mansfield Board of Education's Ethics Policy gift provisions. This letter is meant to serve as an advisory opinion regarding Ethics Code applicability to Mansfield Board of Education officials and employees and to provide guidance on the gift provisions of the Ordinance. Please note that this is an Ethics Board initiated advisory opinion; we have not received an advisory opinion request from a MBOE official or employee regarding Code applicability or gift provisions. This advisory opinion is a proactive attempt to educate MBOE officials and staff about the Code's applicability to them, in particular the gift provisions, in advance of the beginning of the school year.

Sections 25-4 and 25-7B of the Ethics Code address what is and is not considered a gift, as well as the value of gifts an official or employee may accept in one calendar year. Officials and employees may only accept "gifts in-kind of nominal value not to exceed \$25.00 tendered on gift-giving occasions generally recognized by the public, provided the total value of such gifts in any calendar year from all donors do not combine to exceed one hundred dollars." The Code does not prohibit officials or employees from accepting gifts, so long as the gift(s) is permissible pursuant to the Code. However, the acceptance of gifts by teachers from students is discouraged.

The Code is not applicable to volunteers who are not employees or officials of the Town of Mansfield or the Mansfield Board of Education. Volunteers who are not employees or officials of

the Town or the Mansfield Board can accept gifts of any value with no limitation on the number of gifts received.

If Mansfield Board of Education officials or employees receive gifts that are not permissible pursuant to the Ethics Code they are encouraged to take the following action:

- Return the gift to the gift giver. Explain that although grateful for the acknowledgement, you can't accept the gift pursuant to our Ethics Code. Notify and copy your supervisor, Human Resources (MBOE office), and the Town Manager's Office on the communication sent (or verbally expressed) to the gift giver; OR
- Donate the gift to a non-profit organization serving residents of Mansfield. Notify and document the repurposing to your supervisor, Human Resources (MBOE office), and the Town Manager's Office; OR
- Donate the gift to the Town or Mansfield Board of Education for official use. For example, a grocery store gift card could be donated to the Human Services Department for the special needs fund which provides assistance to residents in need. Notify and document the repurposing to your supervisor, Human Resources (MBOE office), and the Town Manager's Office.

The Town Clerk and Assistant Town Manager conducted Ethics Training with all regular Town employees and a number of officials last fall. Upon request, Ethics Training could be provided to MBOE staff during orientation in August. Training covers the gift provisions thoroughly.

Questions about this opinion may be directed to the Ethics Board at EthicsBoard@mansfieldct.org.

Regards,



Nora B. Stevens
Ethics Board Chairperson

C: Town Attorney
Ethics Board
Town Council Personnel Committee
Fred Baruzzi, MBOE Superintendent
Matthew Hart, Town Manager
Mary Stanton, Town Clerk

Mansfield Public Schools: Board of Education Goals – 2013-2014

- I) Help each student to be a confident and successful learner through differentiated instruction and supports.
 - a. Engage and motivate each student.
 - b. Improve the mathematics, reading, science, and writing skills of each student.
 - c. Promote the cognitive, social, and emotional development of each student.
 - d. Support and explore expansion of the full breadth of the district's programs and systematically review program offerings.
 - e. Provide positive school climate that ensures student safety, health, physical, and emotional well-being.
 - f. Increase engagement and participation of parents/guardians in the education of their children.
 - g. Encourage the civic engagement of students.
 - h. Align our current Language Arts/ Reading, Science and Mathematics curriculum with the Common Core State Standards (CCSS).
 - i. Integrate current technology into the instructional program to extend student learning of subject matter and appropriate use of technology.
 - j. Explore additional support services for students in need of community and/or health services.
 - k. Ensure all student transitions within and between environments are supported and successful.
 - l. Incorporate curricula that investigate energy use and environmental issues.

- II) Attract, support, and retain qualified and motivated professional staff.
 - a. Facilitate and encourage a positive, professional learning community.
 - b. Recognize teacher and staff effort and success regularly.
 - c. Foster a climate of mutual respect at all levels.
 - d. Maintain quality educational programs at multiple sites while adjusting staff levels and resources despite any changes in overall enrollment.
 - e. Support current and future school/district leadership to maintain and surpass current levels of student achievement.
 - f. Implement, with input and collaboration from certified staff, an effective professional development and evaluation program that supports the development of confident student learners and encourages the continued growth of all staff.
 - g. Provide regular opportunities for all staff to share feedback about the effectiveness of the district's programming.

- III) Monitor the District's quality and efficiency 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 the improved school security and technology recommendations as approved by the Board.

- IV) Increase the effectiveness of the Board of Education.
 - a. Invest time and effort in Board members' learning and development.
 - b. Celebrate and acknowledge student achievements at Board meetings and other venues.
 - c. Foster and encourage communication between the Board and the communities it serves.
 - d. Collaborate with community members and organizations that support the District's students; including Mansfield Advocates for Children and Youth and Family Services.
 - e. Review evidence regarding school readiness and determine whether Mansfield children are well served.
 - f. Meet regularly with our state legislators.

- V) Plan for long-term fiscal sustainability.
 - a. Advocate for continued Education Cost Sharing which supports current programming and develop a plan to address any change to current funding level.
 - b. Continue to explore potential partnerships with other groups to maximize program effectiveness while containing costs.
 - c. Investigate alternative revenue sources, including public and private grant opportunities.
 - d. Continue to educate ourselves and the public at large on long-term financial ramifications of balancing board goals and priorities.

DRAFT

APPLICATION PACKET MATERIALS

Cover Page

**Connecticut State Department of Education
Technology Investments to Implement Common Core State Standards and Administer Common
Core aligned Assessments, Specifically Smarter Balanced Assessments
2013-2014**

Applicant This application is submitted on behalf of the following Local Educational Agency (LEA):
LEA: Mansfield Middle and Elementary Schools/Mansfield Public Schools

Contact Information
LEA: Fred Baruzzi, Superintendent Mansfield Public Schools 4 South Eagleville Road Storrs 06268 860-429-3350 baruzzifa@mansfieldct.org (Name, title, address, phone, e-mail)

Certification I hereby certify that the information contained in this application is true and accurate to the best of my knowledge and belief.
Signature of Superintendent of Schools:
Name and Title (Typed): Fred Baruzzi, Superintendent, Mansfield Public Schools
Date of Board Acceptance:

Proposal Narrative

1. Program Need

The Mansfield Public Schools have been very active in pursuing opportunities offered by CSDE for online testing. We have participated in all of the offered experiences from the CT Benchmark Assessment System (CBAS), including Benchmark Writing, to the CT CCSS Alignment Practice Assessments and most recently the Smarter Balanced Practice Test, Spring 2013. This participation revealed four areas of need we will address as we move forward to implementing the full Smarter Balanced Assessments in Spring 2014. These needs are: 1) **Time** – We have found that many students need multiple test starts to finish assessments. This has been especially true on the Performance Tasks of the Smarter Balanced Practice test. Using our “Device- to- Test-Taker” Technology Readiness tool, we estimate that for Smarter Balanced assessments there may be as many as 1750 tests start for grades 3 and 4, and as many as 2750 test starts for grades 5 through 8 to complete the Smarter Balanced Assessments during the Spring testing window. 2) **Logistics** – From our experience with our Smarter Balanced practice testing, we are finding that the additional time required to administer the Smarter Balanced assessment greatly strains our existing computer resources (computer labs, alternate spaces for students with special needs). We predict that the scheduling and allocating computer resources will be a complex challenge during the full Smarter Balanced testing window in 2014. 3) **Student Difficulty With the Testing Interface** – We have found that at times students struggled with the format of the questions and the online tools presented in the Smarter Balanced Practice test. We found that students knew the core skills (such as area, perimeter) but had difficulty recognizing the concept presented in a multi-step question on the test. They also had difficulty taking

**** DRAFT ****

paper and pencil skills that had been taught in the classroom (highlighting or underlining key information, circling important words, eliminating distractors) and applying those skills in the online environment. Sometimes the tools that they were accustomed to using were unavailable on the test or they were presented in a different way. 4) **Keyboarding** – We have found the requirement to type out responses on some questions and to type the longer written responses to Performance Tasks pose challenges, especially to students with low keyboarding skills. Providing enhanced opportunities to increase keyboarding skills from grades 2 through 8 will instill more confidence when taking online assessments and will improve student performance in our regular program. The District believes that our proposed program will address these needs.

2. Program Plan

To address the identified needs the District has developed a plan that: 1) requests funds to increase the number of mobile computing devices at all schools, 2) increases the available wireless bandwidth at our PK4 schools, 3) replaces equipment that proved to be unreliable during the practice test, and 4) provides additional seats in PK-4 computer labs to accommodate increasing class sizes. Overall the plan will provide greater flexibility and resources to schedule the Spring 2014 Smarter Balanced assessments and a pilot program for local interim assessments (Renaissance STAR Math and Reading). The plan will also enhance classroom teaching and learning in our regular program.

The components of our plan are:

- At each of our three PK-4 elementary schools (Annie E. Vinton, Dorothy C. Goodwin, and Southeast Elementary School) we propose:
 - o Increasing bandwidth availability to classrooms by replacing our current, (past

**** DRAFT ****

end of life) wireless (b/g) system. This will be accomplished by replacing existing wireless access points with “managed” wireless devices, re-cabling to a CAT 6 (or better) standard, and adding network controllers, Power Over Ethernet (PoE) Gigabit switches, and appropriate network licensing. This will allow for connection to the wireless network by multiple classroom sets of mobile devices in each PK4 building. The system will be compatible with recent wireless upgrades at the Mansfield Middle School and other Town buildings. Those upgrades were planned to accommodate connection by the PK4 schools when funds became available.

- Acquiring one 30 unit set of Chromebooks with charging cart for the Grade 2, Grade 3, and Grade 4 teams in each building. (A total of 9 carts with 30 computer devices each.)
- Acquiring a set of 5 Windows laptops per school to allow whole class testing in the existing each school’s Computer Lab. The older labs can accommodate 20 workstations for class sizes that have become 20 plus because of shifting demographics). (A total of 15 units.)
- At Mansfield Middle School (5-8) we propose to acquire the listed devices to adequately implement the Smarter Balanced Assessment during the testing window. As well, the computing devices will provide a classroom experience that will provide platform familiarity and computer skill development, increasing students’ abilities to competently use the hardware they will use during assessments. The new computing devices will provide much greater flexibility in scheduling Assessment session for Smarter Balanced and our local pilot of interim (Renaissance STAR) online

**** DRAFT ****

assessments. We will:

- Replace a virtual workstation computer lab, (which proved to be unsatisfactory during practice testing), with 25 standalone computers.
- Acquire one 30 unit set of Chromebooks with charging cart for the Grade 5, Grade 6, and Grade 7 and Grade 8 teams in the building. (A total of 4 carts with 30 computer devices each.)

We believe that the purchase of the new computer devices and the upgrade of inter-school bandwidth will allow a more flexible testing environment. The proposed plan will allow us to address our identified concerns and the logistics of scheduling Smarter Balanced assessment, as well as our local interim online assessments. With the added equipment and bandwidth, testing can take place in classrooms or a Computer Lab. Using Chromebooks, accommodations can be made for special-needs-students in smaller, quieter spaces, for students who need extended time or students who may need multiple sessions to complete testing. We will use the purchased new computer devices and inter-school bandwidth to help with other identified needs, including keyboarding and assisting students to become familiar with the testing interface. Additional devices will provide more time for direct keyboarding instruction in the classroom. We have identified two free online typing programs that will work with the Chromebooks. Additional bandwidth and newly purchased devices will allow us to more quickly expand our Google Apps for Education initiative providing more collaborative and real-world experiences in the classroom. Additional classroom-based devices will also allow us to develop student activities that foster confidence in answering questions in an online format. These student activities may be drawn from the SBAC on-demand

**** DRAFT ****

library of professional development materials, resources and tools tied to the Common Core State Standards and Smarter Balanced Assessments or will be developed locally as part of teacher professional development. The Smarter Balanced Consortium indicates that interim assessments which are computer adaptive and include performance tasks will be available for local district administration throughout the year. These tasks will also be used in classroom settings with students using Chromebooks. We would like to identify and make materials available to teachers at all grade levels to increase student exposure to testing items similar to what they will encounter in online testing.

- **Timeline for Purchase and Installation**

The MBOE District/Town of Mansfield IT team has recent direct experience in upgrading wireless networks in several town buildings and Mansfield Middle School. That experience included selecting vendors, working with on-site contractors while school was in session, and working through the set-up of Access Points (APs), AP controllers and switches. The proposed PK4 project is an extension of the existing network infrastructure. Our experience leads us to believe that a grant award letter in early September will allow us to complete work and have the new system online for January 1, 2014. This will allow us to pilot the system with our Renaissance STAR Assessments in early January, to participate in any practice activities during the winter, and to be ready for the Spring Smarter Balanced testing window. The IT Team also has extensive in-house experience in purchasing, imaging and deploying workstations and laptops. We have also managed, in-house, a Google Apps for Education domain for over four years including managing a small number of Chromebooks. We believe that

**** DRAFT ****

we can have all new devices deployed for classroom use within 30 days of delivery by vendors. The following chart provides a detailed view of purchase and installation activities:

Sep-Oct 2013	Nov-Dec 2013	Jan-Feb 2014	Mar-Apr 2014	May-Jun 2014	July-Aug 2014
<ul style="list-style-type: none"> - Grant Award - Vendor Selections (cabling and wireless installation) for PK4 Schools. - Work with selected vendor to purchase AP's, Controllars and POE switches. Purchase switches - Purchase Chromebooks and Carts. - Purchase PK4 Laptops. - Purchase 5-8 Workstations. - Begin installation of PK4 wireless. -Configure local Google Apps for Education *GAFE) domain for 2013-14 school year. 	<ul style="list-style-type: none"> - Configure Chromebooks for local GAFE domain. - Configure Windows based laptops and workstations. - Complete the upgrade of PK4 wireless -Deploy purchased equipment to classrooms. - Provide teacher and student training in use of Chromebooks. 	<ul style="list-style-type: none"> - Use new equipment with Star Math and Reading Assessments Grade 2-8 to surface logistical or technical issues. -Use new equipment with any preliminary or practice activities for Smarter Balanced Assessments, to surface logistical or technical issues. - Provide teacher professional development to identify best practices to support student test taking strategies. 	<ul style="list-style-type: none"> - Use new equipment with Smarter Balanced Assessments Grade 3-8. - Provide teacher professional development to identify best practices to support student test taking strategies. 	<ul style="list-style-type: none"> - Use new equipment with Smarter Balanced Assessments Grade 3-8. 	<ul style="list-style-type: none"> - Prepare and submit Grant reports as required. - Provide teacher summer professional development to aggregate, refine and disseminate best practices to support student test taking strategies.

**** DRAFT ****

Timeline for Assessment Administration

The district will be piloting online interim assessments (Renaissance STAR Assessments) for Grade 2-8 this school year. The SBAC consortium indicates that interim assessments that are computer adaptive and include performance tasks will be available for local district administration throughout the year. We will selectively administer the SBAC tests as they become available. The district will use these experiences to shape our administrative approach to the conducting Smarter Balanced Assessments during the Spring testing window. Each building will ultimately develop their plan for administering the Smarter Balanced testing and the CT CMT Science Assessment. The availability of new equipment and bandwidth will provide greater flexibility in, where and how the tests are administered and provide greater support for students with special needs, students who need to make-up tests, and students who need extra time to finish.

Sep-Oct 13	Nov-Dec13	Jan-Feb14	Mar-Apr14	May-Jun14	July-Aug14
<ul style="list-style-type: none"> - District STAR Assessment Reading and Math Grade 2 -8 -District testing schedule is published to teachers and reviewed at building level staff and team meetings. 	<ul style="list-style-type: none"> - District Administrators form preliminary building level plans for administration Smarter Balanced Assessments. - Plans shared with teachers. - Building level Data Teams review testing data. 	<ul style="list-style-type: none"> - District STAR Assessment Reading and Math Grade 2 -8 - Selected Grade level teams participate in Smarter Balanced interim testing or practice tests. - Building level Data Teams review data. 	<ul style="list-style-type: none"> - District Administrators share final building level plans for administration of Smarter Balanced Assessments. - Smarter Balanced Assessments are administered during spring testing window. 	<ul style="list-style-type: none"> - District STAR Assessment Reading and Math Grade 2 -8 - Smarter Balanced Assessments are administered during spring testing window. - Building level Data Teams review testing data. 	<ul style="list-style-type: none"> - District Administrators review 2013-14 data and begin planning for 2015 administration of Smarter Balanced Assessments.

3. Program Quality

This grant opportunity coincides with ongoing District initiatives that are innovative and already being implemented to enhance teaching and learning. Our recent wireless upgrades at Mansfield Middle School have allowed us expand the use of mobile devices and explore the use of personally owned devices in the schools. A small grant has allowed the use of 3 iPad mini's at Southeast School. These experiences have indicated that mobile computing devices in the classroom promote "just in time learning" because technology and the Internet is readily accessible. They have re-enforced our commitment to building this capacity in all of our classrooms. We also expanded the use of our Google Apps for Education (GAFE) last spring. GAFE has proven to increase collaboration, promote research, and promotes working in a cloud based environment, all important skills in a knowledge based economy. We will continue that expansion this year. Newly acquired computing devices provided by this grant will allow us to expand to Grades 2-8 where we had planned to expand only to Grade 4-5 with a limited number of Chromebooks. We also believe that we can better promote keyboarding in a classroom setting rather than the limited time students can get to a computer lab. The new computing devices will be a key factor in that expansion. Also, we will be able to use the increased bandwidth and new computing devices to provide classroom experiences working with practice tests and other SBAC related testing materials. A simple example is students with a Chromebooks having two web pages open and the teacher guiding the students in how to locate and integrate pieces of information from both web pages. Students create a synthesized answer by typing it into a Google Doc shared with the teacher and other classmates. Experiences like this will build student confidence when taking online formative and summative assessments.

4. Budget Narrative

Grantee Name: Mansfield Public Schools

The budget for the program is aligned with activities in the narrative, and is a justified, effective and efficient use of funds. Further, the program described supports two long term district technology goals; 1) providing wireless capacity at all school buildings and 2) moving toward a mobile computing environment for students. The economic climate over the last 6 years has made progress toward those goals difficult. These initiatives have been in place for several years but have moved forward slowly due to budget constraints.

At the beginning of the current economic downturn the District annual technology budget for equipment was reduced by over \$90,000. For the past five years the overall Board of Education budget was flat funded with 0% increases. This year a small increase to the general BOE budget was provided. It has been a time to maintain rather than move ahead with initiatives.

During these tough economic times the Mansfield community also wrestled with decisions about what to do with aging school buildings. Build new? Renovate? Fix it as it breaks? Ultimately the decision was that any long term building plan was not affordable given the economic climate. It was not that there were not long term problems that the community recognized. It was just not the right economic climate.

As the community considered its options, capital projects for schools especially the PK4 schools, were put into a state of limbo. You would not want to invest in the infrastructure of a building when it might be torn down to build a new school. Yet, some progress was made. A one-time saving in insurance allowed the middle school to upgrade wireless; the old equipment was deployed at the PK4 schools to provide limited wireless access. There was there was not enough funds to provide updated systems at the PK4 schools.

Expansion of the free Google Apps for Education was a cost effective strategy to support students and staff working with district and personal mobile devices. We have planned a modest increase in our acquisition of Chromebooks across to expand our Google Apps for Education initiative, but only in two grades due to budget constraints. Beyond a greater ability to administer Smarter balanced Assessments, funds from this grant will allow a more rapid expansion of Google Apps for Education in our classrooms, and a more reliable wireless environment to operate mobile devices at the PK4 schools.

**** DRAFT ****

5. Sustainability

The proposed program will be able to operate for a minimum of two years after state funding has ended. The following factors will guarantee its sustainability:

- The District has made a commitment to a 5 year equipment replacement cycle in its District Technology Plan and held that commitment for over 15 years. Even when tough economic times have made us fall short of this goal it has been a core principal to consistently upgrade and replace equipment over time. This commitment will not change. The proposed program moves the District further down the path of less expensive mobile computer devices for classrooms. The acquisition of the requested computing devices will be assimilated into the existing IT capital budget and replacement cycle.

- The PK4 Wireless upgrade contains many one-time costs. Cabling, access-points, controllers are all one-time fixed costs. Licensing of the Aruba system is lifetime. The only recurring cost for the system is an Arubacare maintenance agreement projected to be \$1000/yr.

- The program is supported by a District IT Team that works in cooperation with the Town IT team, and the E.O. Smith IT Team. Staff is shared between the entities, contributing to shared knowledge and shared expertise. The PK4 wireless project will benefit in knowledge gained when similar systems were installed at the Town level and E.O. Smith. This arrangement will continue, insuring adequate technical expertise during and beyond the funding period.

- The decision by the Town Council to defer spending on school building projects has come with a recognition that core infrastructure needs ongoing funding. The Town Council has made a commitment of \$100,000 in capital money for BOE Technology for a period 5 years. This funding on the capital side will allow greater latitude in the general operating budget to take the start given by this grant funding and expand our use of mobile devices.

- We have committed to the Google Apps for Education strategies for making our students more mobile and providing a backbone technology that allows the use of district owned or personal devices in our schools. The Chromebook has proven to be a cost effective student workstation driving down our cost per machine from a standard PC workstation. With its mobility it provides a better choice than even our virtual workstations. The District is headed in this direction over the next three irrespective of grant funding. Grant funding allows us opportunity to better administer Smarter Balanced Assessments and enhance teaching and learning in our classrooms and move more quickly down the path we have already started.

SECTION C. 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**



Additional copies of this kit are available by calling DESPP/DEMHS Grants Admin Unit at (860) 685-8038

Mail Completed Application To:
Department of Emergency Services and Public Protection
Attention: Kristina Andres
1111 Country Club Road, 3rd floor north
Middletown, CT 06457
E-mail Completed Application To:
schoolsecuritygrant@ct.gov
Subject: **School Security Grant Application**

FOR DESPP/DEMHS USE ONLY

Application Tracking #: _____

Date Received: _____

<p>1. Name of School District Applying for Sub-grant: Mansfield Public Schools</p>	<p>2. Period of Award for this Sub-grant: 1/1/2013 - 9/1/2015</p>
<p>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: Audrey P. Beck Municipal Building City/State/Zip: Storrs, CT 06268 Phone: 860-429-3383 Fax: 860-429-3379 E-mail: RussellJL@mansfieldct.org</p>	<p>4. Official Authorized to Sign for the Applicant: Name: Mr. Fred Baruzzi Title: Superintendent Organization: Mansfield Public Schools Address Line 1: 4 South Eagleville Road Address Line 2: Audrey P. Beck Municipal Building City/State/Zip: Storrs, CT 06268 Phone: 860-429-3350 Fax: 860-429-3379 E-mail: mboesupt@mansfieldct.org</p>
<p>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: Audrey P. Beck Municipal Building City/State/Zip: Storrs, CT 06268 Phone: 860-429-3383 Fax: 860-429-3379 E-mail: RussellJL@mansfieldct.org</p>	<p>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: Audrey P. Beck Municipal Building City/State/Zip: Storrs, CT 06268 Phone: 860-429-3344 Fax: 860-429-3379 E-mail: Cherie.Trahan@mansfieldct.org</p>

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

AUDIT INFORMATION

Please note that the information required for boxes 9 through 13 refers to the sub-grantee's audit cycle.

<p>9. Applicant Fiscal Year End: June 30th</p>	<p>10. Date of Last Audit: December 20, 2012</p>
<p>11. Dates Covered by Last Audit: July 1, 2011 to June 30, 2012</p>	<p>12. Date of Next Audit: December 20, 2013</p>
<p>13. Dates to be Covered by Next Audit: July 1, 2012 to June 30, 2013</p>	

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

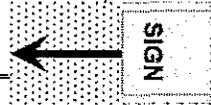
1. List of School(s) to be considered under this grant program:

Name of School: Annie E. Vinton Schools	Address of School: 306 Stafford Road, Mansfield Center, CT 06250	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	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	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	Emergency Plan in Place: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of School:	Address of School:	Emergency Plan in Place: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of School:	Address of School:	Emergency Plan in Place: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of School:	Address of School:	Emergency Plan in Place: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of School:	Address of School:	Emergency Plan in Place: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of School:	Address of School:	Emergency Plan in Place: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of School:	Address of School:	Emergency Plan in Place: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of School:	Address of School:	Emergency Plan in Place: <input type="checkbox"/> Yes <input type="checkbox"/> No

7. I, the undersigned, for and on behalf of the named Public School District, 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: X _____

DATE: _____



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 the equipment, practices, and proactive preparation that will best meet the security needs of the four schools included in this proposal.

The Connecticut State Police and our local municipal Emergency Management Office were essential partners in developing this grant plan. They jointly conducted onsite security assessments of each of these schools and contributed the specific recommendations that are the foundation of this plan.

Our proposal addresses the specific weaknesses identified in the aforementioned security assessments and as documented in detail in the Needs Assessment section of this grant and the attached NCEF 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 is committed to a comprehensive approach that addresses exterior and interior needs. Four goals guide the plan; specifically: (1) Increase monitoring of the school grounds; (2) Restrict building access to authorized persons only; (3) Provide staff with the ability to secure rooms against intruders; and (4) Monitor the building interior. 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 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 significant security concerns.

The above conclusion is supported and documented by the NCEF Safe School Facilities security assessment (attached). First, unauthorized and potentially dangerous individuals and vehicles can gain access to the campus without being seen by staff. Second, the aforementioned individuals can gain entry to the building as we have a high number of exterior entry doors. The risk is particularly significant during high traffic times when doors are frequently opened. Third, once an individual enters the building, staff is unable to readily secure access to portions of the building and both staff and students are at great risk from an intruder as they do not have ready access to securing their location even if they are aware there is an intruder. Finally, the interior surveillance system has limitations that prevent staff from being able to sufficiently monitor our facilities and in some cases the surveillance we do have is of insufficient quality to provide actionable information.

The above documented weaknesses are particularly troubling because these buildings are in particularly 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 620 new residents in apartments in the upper floors of the retail buildings. Finally, these schools include a high number of students and staff. Finally, there are 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 serious security deficiencies and are within the path of potential threats. As such, it is important for the District to monitor and secure the facilities 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.

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: Increase monitoring of the school grounds.

Objectives: (1) Install current version of Milestone security surveillance software to provide flexible and mobile access to exterior surveillance when appropriate to school administrators and security staff as well as first responders in the event of an emergency or incident.

(2) Install additional exterior security surveillance cameras for live viewing and archiving.

(3) Install security signs at school campus traffic and playground areas to enforce prohibition of unauthorized persons on campus grounds. Additionally, install security and safety markings in parking and traffic areas at all four schools.

(4) Train schools administrators, security staff, and first responders in the use of the system.

Goal 2: Restrict building access to authorized persons only.

Objectives: (1) Establish a secure building entry vestibule at the main entrance of each of the four schools. The vestibule will require visitors to pass through a double verification system where they will be verified by audio and video at the exterior of the vestibule and also once again upon entering the vestibule. This double locked vestibule also means that an intruder would have to forcefully break through two different door points. This significantly delays the intruder allowing first responders with time to arrive. The cost at Southeast School is higher because it requires the greatest amount of work to create the secure vestibule whereas the other three schools have a greater amount of existing infrastructure to work with.

(2) Install S 2 electronic access control system to enhance door control reliability and provide school administrator and security staff as well as first responders with flexible and mobile access to door control in the event of an emergency or incident.

(3) Identification of school outside doors with reflective letters and numbers for quick secure identification by first responders and school staff in case of security incident.

(4) Train schools administrators, security staff, and first responders in the use of the system.

Goal 3: Provide staff with the ability to secure rooms against intruders.

Objectives: (1) Install intruder interior door locks to ensure staff can quickly, safely, and securely lock interior doors from inside rooms.

(2) Install a security panic button system that is accessible in all rooms in the four schools to ensure staff can quickly report dangerous intruders/situations and summon assistance.

(3) Install intruder black-out blinds/shades for all classroom and office door windows to hide the presence of students and staff from intruders seeking to do harm.

(4) Train all school staff in the use of the system.

Goal 4: Monitoring the building interior.

Objectives: (1) Install current version of Milestone security surveillance software to provide flexible and mobile access to interior surveillance when appropriate to school administrators and security staff as well as first responders in the event of an emergency or incident.

(2) Install additional interior security surveillance cameras for live viewing and archiving.

(3) 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:

(1) The Connecticut State Police will conduct a follow-up security assessment after installation of each component of the equipment provided by this grant. We will measure for progress relative to our first assessment that was conducted prior to the grant (and is attached to this application). We will note improvements, but if deficiencies continue, we will work to address those deficiencies. Measuring the success of the project will be a joint effort by the local school buildings, the Mansfield School District, the Town of Mansfield, and the local Connecticut State Police office.

(2) Because the District office, the Town, and the local Connecticut State Police office will have direct access to the system, they will document and evaluate each school's use of the system. Documentation can be performed both by announced and unannounced means to ensure compliance. This provides for oversight that measures appropriate use of the security infrastructure and will identify best practices in each school that can be shared with the other schools in the grant project and potentially other Districts throughout the state.

(3) The District's Administrative Council will formally review use of the system on a regular basis to both note successes and identify weaknesses in need of improvement. This Council is empowered to both make policy recommendations to the Mansfield Board of Education and to set administrative regulations concerning school security. The Administrative Council will report on the progress of the project to the Mansfield Board of Education.

Project Schedule: *Estimated Time Line of Project*

Spring/Summer 2013

- Installation of S2 Electronic Door Access Controller System Upgrade & Expansion at the four schools.
- Installation of a total of 13 security surveillance cameras across the four schools.
- Installation of Milestone Enterprise software and video surveillance server at the four schools.

- Installation of interior intruder door locks at the four schools.
- Installation of security signage at the four schools.
- Installation of intruder black-out blinds/shades at the four schools.
- Installation of penetration resistant vestibule at Southeast School.

Spring/Summer 2014

- Installation of Security Panic Button System at the four schools.
- Installation of 13 additional security surveillance cameras across the four schools.

Spring/Summer 2015

- Installation of 13 additional security surveillance cameras across the four schools.

Training for school administrators, school staff, and first responders will be concurrent with each of the above installations to ensure they have the most current knowledge and ongoing training.

The grant provides Districts with the ability to complete full implementation within two years of awarding of the grant. Since the grant is expected to be awarded in early fall, it is likely that the expectation will be that full implementation must be end by September 1, 2015. The Mansfield Public Schools will meet this expectation as documented in the above timeline.

Grant Title: School Security Grant Program

Municipality / School District:	Mansfield Public Schools
School Name:	Annie E. Vinton School
School Address:	306 Stafford Road, Mansfield Center, CT 06250
Proposed Budget Total	\$ 28,142.62

	Grant Funding
<i>Equipment - List all specific equipment purchases that are related to this project and their related costs. Enter amounts in the columns to the right.</i>	
S2 Electronic Door Access Controller System Upgrade & Expansion	
Quantity 2: Communicator Modules for Network Nodes w/ labor	1,855
Quantity 1: Visitor entry system (connection to S2 & lock, prox access reader & installation, intercom installation)	1,490
Quantity 1: Aiphone LEDA Door Security Access Intercom	85
Quantity 1: Electronic Lock w/ labor	500
IP Based Security Surveillance Camera System Upgrade & Expansion	
Quantity 8: Milestone Xprotect Enterprise Video Surveillance Software Licenses	1,592
Quantity 6: Axis M5014 Surveillance Cameras	3,450
Quantity 1: Axis P5512-E Surveillance Camera	1,450
Quantity 1: Axis T91A61 Wall Bracket to mount 5512-E	104
Quantity 1: Axis P5512 Surveillance Camera	1,050
Quantity 2: Surveillance Camera Viewing Monitors, Arms, & Connections	366
Quantity 1: Video Surveillance Server w/ Video Archive Storage (HP ProLiant Gen8)	4,950
Security Panic Button System	
BlazeCast Edu & Campus Bundle, Small	2,606
BlazeCast Licenses & Support	575
Intruder Interior Door Locks	
Quantity 10: Locks and installation (interior room locking)	2,220
Security Signage	
Security signs at school campus traffic and playground areas	384
Identification of school outside doors w/ reflective letters/numbers for quick secure identification incase of security incident.	430
Security and Safety Markings in parking and traffic areas at all schools.	1,083
Intruder black-out blinds/shades	
Intruder black-out blinds/shades for all classroom and office door windows.	3,953
	\$ 28,143
<i>Training - Please include the the Training expenses related to this project. List appropriate expenses and the related costs in the column to the right.</i>	

Grant Title: School Security Grant Program

Municipality / School District:	Mansfield Public Schools
School Name:	Dorothy C. Goodwin School
School Address:	321 Hunting Lodge Road, Storrs, CT 06268
Proposed Budget Total	\$ 27,026.02

	Grant Funding
Equipment - List all specific equipment purchases that are related to this project and their related costs. Enter amounts in the columns to the right.	
S2 Electronic Door Access Controller System Upgrade & Expansion	
Quantity 1: Communicator Modules for Network Nodes w/ labor	928
Quantity 1: Visitor entry system (S2 expansion module, connect to lock, prox access reader & install, intercom installation)	2,550
Quantity 1: Iphone LEDA Door Security Access Intercom	85
Quantity 1: Electronic Lock w/ labor	500
IP Based Security Surveillance Camera System Upgrade & Expansion	
Quantity 7: Milestone Xprotect Enterprise Video Surveillance Software Licenses	1,393
Quantity 6: Axis M5014 Surveillance Cameras	3,450
Quantity 1: Axis P5512-E Surveillance Camera	1,450
Quantity 1: Axis T91A61 Wall Bracket to mount 5512-E	104
Quantity 2: Surveillance Camera Viewing Monitors, Arms, & Connections	366
Quantity 1: Video Surveillance Server w/ Video Archive Storage (HP ProLiant Gen8)	4,950
Security Panic Button System	
BlazeCast Edu & Campus Bundle, Small	2,606
BlazeCast Licenses & Support	575
Intruder Interior Door Locks	
Quantity 10: Locks and installation (interior room locking)	2,220
Security Signage	
Security signs at school campus traffic and playground areas	384
Identification of school outside doors w/ reflective letters/numbers for quick secure identification incase of security incident	430
Security and Safety Markings in parking and traffic areas at all schools	1,083
Intruder black-out blinds/shades	
Intruder black-out blinds/shades for all classroom and office door windows	3,953
	\$ 27,026
Training - Please include the the Training expenses related to this project. List appropriate expenses and the related costs in the column to the right.	

Grant Title: School Security Grant Program

Municipality / School District:	Mansfield Public Schools
School Name:	Southeast School
School Address:	134 Warrenville Road, Mansfield Center, CT 06250
Proposed Budget Total	\$ 70,427.62

	Grant Funding
Equipment - List all specific equipment purchases that are related to this project and their related costs.	
Enter amounts in the columns to the right.	
S2 Electronic Door Access Controller System Upgrade & Expansion	
Quantity 2: Communicator Modules for Network Nodes w/ labor	1,855
Quantity 1: Visitor entry system (connection to S2 & lock, prox access reader & installation, intercom installation)	1,490
Quantity 1: Alphone LEDA Door Security Access Intercom	85
Quantity 1: Electronic Lock w/ labor	500
IP Based Security Surveillance Camera System Upgrade & Expansion	
Quantity 7: Milestone Xprotect Enterprise Video Surveillance Software Licenses	1,393
Quantity 6: Axis M5014 Surveillance Cameras	3,450
Quantity 2: Axis P5512-E Surveillance Cameras	2,900
Quantity 2: Axis T91A61 Wall Bracket to mount 5512-E	208
Quantity 2: Surveillance Camera Viewing Monitors, Arms, & Connections	366
Quantity 1: Video Surveillance Server w/ Video Archive Storage (HP ProLiant Gen8)	4,950
Security Panic Button System	
BlazeCast Edu & Campus Bundle, Small	2,606
BlazeCast Licenses & Support	575
Intruder Interior Door Locks	
Quantity 10: Locks and installation (interior room locking)	2,200
Penetration Resistant Vestibule	
Construction labor and materials to create penetration resistant vestibule at visitor entrance.	42,000
Security Signage	
Security signs at school campus traffic and playground areas.	384
Identification of school outside doors w/ reflective letters/numbers for quick secure identification incase of security incident.	430
Security and Safety Markings in parking and traffic areas at all schools.	1,083
Intruder black-out blinds/shades	
Intruder black-out blinds/shades for all classroom and office door windows.	3,953
	\$ 70,428
Training - Please include the the Training expenses related to this project. List appropriate expenses and the	

Grant Title: School Security Grant Program

Municipality / School District:	Mansfield Public Schools
School Name:	Mansfield Middle School
School Address:	205 Spring Hill Road, Storrs, CT 06268
Proposed Budget Total	\$ 57,200.67

	Grant Funding
<i>Equipment - List all specific equipment purchases that are related to this project and their related costs. Enter amounts in the columns to the right.</i>	
S2 Electronic Door Access Controller System Upgrade & Expansion	
Quantity 1: S2 Extreme 32 Port Controller w/ labor	3,365
Quantity 2: Communicator Modules for Network Nodes w/ labor	1,855
Quantity 1: Visitor entry system (S2 expansion module, connect to lock, prox access reader & install, intercom installation)	2,550
Quantity 1: Aliphone LEDA Door Security Access Intercom	85
Quantity 1: Electronic Lock w/ labor	500
IP Based Security Surveillance Camera System Upgrade & Expansion	
Quantity 1: Milestone Enterprise Software Upgrade	5,700
Quantity 18: Milestone Xprotect Enterprise Video Surveillance Software Licenses	3,582
Quantity 15: Axis M5014 Surveillance Cameras	8,625
Quantity 2: Axis P6512-E Surveillance Cameras	2,900
Quantity 1: Axis P5534-E Surveillance Camera	2,725
Quantity 3: Axis T91A61 Wall Bracket to mount 5512-E & 5534-E	312
Quantity 4: Surveillance Camera Viewing Monitors, Arms, & Connections	732
Quantity 1: Video Surveillance Server w/ Video Archive Storage (HP ProLiant Gen8)	4,950
Security Panic Button System	
BlazeCast Edu & Campus Bundle, Small	2,606
BlazeCast Licenses & Support	575
Intruder Interior Door Locks	
Quantity 20: Locks and installation (interior room locking)	4,440
Security Signage	
Security signs at school campus traffic and playground areas.	768
Identification of school outside doors w/ reflective letters/numbers for quick secure identification incase of security incident.	859
Security and Safety Markings in parking and traffic areas at all schools.	2,166
Intruder black-out blinds/shades	
Intruder black-out blinds/shades for all classroom and office door windows.	7,905
	\$ 57,201
<i>Training - Please include the the Training expenses related to this project. List appropriate expenses and the related costs in the column to the right.</i>	

