



OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Avon Public Schools

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Gary S. Mala
SUPERINTENDENT OF SCHOOLS

January 20, 2013

Dear Parents, Staff and Concerned Citizens:

I am pleased to communicate with you again and hope you are enjoying the winter season as it captured our attention this past week.

At the last meeting of the Board of Education, its members unanimously approved advancing the next two phases of recommendations to improve the safety and security equipment and systems in the district's schools. These recommendations were approved as a parallel/additional request to the already submitted items included in the Capital Improvement Budget request for funding in 2013-2014. The CIP budget requests should not be confused with specifics requested for funding in the 2013-2014 Board of Education Proposed Budget, which was submitted to the Town Manager pursuant to the annual budget development process established for our town.

The Town Manager, Superintendent of Schools and Assistant Superintendent for Finance & Operations participated in a state-wide security symposium on January 7, 2013, and a meeting of the Avon Town Manager, Avon Chief of Police, Avon Director of Emergency Management, Chief of Avon Volunteer Fire Department, Director of the Avon Department of Public Works and district officials was held on January 9, 2013. The following list of recommendations was compiled after a preliminary safety and security audit of all schools, which was led by the Assistant Superintendent for Finance & Operations, and are approved for additional consideration by the Town Manager and Town Council:

Please note that this list represents one that has drawn upon the knowledge base, skills, training and experience of the heads of all of Avon's emergency departments working cooperatively and collaboratively with school district staff. This is and always will be a work in progress as we, as one community, work to preserve the safe and secure environments we are accustomed to frequenting.

Phase II Recommendations (As of January 15, 2013):

1. Maintain annual training in emergency response procedures for all faculty and staff including but not limited to substitute staff, volunteers, student teachers, coaches, advisors and after school program supervisors (district and non-district).
STATUS: Complete
2. Maintain annual training in emergency response procedures for all students.
STATUS: Complete
3. Implement use of identification cards for all faculty and staff, volunteers, visitors and student teachers.
STATUS: To be completed by February 1, 2013.
4. Maintain unarmed security at Avon High School on scheduled school days (during school hours and after).
STATUS: Complete

5. Implement system whereby all classroom doors are maintained in a locked position at all times.
STATUS: Complete
6. Request random exterior patrols of all schools by Avon Police Department.
STATUS: Process for making such requests complete.
7. Request unannounced random “walk-throughs” of all schools by Avon Police Department.
STATUS: Process for making such requests in place. Reported as existing practice.
8. Provide interior master key to all faculty and staff to allow staff access to all rooms designated (cost included in #12). Note: Duplication and distribution of keys commenced week of January 6, 2013.
STATUS: To be completed by February 1, 2013.
9. Install District anonymous “tip line” to facilitate proactive system for communications.
STATUS: To be completed by January 25, 2013.
10. Maintain “Frequently Asked Questions” section on District and Town Websites.
STATUS: Complete
11. Conduct Request for Proposals (bids) for Security Audit (communication systems, locking mechanisms and video surveillance systems) of all schools.
STATUS: Request specifications to be completed by January 25, 2013.
12. Rekey all exterior doors and identified interior rooms (“head end” rooms, utility closets, etc.) with new master key and log access to all master keys.

AHS	\$1,560
AMS	\$ 600
TBS	\$ 540
RBS	\$ 780
PGS	<u>\$ 780</u>

\$ 4,260 Note: Being implemented week of January 6, 2013 within current budget.

Note: Alternate – Included schools on system used to secure Town Hall, Police Department, Fire House, DPW and Library (see #18 below).

STATUS: To be completed by February 1, 2013 using appropriated district operating budget funds.

13. Update radio system and propose in 2013-2014 Capital Budget Request (currently requested for CIP funding in 2014-2015). District-wide: \$58,000 * * Current CIP Request
STATUS: To be submitted to Board of Education for approval to submit to Town Manager and Town Council for consideration. Under review with local Department of Emergency Management and its external consultant.
14. Install audible alarms on all exterior doors.

AHS	\$15,002	(52 x \$288.50)
AMS	\$ 5,770	(20 x \$288.50)
TBS	\$ 5,193	(18 x \$288.50)
RBS	\$ 7,501	(26 x \$288.50)
PGS	<u>\$ 7,501</u>	(26 x \$288.50)

\$40,967 **

** - New CIP Request for 2013-2014

STATUS: To be submitted to Board of Education for approval to submit to Town Manager and Town Council for consideration.

15. Install annunciator panels in all schools to provide visual monitoring of audible alarms on all exterior doors.

AHS	\$ 9,200
AMS	\$ 6,600
TBS	\$ 6,200
RBS	\$ 6,200
PGS	\$ 6,200
	<u>\$34,400**</u>

** - New CIP Request for 2013-2014 or 2012-2013

STATUS: To be submitted to Board of Education for approval to submit to Town Manager and Town Council for consideration.

16. Install primary locking hardware in each classroom to allow locking doors from inside.

AHS	\$11,250	(modify 75 existing doors x \$150)
AMS	\$20,000	(install 80 new door hardware x \$250)
TBS	\$ 0	(no new hardware needed)
RBS	\$12,500	(install 80 new door hardware x \$250)
PGS	\$ 9,000	(modify 60 existing doors x \$150)
	<u>\$52,750 **</u>	

** - New CIP Request for 2013-2014

STATUS: To be submitted to Board of Education for approval to submit to Town Manager and Town Council for consideration.

17. Expand the presently installed video surveillance system at Police Department, Fire Stations, Department of Public Works Facility and Library to identified locations at all schools. Maintain recordings on district network servers for specified period of time.

AHS	\$ 7,800	(6 x \$1,300)
AMS	\$ 3,900	(3 x \$1,300)
TBS	\$ 3,900	(3 x \$1,300)
RBS	\$ 3,900	(3 x \$1,300)
PGS	\$ 3,900	(3 x \$1,300)
Software	\$ 20,000	
	<u>\$ 43,400**</u>	

** - New CIP Request for 2013-2014

STATUS: To be submitted to Board of Education for approval to submit to Town Manager and Town Council for consideration.

Phase III Recommendations (In Process):

18. Secure pricing to equip all school facilities with the external keying system presently in place in all town operated buildings.

STATUS: Under review with Department of Public Works and its external consultant.

19. Secure pricing to install wire mesh glass at identified locations in all schools.

STATUS: To be reviewed via Request for Proposals (bids) for security audit of all schools.

20. Inform Town Manager of concerns raised by Parent Teacher Organization Leadership regarding lack of cellular service at Roaring Brook School. Intermittent service also present at Avon High School.

STATUS: Complete

Plans not being considered and recommended at this time (requires consultation with emergency personnel and related consultants):

21. Secure pricing to install anti-ballistic glass at identified locations.

22. Secure pricing to maintain unarmed security at all schools.
23. Secure pricing to maintain armed police at all schools.
24. Secure pricing for maintaining manned external security kiosks at entrances to all school.

In other school related business, the Board of Education unanimously approved the 2013-2014 School Calendar. It is now available on the district website at www.avon.k12.ct.us. A copy has been attached to this communication for your convenience.

In keeping with our desire to be proactive with our communications by hosting public information sessions regarding the many important changes impacting our schools, the Communication Subcommittee of the Board of Education is hosting a session during which the Common Core State Standards will be reviewed and discussed. This Public Information Session is scheduled for Tuesday, February 12, 2013 at 7:00 p.m. at the Avon Free Public Library.

During this session, various members of the district's faculty and staff will explain how the newly adopted Common Core State Standards are being incorporated into the district's on-going curriculum revision process as well as their impact on future teaching and learning expectations for student, faculty and staff. If you wish to gain a preliminary understanding of these standards and how they are being implemented, you may do so by visiting <http://www.corestandards.org/> or <http://www.sde.ct.gov/sde/cwp/view.asp?a=2618&q=322592>.

As announced previously, kindergarten registration for incoming students for the 2013-2014 school year is scheduled to begin. Children whose 5th birthday falls on or before December 31, 2013 are eligible to attend kindergarten in the Fall of 2013. Parents of eligible preschoolers are asked to register their child no later than Friday, March 15, 2013 at the Avon Board of Education Offices, 34 Simsbury Road. Registration information and the necessary forms are available on the district website. The Avon Board of Education registration office is open Monday through Friday from 8:00 a.m. to 4:00 p.m. If you have any questions, please contact Cindy Werner at 860-404-4700, by email at cwerner@avon.k12.ct.us, or by stopping by the Avon Board of Education Offices. Kindergarten parent orientation meetings will take place at Roaring Brook School on Wednesday, March 6, 2013 at 7:00 p.m. (snow date of Thursday, March 7) and at Pine Grove School on Thursday, March 7, 2013 at 7:00 p.m. (snow date of Thursday, March 14).

Last and certainly not least, I wish to take this opportunity to clarify how the operation of the "open campus" at Avon High School is managed by the schools' administration. Recently, I have been asked to provide clarification regarding this practice. To place this concept in the proper historical context, it has been explained to me that the implementation dates back to a time when the school's cafeteria was under renovation and students had very limited access during the scheduled lunch waves. In response, the building's administration implemented an "open campus" as a privilege offered to our twelfth graders. This privilege of the "open campus" has remained accessible to seniors since that time. The current "open campus" privilege allows seniors to report to school according to when they are scheduled to have their first class and allows them to leave the school property when they have back to back periods free (also referred to as "opens"). This is likely to occur in combination with a scheduled lunch period. There is a sign-in and sign-out system in place for students entering and exiting the campus at all times during school hours. This system has recently been improved as a part of the Phase I recommendations recently implemented at our high school.

As not to confuse the definition of an "open campus" with what one may deduce when hearing this terminology, I wish to take a moment to explain what it is not. Specifically, the "open campus" model currently in place at Avon High School does not allow random entry to the building by individuals not conducting school related business. Prior to having the doors secured during and after school hours, it was possible for individuals to enter the building through its various entrances/exits without being greeted and asked to sign-in. This was recently changed when the decision to lock the school doors was made and the installation of audio/visual buzzer equipment was completed. The entry to the Avon High School building is

now secured after having implemented the steps written about in previous communications. I appreciate your cooperation for insuring that these processes are adhered to properly.

Thank you for your continued support and enjoy a productive week.

I remain very truly yours,

A handwritten signature in cursive script that reads "Gary".

Gary S. Mala
Superintendent of Schools