

Description of a Robust Connecticut District Tools for Schools Program

- Each school building has a full team consisting of at least one administrator, teacher, school nurse, head custodian and parent. Middle/High schools have at least one student member. Each team should have a coordinator or 2 co-coordinators.
- The team(s) have undergone the 2 part, 5-hour Implementation Training conducted by the CT Dept of Public Health/ CT School Indoor Environment Resource Team. The building teams should have refresher training every 3 to 5 years (email kenny.foscue@ct.gov or joan.simpson@ct.gov to schedule trainings).
- The teams complete the yearly TfS assessment process, which is as follows:
 1. Early in the fall, the school district TfS leaders should have a “Kick-off “ meeting of the teams to find out about IAQ improvements made during the summer, plan the year’s activities including communicating with the school community.
 2. At least once a year, preferably during the fall, the TfS checklists should be distributed to and collected from the appropriate staff. It is highly recommended that the teachers checklist be put in an electronic survey format (like Survey Monkey), and placed on the district intranet site. The teachers would then be alerted by email to fill out the checklist on-line. District IT staff can then produce and distribute reports to the team coordinators.
 3. The results of the checklists should be mapped on a blueprint/map of the school. This allows for prioritizing the walkthrough investigation.
 4. At least once a year, a walkthrough investigation should be conducted in each school facility. It is recommended that a representative of the local health department be invited.
 5. The results of checklists and walkthrough investigation are prioritized, based on severity of need and cost, with a focus on no or low cost solutions. A list of recommendations is developed.
 6. The assessment results, including the checklists summary, blueprint map, walkthrough investigation summary and the recommendations are put into a report and given to the administration.
 8. Action is taken on report recommendations. Improvements made are communicated to school staff and parents.
 9. Once a year, a report is given at a Board of Education meeting regarding Tools for Schools activities, including recommendations that may reflect on future budgets or capital improvement plans.
- The District has an ongoing communication plan regarding school environmental issues. This should include the use of the district and individual school web sites.