

To: Members of the IAQ/TfS and Safety Committee

Brian Kallio ----- Director of Maintenance & Facilities
Mary Rollins ----- School Nurse
Andrea Kelly ----- Library/Reading Integration Teacher
Alyson Paige ----- 7th-8th Grade Science Teacher
Diana M. Ingraham ----- Board of Education
Amy L. Suffoletto ----- Principal
Ron Millovitsch ----- Selectman

Copy to: Tracey Hansen, Lloyd A. Johnson, Ph.D., Jason Neri (Parent), Jeff Grundt (CIRMA),
Rachel Ricard, and Dee Dee Jackman

From: Adam S. Burrows ----- Superintendent of Schools

Re: Meeting on Wednesday, February 6, 2019 at 10:00 a.m. in the Central Office Meeting Room

===== **Agenda** =====

1. *Purpose of IAQ/TfS/Safety Committee and annual state requirements*
2. *Minutes of the IAQ-TfS-Safety Meeting held on 10-3-18*
3. *Energy Costs: heating fuel, electricity, and propane*
4. *Monthly Safety Inspections by Brian Kallio*
5. *Monthly IAQ-TfS-Safety Reports by A. Burrows to the Board of Education*
6. *DEF Energy Audit approved by Ever Source*
7. *School Office HVAC system*
8. *Heating Oil Tank Replacement*
9. *Five-Year Radon Inspection*
10. *Water Inspections are required every ninety calendar days (quarterly)*
11. *Current 2018-2019 Budget: playground mulch, A/C, plumbing, central office alarm, and others*
12. *2019-2020 Maintenance Budget: needs and projected expenditures*
13. *Five-Year Facilities Plan*
14. *Voluntown Capital Improvement Plan for the Town and the Public School System*
15. *2018-2022 Board of Education Strategic Plan*
16. *Use of Facilities: Farmers Market, Garden Club, EMT personnel, Community Events, etc.*
17. *IAQ/TfS/Safety – School Website Information*
18. *Hazardous material inspections*
19. *Green Cleaning*
20. *Other*
21. *Suggestions for the next IAQ/TfS/Safety Committee meeting*
22. *Adjournment*

IAQ/TfS (Indoor Air Quality/Tools for Schools) and Safety Committee is a preventative and proactive program developed by the Federal Department of Environmental Protection Agency (EPA) to monitor and improve indoor air quality (IAQ) in school buildings. *Tools for Schools (TfS)* builds indoor air quality awareness throughout the school community, focuses on low-cost, common sense solutions, and encourages careful resource planning so that long-term indoor air quality issues can be remedied.

The Board of Education approved an IAQ/TfS Policy #3512 requiring our school district to establish an indoor environment resource team to implement air quality guidelines. We have successfully implemented and met the requirements of the IAQ/TfS program by completing a training course and updates presented to VES faculty and staff by the State Department of Health.

This committee reviews all safety issues and publishes minutes to accurately document how our school system consistently complies with the State of Connecticut Worker Compensation requirements for an annual audit.

(Drafted by ASB on 2-1-19)