Regular Meeting

Tuesday, November 15, 2016 7:00 PM
Town Hall, Council Chambers Please click the link below to join the webinar: https://us02web.zoom.us/j/85191945173 Or Telephone: +1 646 558 8656 or +1 301 715 8592 Webinar ID: 851 9194 5173 , 275 Broad Street, Windsor, CT 06095

1. **Call to Order, Pledge to the Flag and Moment of Silence**
2. **Recognitions/Acknowledgements**

a. Recognition--Jordan Tyburski, Semifinalist in the 2017 National Merit Scholarship Program

b. CAPSS Student Leadership Awards for Sage Park Middle School--Ayana Shrestha, Academic Excellence; Leonardo Sanchez, Leadership; Maryam Choudhury, Community Service

c. CAPSS Student Leadership Awards for Windsor High School--Jordan Tyburski, Academic Excellence; Amani Jorgensen, Leadership; Raymond Sanderson, Community Service

3. **Audience to Visitors**
4. **Student Representative Report**
5. **Board of Education**

a. President's Report
b. School Liaison Reports

1. Windsor High School
2. Sage Park Middle School
3. Clover Street School
4. John F. Kennedy School
5. Oliver Ellsworth School
6. Poquonock School

6. **Superintendent's Report**

a. Program of Studies 2017-2018--Proposed Changes
b. Curriculum Development, 2nd Reading

1. African-American History
2. Creative Writing
3. Public Speaking

c. Policy Adoption, 2nd Reading

1. Revised P 4112.3 Employment Checks
2. New P 1331 Prohibition Against Smoking
3. Revised P 1371 Possession of Deadly Weapons or Firearms
4. Revised P 4118.11 Non-Discrimination (Personnel)
5. New P 5141.27 Policy Regarding Automatic External Defibrillators
6. Revised P 6114.7 School Security and Safety
7. Revised P 5125 Confidentiality and Access to Education Records

d. Policy Deletion, 2nd Reading

1. P 6155 Class Examinations
2. P 5113.21 Attendance - Call Back Service

e. Budget Assumptions FY 18 (1st Reading)

7. **Committee Reports**

a. Curriculum Committee
b. Finance Committee
c. Policy Committee

8. **Consent Agenda**

a. Financial Report
b. Enrollment Report

c. Food Service Report
d. Human Resources Report
9. **Approval of Minutes**
a. October 11, 2016 Special Meeting
b. October 18, 2016 Regular Meeting
c. November 1, 2016 Special Meeting
10. **Other Matters/Announcements/Regular BOE Meetings**
a. BOE Curriculum Committee, Thursday, December 1, 2016, 4:30 PM, LPW, Room 17
b. BOE Technology Committee, Thursday, December 1, 2016, 6:30 PM, LPW, Room 17
c. BOE Policy Committee, Monday, December 5, 2016, 6:00 PM, LPW, Room 17
d. BOE Special Meeting, Tuesday, December 6, 2016, 6:30 PM, LPW, Board Room
e. BOE Long Range Planning Committee, Monday, December 12, 2016, 6:30 PM, LPW, Room 17
f. Next BOE Meeting is Tuesday, December 20, 2016, Public Forum on Budget Process at 6:30 PM and Regular Meeting at 7:00 PM, Town Hall, Council Chambers
11. **Audience to Visitors**
12. **Adjournment**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: November 15, 2016

Prepared By: Lori Foote-Mitchell **Presented By:** Uyi Osunde/Lori Foote-Mitchell

Attachments: Draft Program of Studies Updates 2017-2018

Subject: WHS Program of Studies 2017-2018

Background:

The Windsor High School Program of Studies for 2017-2018 is being presented at the BOE meeting on November 15, 2016. The draft Program of Studies includes the new/revised course(s) presented this evening to the Board of Education. The changes are:

- Addition of Robotics I
- Addition of Robotics II
- Addition of Personal Finance II
- Addition of Aerospace Science 3 - Introduction to Global Awareness/Life Skills and Career Opportunities
- Change to Sculpture 1
- Change to Art Department Description Page
- Change to Jewelry Design 2
- Change to AP Art
- Change to Ceramics 1
- Changes to Ceramics 2
- Change to Drawing 3
- Change to Pre-AP Art
- Change to Painting 1
- Change to Painting 2
- Change to Sculpture 2
- Change to Marketing 1 CWE
- Change to Accounting 2 CWE
- Change to Intro to Healthcare Services
- Change to Creative Writing
- Change to Public Speaking
- Change to AP English Language and Composition
- Change to AF JROTC Department Description Page
- Change to Aerospace Science 1
- Change to Aerospace Science 2
- Change to Microbiology and Disease
- Change to Recording Techniques 1
- Change to Recording Techniques 2
- Change to Stagecraft
- Change to AP Mechanical Physics
- Change to AP Electricity and Magnetism Physics
- Change to African-American History and Culture

Status:

N/A

Recommendation:

That the Board of Education approve the proposed changes to the WHS Program of Studies for a 1st Reading, waiving the 2nd Reading.

Reviewed by:_____ **Recommended by the Superintendent:** [signature]

Agenda Item # 6a.

Windsor High School
Program of Studies Changes
2017-2018

ADDITIONS

➤CAREER & TECH ED

- *Robotics I* 0.5 Credit, College
  Robotics is one of the fastest growing industries in the world. Knowledge in robotics engineering requires a mix of backgrounds, including mechanical, electrical, and programming. The Robotics 1 course merges these disciplines and takes a hands-on approach involving the design, construction, and programming of robots following the engineering design process. Students will learn promising new applications of technology, along with related principles of Science, Technology, Engineering, and Mathematics (STEM) in a critical thinking and problem-solving experience.

- *Robotics II* - Prerequisite: Robotics I 0.5 Credit, Honors
  Students who have succeeded in Robotics I are encouraged to sign up for Robotics II, which continues to advanced robotic concepts. Students will go beyond the fundamentals of robotic systems and apply their knowledge to create solutions to real world challenges and problems. Students will create custom robotic designs using modeling software,engineer their design, and refine it to successfully solve a problem. Students will also explore how to program a robot to run autonomously.

- *Personal Finance II* - Prerequisite: Personal Finance I 0.5 Credit, Honors
  This second level course provides a hands-on, interactive approach to life skills management of personal finance and insurance. Using life skills management concepts, the student will be exposed to strategies for personal financial planning, successful money management (savings strategies, managing debt), and personal risk management (life insurance, health insurance, property and casualty insurance). Following an overview and study of life skills management concepts, the student will apply life skills management in the business environment. Students will create their own personal financial plan and digital personal finance portfolio. Students will include their results from personal finance simulations and the Stock Market Game, then present the plan as a final project.

➤JROTC

- *Aerospace Science 3 (AF JROTC) - Introduction to Global Awareness/Life Skills and Career Opportunities.*
  Open to Grades 9-12. No Prerequisite. 1.0 Credit, College
  20% of class time is devoted to physical fitness/wellness activities. The Global Awareness portion of the curriculum will explore various areas of the world, and explore culture, religion, government, economic and geographic studies for the Middle East, Asia, Africa, South America and Europe. The Life Skills portion covers managing money, budgeting, banking, managing credit, job searches, the college search process, interview skills and various career opportunities.

Windsor High School
Program of Studies Changes
2017-2018

CHANGES

➤ART

- **Course Description Change** - *Sculpture 1* - This Proficient level course picks up where Art Foundations leaves off. Sculpture 1 introduces students to the elements and principles of design through the study and manipulation of three-dimensional media. Traditional sculpture materials and techniques will be explored. This course uses materials and tools that require mature and responsible handling. Sculpture work requires dexterity, self-discipline and attention to details. Each unit consists of Research, Design Development, Construction and Reflection. This course is highly recommended for students interested in developing a sculpture portfolio for AP Studio Art or pursuing a career in Design, Engineering or Architecture.

- **Department Description Page Change** - *Career Directions in Art* - Courses in the WHS Art Department prepare students for Connecticut Arts & Media Career Cluster. Jobs in the Arts and Media Career Cluster involve designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services. There are more than 2.1 million artists in the United States work force, including (but not limited to) fine artists, industrial designers, commercial artists, art directors, cinematographers, web designers, illustrators, curators, photographers, animation artists, 3D modeling artists, videographers, fashion designers, and art instructors. WHS Art Department Accomplished and Advanced level courses focus on career paths with the potential for college visits, professional speakers and job shadowing opportunities. For more information, please visit the Careers in Art section of our department website: http://bit.ly/whsart.

- **Course Description Change** - *Jewelry Design 2* - Add the sentence "Not offered in 2017-2018."

- **Course Description Change** - *Art, AP* - This college level foundations course completes the second half of the AP Art curriculum and exam requirements begun in Pre-AP Art. Here, students develop a concentration portfolio. Each student pursues their own thematic and artistic investigation over the span of the year that culminates into the presentation of a body of artwork that is viewed as a visual essay. Students design their own artistic problems to solve and essential questions to examine under the guidance of the instructor. This course is recommended for those who plan to pursue a career in the Arts & Media Cluster. Students are required to submit an AP Art Portfolio to the AP Studio Art Exam. Successfully passing the AP Studio Art Exam can result in college credits.

- **Course Description Change** - *Ceramics 1* - This Proficient level course picks up where Art Foundations leaves off. The expressive qualities of the clay medium are explored through basic building processes with a significant focus on 3D Design characteristics and the sculptural design possibilities of clay. Low-fire Earthenware Clay is the dominant media: wedging, pinching, slab-rolling, drape-molding and

extruding are the basic processes covered. Glazing techniques and surface treatments are investigated. Three-dimensional forms that explore both functional and sculptural concepts are developed. This course uses materials and tools that require mature and responsible handling. Each unit consists of Research, Design Development, Problem solving/Construction and Critical Analysis/Reflection. Successful completion of this course qualifies students to take Ceramics 2 or Sculpture 2.

- **Course Description Change** - *Ceramics 2* - This Accomplished level course picks up where Ceramics 1 leaves off. The expressive qualities and sculptural potential of the clay medium are explored. Low-fire Earthenware Clay is the dominant media with an emphasis on wheel throwing techniques, advanced hand-building techniques and sophisticated surface treatments. Three-dimensional ceramic forms will focus primarily on sculptural concepts. This course uses materials and tools that require mature and responsible handling. Each unit consists of Research, Design Development, Problem Solving/Construction and Critical Analysis/Reflection. Successful completion of this course qualifies students to take Pre-AP Art in order to develop a ceramic portfolio in AP Studio Art.

- **Course Description and Prerequisite Change** - *Drawing 3* - Prerequisite to include: or "approval of instructor". Course Description: This advanced year-long course picks up where Drawing 2 leaves off. Students will be challenged to grow technically as they expand their critical and creative thinking skills through opportunities to work with linear perspective, complex organic forms, interior spaces, reflective objects and personal still lifes. Students will be empowered to use their knowledge base to make informed decisions regarding media, subject matter and composition as they complete portfolio quality pieces. With a continued focus on technique, this course provides a college level experience in Drawing. This course is highly recommended for students interested in developing a portfolio for AP Studio Art, earning UCONN Credit or pursuing a career in any major field of art. This course completes the requirements for UCONN Art 1030: Drawing 1 and successful completion may qualify students for University of Connecticut credit as part of the Early College Experience program.

- **Course Description Change** - *Art, Pre-AP* - Students who have demonstrated high achievement in previous art or photography courses and a mature response to challenging assignments may take this course. Students will select a portfolio area of either Photography, 2D or 3D Art (based on previous course experience). A wide breadth of forms of visual expression will be explored through assignments developed around contemporary issues and themes. All activities focus on critical and creative thinking with the goal of developing each student's individual artistic voice. This course completes the first half of the AP Art curriculum and exam requirements. This course is recommended for students considering a career in any field of Arts & Media.

- **Course Description Change** - *Painting 1* - This Accomplished level course addresses color theory and advanced composition through painting techniques. Traditional and contemporary painting techniques for tempera, watercolor and acrylic painting media

are explored. Each unit consists of Research, Design Development, Problem Solving/Creating and Critical Analysis/Reflection. Successful completion of this course qualifies students to take Pre-AP Art in order to eventually develop a painting portfolio in AP Art. This course is highly recommended for students interested in developing a portfolio for college admissions in order to pursue a career in any major field of art or design.

- **Course Description Change** - *Painting 2* - This Accomplished level course picks up where Painting 1 leaves off with more advanced explorations of color theory, composition and painting techniques. Each unit consists of Research, Design Development, Problem Solving/Creating and Critical Analysis/Reflection. Successful completion of this course qualifies students to take Pre-AP Art in order to eventually develop a painting portfolio in AP Art. This course is highly recommended for students interested in developing a portfolio for college admissions in order to pursue a career in any major field of art or design.

- **Course Description and Prerequisite Change** - *Sculpture 2* - Prerequisite Change- Either Sculpture 1, Jewelry Design 1 or Ceramics 1. Course Description Change - Adjust 4th sentence in description, to read "...Sculpture 1, Jewelry Design 1 or Ceramics 1..."

➤**CAREER & TECH ED**

- **Course Description Change** - *Marketing 1 CWE* - Offered in 2017-2018.

- **Course Description Change** - *Accounting 2 CWE* - Offered in 2017-2018.

- **Course Description Change** - *Introduction to Health Care Services* - This course serves as an introduction to a variety of levels of health care services and specialties. Topics include: a history of health care, medical terminology, basic health care procedures, techniques and practices including taking vital signs, medical ethics, integrative medicine, basic anatomy and physiology, gerontology and infectious disease and control. **Students completing this course can receive College Career Pathways credit from Capital Community College.**

➤**ENGLISH**

- **Course Description Change** - *Creative Writing* - Creative Writing is a semester-long elective English class that is an intensive writing workshop. Students will develop skills to thoughtfully create prose, drama, and poetry. They will explore the pleasures and rigors of writing creative nonfiction and will demonstrate a mastery of self- and peer-editing skills. Students will also cultivate a beginning knowledge of publication. Students in this course should be interested in writing for their personal enjoyment or for future endeavors. Developing a portfolio of writing is a required element.

Windsor High School
Program of Studies Changes
2017-2018

- **Course Description Change** - *Public Speaking* - Public Speaking is designed to develop a student's ability to effectively communicate as a speaker and to adapt his or her communication strategies appropriately to suit the needs of the situation and setting. This project-based course encourages students to employ a variety of strategies as speakers and listeners to set rules for collegial discourse in order to: (1) promote civil, democratic discussions, (2) encourage effective decision-making and goal-setting, and (3) foster the qualities of leadership. Students will research and prepare materials that propel conversations, stimulate thoughtful, well-reasoned exchanges, build on others' ideas, probe reasoning and evidence, and recognize and honor divergent and creative perspectives while working to clarify, verify, and challenge ideas.

- **Course Description Change** - *English Language and Composition* - Removal of the line "Students will study major writers."

➤**JROTC**

- **Department Description Page Change** - Replace paragraph 1 with: "Air Force Junior ROTC is a 1-4 year program for Windsor High School Students. It provides a two-tiered academic focus: Aerospace Science is one piece. Leadership/Citizenship skills is the remaining point of focus. For 2017-18, the academic course offering is Aerospace Science 3: An Introduction to Global Awareness / Life Skills and Career Opportunities."
- **Department Description Page Change** - Replace paragraph 7 with: "For 2017-18, a single course will be offered; Aerospace Science 3. This is a course that will work to expand individual's knowledge of Global Awareness / Life Skills and Career Opportunities. There is no prerequisite."
- **Course Description Change** - *Aerospace Science 1* - Not offered in 2017-2018.
- **Course Description Change** - *Aerospace Science 2* - Not offered in 2017-2018.

➤**MUSIC**

- **Course Description Change** - *Recording Techniques 1 & 2* - Remove sentence: "A final demo CD of student work is required at the end of the year."

- **Course Description Change** - *Stagecraft* - Add: "Class size limited to 8 students."

➤**SCIENCE**

- **Course Description Change** - *Mechanical AP Physics* - Add the sentence (Qualifies for University of Connecticut Early College Experience when both "Mechanical" and "Electricity and Magnetism" AP courses are taken in that order).

- **Course Description Change** - *Electricity and Magnetism AP Physics* - Add the sentence (Qualifies for University of Connecticut Early College Experience when both "Mechanical" and "Electricity and Magnetism" AP courses are taken in that order).

➤SOCIAL STUDIES AND HISTORY

- **Course Description Change** - *African-American History and Culture* - This academic elective course examines the history and culture of the African-American experience within the area of United States history. Starting with an examination of the evolution and institutionalization of slavery, the course continues with the challenges to and achievements of the African-American community prior to World War II, the war itself, the quest for civil rights following the war, and successes of and challenges to the United States in contemporary times. This history is examined through primary and secondary source documents and a variety of activities.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: November 15, 2016

Prepared By: Santosha Oliver

Presented By: Santosha Oliver and Nuchette Black-Burke

Attachments:

Subject: Curriculum Development 2nd Reading African-American History, Creative Writing, Public Speaking

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Background:
African-American History examines the history and culture of the African-American experience in United States history. The history is examined through primary and secondary source document and a variety of activities.

The Creative Writing course is a semester-long elective English class that is an intensive writing workshop. Students will develop skills to thoughtfully create prose, drama and poetry.

Public Speaking is designed to develop a student's ability to effectively communicate as a speaker and to adapt communication strategies appropriately. This is a project-based course that encourages students to employ a variety of strategies as speakers and listeners to set rules for collegial discourse.

Status:

African-American History, Creative Writing and Public Speaking were presented to the BOE Regular Meeting on October 18, 2016.

Recommendation:
The Board approves African-American History, Creative Writing and Public Speaking curricula as a 2nd reading as presented.

Reviewed by: _____ **Recommended by the Superintendent:** _____

Agenda Item # 6b.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: November 15, 2016

Prepared By: Craig A. Cooke **Presented By:** Yvette Ali/Craig A. Cooke, Ph.D.

Attachments: **The following policies are listed on CABE Meeting:**
1. Revised P 4112.3 Employment Checks
2. New P 1331 Prohibition Against Smoking
3. Revised P 1371 Possession of Deadly Weapons or Firearms
4. Revised P 4118.11 Non-Discrimination (Personnel)
5. New P 5141.27 Policy Regarding Automatic External Defibrillators
6. Revised P 6114.7 School Security and Safety

The following policy is attached:
Revised P 5125 Confidentiality and Access to Education Records

Subject: Policy Adoptions, 2nd Reading

BACKGROUND:

The Board of Education Policy Committee reviewed the following policies at their meeting on October 3, 2016. The full Board of Education received these policies at their October 18, 2016 meeting as a 1st Reading.

STATUS:

1. P 4112.3 Employment Checks is being revised as a full re-write of the policy and is being revised in accordance with PA 16-67. This Public Act imposes substantial new requirements on school districts to investigate applicants' employment history.
2. P 1331 Prohibition Against Smoking is recommended as a new policy.
3. P 1371 Possession of Deadly Weapons or Firearms is being revised to update the legal references section.
4. P 4118.11 Non-Discrimination (Personnel) is being revised to include the names of the district's designated person to handle inquiries regarding the Board's non-discrimination polices, the Board's Title IX Coordinator, and the Board's Section 504/ADA Coordinator.
5. New P 5141.27 Policy Regarding Automatic External Defibrillators is being recommended for the district in accordance with legal trends and best practices relating to the use of an automatic external defibrillator ("AED") on school property.
6. P 6114.7 School Security and Safety is being revised to reflect the State's position that Boards of Education develop and implement either a district-wide security and safety plan with school specific annexes for each school or a school security and safety plan for each school in the district.
7. P 5125 Confidentiality and Access to Education Records has been revised to reflect the requirements of PA 16-189, Student Data Privacy. This act includes a variety of requirements relative to the release of student data to third party consultants and operators of websites and mobile applications. The Act further obligates consultants, operators and school districts to provide specific notifications in the event of a breach of

security relative to student data. **This policy was revised after the October 18, 2016 meeting to fully identify the acronyms throughout the policy.**

RECOMMENDATION:

Move to approve the policies P 4112.3 Employment Checks, P 1331 Prohibition Against Smoking, P 1371 Possession of Deadly Weapons or Firearms, P 4118.11 Non-Discrimination (Personnel), P 5141.27 Policy Regarding Automatic External Defibrillators, P 6114.7 School Security and Safety, and P 5125 Confidentiality and Access to Education Records.

Recommended by the Superintendent: _____

Agenda Item # 6c.

EMPLOYMENT CHECKS

~~Each~~As set forth below, each applicant for a position with the district shall be asked whether he/she has ever been convicted of a crime, whether there are any criminal charges pending against him/her ~~at the time of application,~~ and whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families ("DCF") (the "Registry"). ***[Optional language: If the applicant's current or most recent employment occurred out of state, the applicant will also be asked whether he/she is included on an equivalent database and/or abuse/neglect registry maintained in that other state].**** Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased.

In addition, the district shall conduct an employment history check for each applicant for a position, as set forth below.

[*Note: This language is optional, as out-of-state registry checks are not required under Connecticut law. However, given that the intent of state law is to ensure access to all relevant background information, we have included this provision should districts wish to require this additional information.]

I. Employment History Check Procedures

A. The district shall not offer employment to an application for a position, including any position that is contracted for, if such applicant would have direct student contact, prior to the district:

1. Requiring the applicant:

a. to list the name, address, and telephone number of each current or former employer of the applicant, if such current or former employer was a local or regional board of education, council or operator or if such employment otherwise caused the applicant to have contact with children;

b. to submit a written authorization that

(i) consents to and authorizes disclosure by the employers listed under paragraph I.A.1.a of this policy of the information requested under paragraph I.A.2 of this policy and the release of related records by such employers,

(ii) consents to and authorizes disclosure by the Department of Education of the information requested under paragraph I.A.3 of this policy and the release of related records by the department, and

(iii) releases those employers and the Department of Education from liability that may arise from such disclosure or release of records pursuant to paragraphs I.A.2 or I.A.3 of this policy; and

c. to submit a written statement of whether the applicant

(i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated,

(ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by DCF, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g or abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or

(iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by DCF or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;

2. Conducting a review of the employment history of the applicant by contacting those employers listed by the applicant under paragraph I.A.1.a of this policy. Such review shall be conducted using a form developed by the Department of Education, which shall request the following:

a. the dates employment of the applicant, and

b. a statement as to whether the employer has knowledge that the applicant:

(i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated;

(ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or

(iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct. Such review may be conducted telephonically or through written communication. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, not later than five (5) business days after the district receives a request for such information about an employee or former employee, the district shall respond with such information. The district may request more information concerning any response made by a

current or former employer for information about an applicant, and, notwithstanding subsection (f), such employer shall respond not later than five (5) business days after receiving such request.

3. Requesting information from the Department of Education concerning:

a. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit,

b. whether the Department of Education has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and

c. whether the Department of Education has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.

B. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, if the district receives information that an applicant for a position with or an employee of the board has been disciplined for a finding of abuse or neglect or sexual misconduct, it shall notify the Department of Education of such information.

C. The district shall not employ an applicant for a position involving direct student contact who does not comply with the provisions of paragraph I.A.1 of this policy.

D. The district may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) days, pending the district's review of information received under this section, provided:

1. The applicant complied with paragraph I.A.1 of this policy;

2. The district has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the district; and

3. The applicant affirms that the applicant is not disqualified from employment with the district.

E. The district shall not enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:

1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;

2. Affects the ability of the district to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or

3. Requires the district to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the district, unless, after investigation, such allegation is dismissed or found to be false.

F. The district shall not offer employment to a person as a substitute teacher, unless such person and the district comply with the provisions of paragraph I.A of this policy. The district shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The district shall not hire any person as a substitute teacher who is not on such list. Such person shall remain on such list as long as such person is continuously employed by the district as a substitute teacher as described in paragraph III.B.2 of this policy, provided the district does not have any knowledge of a reason that such person should be removed from such list.

G. In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all the information required of an applicant under paragraphs I.A.1.a. and I.A.1.c of this policy and a written authorization under paragraph I.A.1.b. of this policy. Such contractor shall contact any current or former employer of such employee that was a local or regional board of education, council, or operator or if such employment caused the employee to have contact with children, and request, either telephonically or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, such employer shall report to the contractor any such finding, either telephonically or through written communication. If the contractor receives any information indicating such a finding or otherwise receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, immediately forward such information to the district, either telephonically or through written communication. If the district receives such information, it shall determine whether such employee may work in a position involving direct student contact at any school in the district. No determination by the district that any such employee shall not work under any such contract in any such position shall constitute a breach of such contract.

H. Any applicant who knowingly provides false information or knowingly fails to disclose information required in subdivision (1) of subsection (A) of this section shall be subject to discipline by the district that may include

1. denial of employment, or

2. termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. § 10-151.

I. If the district provides information in accordance with paragraph I.A.2. or I.G. of this policy, the district shall be immune from criminal and civil liability, provided the district did not knowingly supply false information.

J. Notwithstanding the provisions of Conn. Gen. Stat. § 10-151c and subsection (f) of Conn. Gen. Stat. § 31-51i, the district shall provide, upon request by another local or regional board of education, governing council of a state or local charter school or interdistrict magnet school operator for the purposes of an inquiry pursuant to paragraphs I.A.2 or I.G. of this policy or to the Commissioner of Education pursuant to paragraph I.B. of this policy any information that the

district has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry.

K. For the purposes of this policy:

1. "Sexual misconduct means" any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student

~~A. Reference Checking Procedures~~

2. "Abuse or neglect" means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).

L. Prior to ~~hiring any person~~offering employment to an applicant, the district shall make a documented good faith effort to contact ~~previous employers of the applicant~~each current and any former employer of the applicant that was a local or regional board of education, governing council of a state or local charter school or interdistrict magnet school operator or if such employment otherwise caused the applicant to have contact with children in order to obtain information and recommendations that may be relevant to the applicant's fitness for employment. Such effort, however, shall not be construed to require more than three telephonic requests made on three separate days.

M. The district shall not offer employment to any applicant who had any previous employment contract terminated by a board of education, governing council of a state or local charter school or interdistrict magnet school operator, or who resigned from such employment, if the person has been convicted of a violation of Conn. Gen. Stat. § 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated.

~~B~~II. DCF Registry Checks

Prior to hiring any person for a position ~~requiring a certificate, authorization or permit issued by the State Board of Education~~with the district, the district shall require such applicant to submit to a records check of information maintained on the Registry concerning the applicant.

~~Prior to hiring any person for any position, including one that does not require a certificate, authorization or permit issued by the State Board of Education, the district shall also require such applicant to submit to a records check of information maintained on the Registry concerning the applicant.~~

[Optional: For any applicant whose current or most recent employment occurred out of state, the district shall request that the applicant provide the district with authorization to access information maintained concerning the applicant by the equivalent state agency in the state of most recent employment, if such state maintains information about abuse and neglect and has a procedure by which such information can be obtained. Refusal to permit the district to access such information shall be considered grounds for rejecting any applicant for employment.]

The district shall request information from the Registry or its out of state equivalent promptly, and in any case no later than thirty (30) days from the date of employment. Registry checks will be processed according to the following procedure:

~~1)~~A. No later than ten (10) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable, the Superintendent or designee will either obtain the information from the Registry or, if the applicant's consent is required to access the information, will supply the applicant with the release form utilized by DCF, or its out of state equivalent when available, for obtaining information from the Registry.

~~2)~~B. If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the form, the applicant must submit the signed form to DCF or its out of state equivalent, with a copy to the Superintendent or his/her designee. Failure of the applicant to submit the signed form to DCF or its out of state equivalent within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.

~~3)~~C. Upon receipt of Registry or out ~~-~~of ~~-~~state registry information indicating previously undisclosed information concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check.

~~4)~~D. If notification is received by the Superintendent or designee that that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or designee shall provide the applicant with an opportunity to be heard regarding the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the applicant, the Superintendent or designee shall revoke the offer of employment and/or terminate the applicant's employment if he or she has already commenced working for the district.

~~C~~III. Criminal Records Check Procedure

A. Each person hired by the district shall be required to submit to state and national criminal record checks within thirty (30) days from the date of employment. Each worker placed within a school under a public assistance employment program, ~~or~~ employed by a provider of supplemental services pursuant to the No Child Left Behind Act~~,~~ or in a nonpaid, noncertified position completing preparation requirements for the issuance of an educator certificate, who performs a service involving direct student contact shall also be required to submit to state and national criminal record checks within thirty (30) days from the date such worker begins to perform such service. Record checks will be processed according to the following procedure:*

~~1)~~1. No later than ~~ten~~five (~~10~~5) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or his/her designee will ~~supply~~provide the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the _____ **[insert name of applicable law enforcement agency]**. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State

Police Bureau of Identification for the processing of state and national criminal record checks. The Superintendent or his/her designee will also provide each applicant with the following notifications before the applicant obtains his/her fingerprints: (1) Agency Privacy Requirements for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement.

~~2)~~2. No later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by the _____ **[insert name of applicable law enforcement agency]**. Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.

~~3)~~3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks.

~~4)~~4. Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal record check. The affected applicant/employee may notify the Superintendent or his/her designee in writing within five (5) calendar days that the affected/employee will challenge his/her criminal history record check. Upon written notification to the Superintendent or his/her designee of such a challenge, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or his/her designee with necessary documentation regarding the affected applicant/employee's record challenge. The Superintendent or his/her designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown.

~~5)~~5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.

6. Notwithstanding anything in Paragraph E of Section III of this Policy, above, no decision to deny employment or withdraw an offer of employment on the basis of an applicant/employee's criminal history record shall be made without affording the applicant/employee the opportunities set forth in Paragraph D of Section III of this Policy, above.

B. **Criminal Records Check for Substitute Teachers:**

A substitute teacher who is hired by the district must submit to state and national criminal history record checks according to the procedures outlined above, subject to the following:

1. If the state and national criminal history record checks for a substitute teacher have been completed within one year prior to the date the district hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history record checks to be forwarded to the Superintendent, then the substitute teacher will not be required to submit to another criminal history record check at the time of such hire.

2. If a substitute teacher submitted to state and national criminal history record checks upon being hired by the district, then the substitute teacher will not be required to submit to another criminal history record check so long as the substitute teacher is continuously employed by the district, that is, employed for at least one day of each school year, by the district, provided a substitute teacher is subjected to such checks at least once every five years.

~~D~~IV. Sex Offender Registry Checks

School district personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee. Registration as a sexual offender constitutes grounds for denial of employment opportunities.

~~E~~V. Credit Checks

The district may also ask a prospective employee for a credit report for employment for certain district positions, where the district's receipt of a credit report is substantially related to the employee's potential job. Substantially related is defined to mean "the information contained in the credit report is related to the position for which the employee or prospective employee who is the subject of the report is being evaluated." Prior to asking for a credit report, the district will determine whether the position falls within one of the categories as described in this paragraph. The position must: (1) be a managerial position which involves setting the direction or control of the district; (2) involve access to employees' personal or financial information; (3) involve a fiduciary responsibility to the district, including, but not limited to, the authority to issue payments, collect debts, transfer money or enter into contracts; (4) provide an expense account or district debit or credit card; or (5) involve access to the district's nonfinancial assets valued at two thousand five dollars or more.

When a credit report will be requested as part of the employment process, the district will provide written notification to prospective employee regarding the use of credit checks. That notification must be provided in a document separate from the employment application. The notification must state that the district may use the information in the consumer credit report to make decisions related to the individual's employment.

The district will obtain consent before performing the credit or other background checks. If the district intends to takes an action adverse to a potential employee based on the results of a credit report, the district must provide the prospective employee with a copy of the report on which the district relied in making the adverse decision, as well as a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act," which should be provided by the company that provides the results of the credit check. The district will notify the prospective employee either orally, in writing or via electronic means that the adverse action was taken based on the information in the consumer report. That notice must include the name, address and phone number of the consumer reporting company that supplied the credit report; a statement that the company that supplied the report did not make the decision to take the unfavorable action and cannot provide specific reasons for the district's actions; and a notice of the person's right to dispute the accuracy or completeness of any information the consumer reporting company furnished, and to get an additional free report from the company if the person asks for it within sixty (60) days.

~~F~~VI. Notice of Conviction

If, at any time, the Board of Education receives notice of a conviction of a crime by (1) a person holding a certificate, authorization or permit issued by the State Board of Education, or (2) a person employed by a provider of supplemental services, the Board shall send such notice to the State Board of Education.

~~G~~VII. School Nurses

School nurses or nurse practitioners appointed by, or under contract with, the Board of Education shall also be required to submit to a criminal history records check in accordance with the procedures outlined above.

~~H. Substitute Teachers~~

~~A substitute teacher who is hired by the district must submit to state and national criminal history record checks according to the procedures outlined above, subject to the following:~~

~~1) If the state and national criminal history record checks for a substitute teacher have been completed within one year prior to the date the district hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history record checks to be forwarded to the Superintendent, then the substitute teacher will not be required to submit to another criminal history record check at the time of such hire.~~

~~2) If a substitute teacher submitted to state and national criminal history record checks upon being hired by the district, then the substitute teacher will not be required to submit to another criminal history record check so long as the substitute teacher is continuously employed by the district, that is, employed for at least one day of each school year, by the district.~~

~~I~~VIII. Personal Online Accounts

For purposes of these Administrative Regulations, "personal online account" means any online account that is used by an employee or applicant exclusively for personal purposes and unrelated to any business purpose of the Board, including, but not limited to, electronic mail, social media and retail-based Internet web sites. "Personal online account" does not include any account created, maintained, used or accessed by an employee or applicant for a business purpose of the Board.

~~1)~~A. During the course of an employment check, the Board may not:

~~(a)~~1. request or require that an applicant provide the Board with a user name and password, password or any other authentication means for accessing a personal online account;

~~(b)~~ 2. request or require that an applicant authenticate or access a personal online account in the presence of the Board; or

~~(c)~~ 3. require that an applicant invite a supervisor employed by the Board or accept an invitation from a supervisor employed by the Board to join a group affiliated with any personal online account of the applicant.

~~2)~~B. The Board may request or require that an applicant provide the Board with a user name and password, password or any other authentication means for accessing:

~~(a)~~1. any account or service provided by Board or by virtue of the applicant's employment relationship with the Board or that the applicant uses for the Board's business purposes, or

~~(b)~~2. any electronic communications device supplied or paid for, in whole or in part, by the Board.

~~3)~~ C. In accordance with applicable law, the Board maintains the right to require an applicant to allow the Board to access his or her personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:

~~(a)~~ 1. conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an applicant's personal online account; or

~~(b)~~2. conducting an investigation based on the receipt of specific information about an applicant's unauthorized transfer of the Board's proprietary information, confidential information or financial data to or from a personal online account operated by an applicant or other source.

~~J~~IX. Policy Inapplicable to ~~Operators of School Transportation Vehicles and~~ Students Employed by the School District

~~1) This policy shall not apply to an operator of a school transportation vehicle who is already required to submit to a criminal history records check pursuant to Connecticut General Statutes § 14-44 (d).~~

~~2)~~A. This policy shall also not apply to a student employed by the local or regional school district in which the student attends school.

~~K~~X. Falsification of Records.

~~The~~Notwithstanding any other provisions of this policy, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning abuse or neglect investigations or pending criminal applications, shall be grounds for disqualification from consideration for employment or discharge from employment.

[** Note: This is a sample policy designed to provide compliance with the provisions of Connecticut General Statutes §§§ 10-221d and 10-222c. Individual boards of education may wish to treat certain aspects of this policy differently. For example, a board of education may wish to do the required fingerprinting on-site, using board personnel. Also, a board of education may request a regional educational service center to arrange the taking and forwarding of the fingerprints, with the direction to provide the board of education with the results of the criminal history records checks.*]

~~*§ 10-221d (d)(3) emphasizes that a board of education has discretion to require any person that the board employs as a teacher for a non-credit adult class or adult education activity who is not obliged to hold a teaching certificate pursuant to Connecticut General Statutes § 10-145b for his her position, to submit to state and national criminal history records check.]*~~

Legal References: Conn. Gen. Stat. § 10-~~221d. Criminal history records checks of school personnel. Fingerprinting. Termination or dismissal.~~212.

Conn. Gen. Stat. § 10-~~212. School nurses and nurse practitioners~~221d.

Conn. Gen. Stat. § 10-222c

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-51i

Conn. Gen. Stat. § 31-51tt

Public Act ~~15-6, "An Act Concerning Employee Online Privacy"~~16-67, "An Act Concerning the Disclosure of Certain Education Personnel Records, Criminal Penalties for Threatening in Education Settings and the Exclusion of a Minor's Name from Summary Process Complaints."

No Child Left Behind Act of 2001, Public Law 107-110

Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq*.

ADOPTED:_____
REVISED:_____

6/24/2016

Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as a job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy.

- Officials must provide to the applicant written notice[1] that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- Officials should not deny the job, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.[2]

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact:

Connecticut Records:	Out-of-State Records:
Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480	Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306

[1] Written notification includes electronic notification, but excludes oral notification.

[2] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification[3] by _____ that your fingerprints will be used to check the criminal history records of the FBI.

- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.

- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.

- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.[4]

- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[5]

- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at http://www.fbi.gov/about-us/cjis/background-checks.

- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

- If you need additional information or assistance, please contact:

Connecticut Records:	Out-of-State Records:
Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480	Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306

[3] Written notification includes electronic notification, but excludes oral notification.

[4] See 28 CFR 50.12(b).

[5] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

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Federal Bureau of Investigation
United States Department of Justice
Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

~~9/28/15~~

PROHIBITION AGAINST SMOKING

The Windsor Board of Education prohibits smoking, including smoking using an electronic nicotine delivery system (e.g. e-cigarettes) or vapor product, on the real property of any school or administrative office building or at any school-sponsored activity. Real property means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office building and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots. For purposes of this policy, the term "electronic nicotine delivery system" shall mean an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, and the term "vapor product" shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not contain nicotine, that is inhaled by the user of such product. As defined by Conn. Gen. Stat. § 10-233a(h), a school-sponsored activity "means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property."]

Legal References:

Conn. Gen. Stat. § 53-344b
Conn. Gen. Stat. § 19a-342a
Conn. Gen. Stat. § 10-233a(h)
Pro-Children Act of 2001, Pub. L. 107-110, 115 Stat. 1174, 20 U.S.C. § 7183

ADOPTED: _____
REVISED: _____

POSSESSION OF DEADLY WEAPONS OR FIREARMS

I. Definitions:

A. **Deadly Weapon** means "any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles." Conn. Gen. Stat. § 53a-3 (6).

B. **Firearm** means "any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded, from which a shot may be discharged." Conn. Gen. Stat. § 53a-3 (19).

C. **Peace Officer** means "a member of the Division of State Police within the Department of Emergency Services and Public Protection or an organized local police department, a chief inspector or inspector in the Division of Criminal Justice, a state marshal while exercising authority granted under any provision of the general statutes, a judicial marshal in the performance of the duties of a judicial marshal, a conservation officer or special conservation officer, as defined in section 26-5, a constable who performs criminal law enforcement duties, a special policeman appointed under section 29-18, 29-18a or 29-19, an adult probation officer, an official of the Department of Correction authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, any investigator in the investigations unit of the office of the State Treasurer, any special agent of the federal government authorized to enforce the provisions of Title 21 of the United States Code, or a member of a law enforcement unit of the Mashantucket Pequot Tribe or the Mohegan Tribe of Indians of Connecticut created and governed by a memorandum of agreement under section ~~2 of public act 13-170~~ **47-65c** who is certified as a police officer by the Police Officer Standards and Training Council pursuant to sections 7-294a to 7-294e, inclusive." Conn. Gen. Stat. § 53a-3 (9).

D. **Real Property** means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office buildings. Real property includes, but is not limited to, the following: classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.

E. **School-Sponsored Activity** "means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property." Conn. Gen. Stat. § 10-233a(h).

II. Prohibition of Deadly Weapons and Firearms

In accordance with Conn. Gen. Stat. § 29-28(e) and § 53a-217b, the possession and/or use of a deadly weapon or firearm on the real property of any school or administrative office building in this district, or at a school-sponsored activity, is prohibited, even if the person possessing the deadly weapon or firearm has a permit for such item.

III. Peace Officer Exception

A peace officer engaged in the performance of his or her official duties who is in lawful possession of a deadly weapon or firearm may bring such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity.

IV. Other Exceptions

Persons in lawful possession of a deadly weapon or firearm may possess such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity if:

A. The person brings the deadly weapon or firearm on the real property of any school or administrative office building or to a school-sponsored activity for use in a program approved by school officials. In such case, the person must give school officials notice of his/her intention to bring such item, and the person must receive prior written permission from school officials.

B. The person possesses the deadly weapon or firearm on the real property of any school or administrative office building or at a school-sponsored activity pursuant to a written agreement with school officials or a written agreement between such person's employer and school officials.

V. Consequences

A. Unless subject to one of the exceptions listed above, any person who possesses a deadly weapon or firearm on the real property of an elementary or secondary school in this district, or administrative office building, or at a school-sponsored activity, whether or not the person is lawfully permitted to carry such deadly weapon or firearm, will be reported to the local police authorities once school officials become aware of its possession.

B. A student who possesses and/or uses any deadly weapon or firearm on school property in violation of this policy shall be disciplined in accordance with Board of Education Student Discipline Policy.

C. The Board of Education reserves the right to forbid anyone caught possessing a deadly weapon or firearm on the real property of its school buildings or administrative office buildings, or at a school-sponsored activity, from using any and all school facilities.

Legal References:
Connecticut General Statutes §10-233a, **§10-244a,** § 29-28(e), §53a-3, §53a-217b ~~and Public Act 13-188~~.

ADOPTED 7/13/05
REVISED 1/14/14
REVISED

Windsor Public Schools
Windsor, CT 06095

NON-DISCRIMINATION (PERSONNEL)

The Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability, pregnancy, genetic information, or gender identity or expression, except in the case of a bona fide occupational qualification.

It is the policy of the Board of Education that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability, pregnancy, genetic information, gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression.

For the purposes of this policy, "genetic information" means the information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. "Genetic information" may also include an individuals' family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

The following person has been designated to handle inquiries regarding the Board's non-discrimination polices:

Terrell Hill, Assistant Superintendent for Human Resources
Windsor Public Schools
601 Matianuck Avenue

Windsor, CT 06095
860-687-2000 x 233

The Board's Title IX Coordinator is:

Terrell Hill, Assistant Superintendent for Human Resources
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 x 233

The Board's Section 504/ADA Coordinator is:

Steven Carvalho, Director of Pupil and Special Education Services
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 x 238

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d *et seq.*
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e *et seq.*
Title IX of the Education Amendments of 1972, 20 USCS § 1681, *et seq.*
Age Discrimination in Employment Act, 29 U.S.C. § 621
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Title II of the Genetic Information Nondiscrimination Act of 2008, Pub.L.110 233, 42 USC 2000ff; 34 CFR 1635
Connecticut General Statutes § 10-153. Discrimination on basis of marital status
Connecticut Fair Employment Practices Act, Connecticut General Statutes § 46a-60
Connecticut General Statutes § 46a-81a Discrimination on basis of sexual orientation: Definitions
Connecticut General Statutes § 46a-81c Sexual orientation discrimination: Employment.
~~Public Act 11-55, An Act Concerning Discrimination.~~

ADOPTED: July 9, 2009
REVISED: June 18, 2013
REVISED:

POLICY REGARDING AUTOMATIC EXTERNAL DEFIBRILLATORS

In order to assist individuals who may experience sudden cardiac arrest or a similar life-threatening emergency during the school's normal operational hours, during school-sponsored athletic practices and athletic events taking place on school grounds, and during school sponsored events not occurring during the normal operational hours of the school, the Windsor Board of Education maintains at each school under the Board's jurisdiction, automatic external defibrillators and school personnel trained in the operation of such automatic external defibrillators and the use of cardiopulmonary resuscitation. It is the policy of the Windsor Board of Education to support the use of these automatic external defibrillators and trained school personnel during medically appropriate circumstances.

Requirements concerning the use and maintenance of AEDs are set forth in the accompanying Administrative Regulations as may be supplemented by or amended by the Administration from time to time.

For purposes of this policy and the accompanying regulations, an AED is a device that:

1) is used to administer an electric shock through the chest wall to the heart;
2) contains internal decision-making electronics, microcomputers or special software that allows it to interpret physiologic signals, make medical diagnosis and, if necessary, apply therapy;
3) guides the user through the process of using the device by audible or visual prompts; and
4) does not require the user to employ any discretion or judgment in its use.

Legal References:

Connecticut General Statutes

§ 19a-175 Definitions
§ 52-557b Good Samaritan Law
§ 10-212d Availability of Automatic External Defibrillators in Schools

Regulations of Connecticut State Agencies

Department of Public Health § 19a-179-1 et seq.

ADOPTED: _____
REVISED: _____
8/18/16

SCHOOL SECURITY AND SAFETY

~~Each school operating under the jurisdiction of the~~The Windsor Board of Education will ~~create~~develop and implement an all-hazards ~~school~~district security and safety plan ~~to bolster its~~with a school-specific annex for each school within the district or a school security and safety plan for each school within the district to bolster their existing emergency preparedness, response capability and school safety and security measures and to best meet all-hazards threats. ~~This plan~~

Security and safety plans will be based on the school security and safety plan standards developed by the Connecticut Department of Emergency Services and Public Protection and will adhere to the requirements of state law ~~and will include procedures for managing various types of emergencies and crisis management procedures. Each individual school's plan.~~

Security and safety plans should be kept securely and will only be provided to the Board of Education, school staff and administration, members of the school security and safety committees, members of state and local law enforcement, first responders ~~and~~, local municipal officials or other persons authorized by the Board of Education or the Superintendent (e.g., consultants, contractors). Pursuant to Connecticut General Statutes § 1-210 (b)(19), the plan will not be available to the public.

Legal References:

State Law:

~~Public Act 13-3, *An Act Concerning Gun Violence Prevention and Children's Safety*, Sections 86, 87, 88~~

Conn. Gen. Stat. § 1-210 (b)(19)

Conn. Gen. Stat. § 10-222k

Conn. Gen. Stat. § 10-222m

Conn. Gen. Stat. § 10-222n

Conn. Gen. Stat. § 10-231

Conn. Gen. Stat. § 28-7

~~Conn. Gen. Stat. § 10-231~~

State Standards:

Connecticut Department of Emergency Services and Public Protection, *School Security and Safety Plan Standards*, ~~December 30, 2013.~~

Federal Guidance:

Federal Emergency Management Agency, *Guide for Developing High-Quality School Emergency Operations Plans*, June 2013

Policy adopted: ~~1/22/15~~

Windsor Public Schools
Windsor, CT

CONFIDENTIALITY AND ACCESS TO EDUCATION RECORDS

I. POLICY

The Board of Education ("Board") complies with the state and federal laws and regulations regarding confidentiality, access to and amendment of education records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

II. DEFINITIONS

A. Access is defined as the right to inspect or review a student's education records or any part thereof. Access may include the right to receive copies of records under limited circumstances.

B. Authorized representative means any entity or individual designated by the Board, a State educational authority, or an agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), to conduct -- with respect to Federal- or State-supported education programs-- any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.

C. Biometric record, as used in the definition of personally identifiable information, means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence; facial characteristics and handwriting.

D. De-identified education records means education records or information from education records from which all personally identifiable information has been removed, and for which the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.

E. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level,

enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended, and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to ~~educational~~ **education** records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

F. Disciplinary action or proceeding means the investigation, adjudication or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of internal rules of conduct applicable to students.

G. Disclosure means to permit access to or to release, transfer, or other communication of personally identifiable information as contained in education records by any means, including oral, written or electronic means, to any party except the party identified as the party that provided or created the record.

H. Education Records

1. Education records means any information directly related to a student that is recorded in any manner (e.g., handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche) and that is maintained by the school system or persons acting for the school system.

2. Education records do not include:

a) private, personal, or working notes in the sole possession of the maker thereof, and which are not accessible or revealed to any other individual except a "substitute";

b) records maintained by a law enforcement unit of the school district that were created by that unit for the purpose of law enforcement;

c) employment records used only in relation to the student's employment by the school district that are 1) made and maintained in the normal course of business, 2) relate

exclusively the student's capacity as an employee, and 3) are not made available for any other purpose;

d) records on an eligible student (i.e. over 18 or attending a postsecondary educational institution) that are considered "treatment records" as they meet the following criteria: 1) the records are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity, 2) the records are made in connection with the treatment of the student and 3) the records are disclosed only to individuals providing such treatment (treatment does not include remedial educational activities or activities that are part of the program or instruction of the school district); however, the school district must, upon request, permit an eligible student to have a physician or other appropriate professional of the student's choice review his/her treatment records;

e) records created or received by the school district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and

f) grades on peer-graded papers before they are collected and recorded by a teacher.

I. Eligible Student is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.

J. Law Enforcement Unit is an individual, office, department, division, or other component of an educational agency or institution, that is officially authorized or designated by that agency or institution to 1) enforce laws or refer matters of law enforcement to appropriate authorities or 2) maintain the physical security and safety of the agency or institution.

K. Legitimate Educational Interest means the need for a school official to review an education record in order to fulfill his or her professional responsibilities.

L. Parent is defined as a parent or parents of a student, including a natural parent, a guardian, or surrogate parent, or an individual acting as a parent in the absence of a parent or guardian. The rights of a parent shall transfer to an eligible student; however, a parent of a student who claims that

student as a dependent under Section 152 of the Internal Revenue Code of 1986 is entitled to access to the student's education records without the eligible student's consent.

M. Personally Identifiable Information includes, but is not limited to, the student's name; the name of the student's parent or other family members; the address of the student or his/her family; a personal identifier, such as the student's social security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

N. School Official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, consultant, therapist, or school resource officer); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

O. Signed and Dated Written Consent to disclose personally identifiable student information from a student's education records must specify the records to be disclosed, the purpose of disclosure and the party to whom such records should be provided. Consent may include a record and signature in electronic form provided that the consent identifies and authenticates a particular person as the source of electronic consent.

III. ANNUAL NOTIFICATION OF RIGHTS / RELEASE OF DIRECTORY INFORMATION

A. On an annual basis, the school district will notify parents and/or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the District and will also be published in the school district's guide to Special Education Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The school district will take steps to ensure that parents or eligible students whose primary or home language is not English or who are disabled will also be notified of their rights regarding a student's education records.

B. On an annual basis, the school district will also notify parents and/or eligible students currently in attendance of any categories of information designated as **directory information**. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

C. In the annual notification, the school district will also provide notice to parents and/or eligible students that the district is legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.

IV. CONFIDENTIALITY OF EDUCATION RECORDS

A. All school officials are directed to maintain the confidentiality of personally identifiable information contained in a student's education records. Each person who has access to education records is responsible for ensuring personally identifiable information is protected from disclosure at collection, storage, disclosure, and destruction stages. Disclosure of information is permitted only in accordance with Board policy and administrative regulations and in a manner consistent with state and federal law.

B. Education records are not public records and any disclosure other than to persons authorized to receive the records without prior consent of a parent or an eligible student violates the law and Board policy, except as provided in federal and state statutes.

C. The school district shall use reasonable methods, including administrative policies and procedures, as well as physical and technological access controls, to ensure that school officials obtain access to only those education records in which they have a legitimate educational interest.

D. The district shall use reasonable methods to identify and authenticate the identity of parents, students, school officials and other parties to whom the district discloses personally identifiable information from education records.

E. The district shall require contractors and other outside agencies with access to education records to certify their compliance with the

confidentiality requirements of this policy, as well as applicable state and federal law.

V.ACCESS TO EDUCATION RECORDS

A. Parents and/or an eligible student have the right to inspect and review all education records of the student unless such rights have been waived under Section XI, below. Parents' rights of inspection and review are restricted to information dealing with their own child. In the case of an eligible student, the right to inspect and review is restricted to information concerning the student. All requests for access to education records must be in writing.

B. When submitting a written request to inspect or review education records, the request must identify the record or records being sought. The school district will notify the parent or eligible student of the date, time, and location where the records may be inspected and reviewed.

C. The parents or eligible students may designate in writing a representative to inspect and review the records. Consent for disclosure of education records to a designated representative must be signed and dated by the parent or eligible student.

D. A school professional shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records.

E. For the records of **regular education students**, the Board will make education records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request.

F. For **students requiring special education**, the Board will comply with a request to ~~inspect and review a student's education records within ten (1)) days of the request; or within three (3) days of the request if the request is in order to prepare for a meeting regarding an IEP meeting (planning and placement team meeting) or any due process proceeding.~~ **review and inspect the child's education records without unnecessary delay and before any meeting regarding an Individualized Education Plan (IEP) or any due process hearing or resolution session held in accordance with the Individuals with Disabilities Act (IDEA); otherwise, the Board will comply with such request not later than ten (10) school days of such request.**

G. Parents of students eligible to receive special education and related services (or the eligible student) have the right to receive **one free copy** of

their child's (his/her) education records. The request for the free copy must be in writing and the Board will comply with the written request within ~~five (5)~~ **ten (10)** school days of the request. Notwithstanding the fact that a test instrument or portion of a test instrument may meet the criteria of an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g, any test instrument or portion of a test instrument for which the test manufacturer asserts a proprietary or copyright interest in the instrument shall not be copied. The parent or eligible student retains the right to review and inspect such information and the board of education shall respond to reasonable requests from the parent or eligible student for explanations and interpretations of the student's education record, which may include reviewing copyrighted testing instruments.

H. Aside from a parent or eligible student, staff members, school employees and other school officials may access a student's ~~educational~~ **education** records **only if** they have been determined by the school system to have a legitimate educational interest in accessing the information contained in such records. Disclosures to any other parties, may only be made in accordance with the exemptions and provisions set forth in Section VII, below.

I. Pursuant to the procedures set forth in Section VI, below, the district maintains a record of all parties that have requested access to education records, including access to education records found in computer memory banks.

J. Non-custodial Parents:

A parent does not lose his or her right to access to education records upon divorce. Non-custodial parents retain their rights to review their child's education records unless the school district has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes the non-custodial parent's rights. School notices shall be mailed to the non-custodial parent/guardian requesting the notices at the same time that they are provided to the custodial parent/guardian. Any requests by the non-custodial parent/guardian to receive school notices shall be effective for as long as the child remains in the school the student is attending at the time of the request.

K. Copies of Education Records/Fees:

1) The school district cannot charge a fee to search for or to retrieve the education records of a student. As noted above, if a student has been identified as requiring special education and related services,

the parents' (or eligible student's) right to inspect and review the child's records shall include the right to receive **one free copy** of those records. The request for the free copy shall be made in writing. The board of education shall comply with such request as stated above. A charge will be levied for additional copies; in no case will the charge exceed **[50¢]** per page.

2) In addition to the provision above regarding special education students, if circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's education records, the district shall:

   a. provide the parent or eligible student with a copy of the records requested, or

   b. make other arrangements for the parent or eligible student to inspect and review the requested records.

3) The Board reserves the right to charge for copies of a student's education records. Such charge will not exceed 50¢ per page.

VI. RECORD KEEPING REQUIREMENTS/DOCUMENTATION OF ACCESS TO EDUCATION RECORDS

A. The school district will appoint an individual to be responsible for the care and upkeep of all education records. Education records are kept by categories, each of which encompasses a specific type of data collected during a student's educational career. These categories also determine how long the school district must maintain the records. The school district will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the school district.

B. Except as provided below, a record (log) will be kept documenting each request for, and disclosure of, personally identifiable information from the education records of each student, including information found in computer memory banks. The record log shall contain:

1) the name of any individual, agency, or organization that requested or obtained access to the student's records;
2) the date of the request for access;
3) whether access was given;
4) the purpose for which the party was granted access to the records;
5) the names of additional parties to whom the receiving party may disclose the information on behalf of the school district; and
6) the legitimate educational interest in obtaining the information.

C. The record (log) requirement does not apply to requests from, or disclosure to:

1) a parent or eligible student;
2) a party seeking directory information;
3) a party who has a signed and dated written consent from the parent and/or eligible student;
4) school officials from the school district in which the student is currently enrolled who have a legitimate educational interest in the information contained in the student's record; or
5) persons seeking or receiving the information as directed by a Federal grand jury, other law enforcement subpoena, or ex parte order of the Attorney General of the United States (provided that the information requested is not to be redisclosed).

D. The record (log) is a permanent part of the student's education records and must be available to the parent or eligible student upon request.

E. If the district makes a release of education records without consent in **a health and safety emergency**, the district must record:

1) the articulable and significant threat to the health and safety of a student or other individuals that formed the basis for disclosure; and
2) the parties to whom the district disclosed the information.

VII. THE RELEASE OF RECORDS OR PERSONALLY IDENTIFIABLE INFORMATION

A. The school system or its designated agent(s) may not permit release of education records or any information from such records which contains personally identifiable student information to any outside individual, agency, or organization without the signed and dated written consent of the parents or eligible student, except as indicated in Section VII.C below. Personally identifiable information contained in the education record, other than directory information, will not be furnished in any form (i.e., written, taped, person-to-person, statement over the telephone, on computer disk, e-mailed, etc.) to any person other than those listed below, unless prior written consent has been obtained.

B. To be effective, the written consent must be signed and dated and must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.

C. Personally identifiable information may be released **without consent** of the parents, or the eligible student, only if the disclosure meets one of the criteria set forth below:

1. The disclosure is to other school officials within the district, including teachers, who have been determined by the school district to have legitimate educational interests in the education records.

2. The disclosure is to a contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions, provided that the outside party (a) performs an institutional service or function for which the district would otherwise use employees, (b) is under the direct control of the district with respect to the use and maintenance of education records, and is subject to the requirements of FERPA with respect to the use and redisclosure of personally identifiable information from education records. The Board shall comply with Subsection I of this policy prior to the provision of student records, student information or student-generated content to a consultant or operator, as those terms are defined in Subsection I.

3. Transfer Students:

   a) The disclosure is to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record pursuant to Section X.

   b) When a student enrolls in a new public school district (including public charter school), the receiving school district must send written notice of such enrollment to the school the student previously attended not later than two (2) business days after the student enrolls. Not later than ten (10) days after receipt of such notice, the sending school shall transfer the student's records to the new school district.

c) Upon notification by the Department of Children and Families (DCF) of a decision to change the school placement for a student attending district schools who is placed in out-of-home care by DCF pursuant to an order of temporary custody or an order of commitment, in accordance with section 46b-129 of the Connecticut General Statutes, the Board shall transmit to the receiving school, not later than one (1) business day after receipt of such notification from DCF, all essential ~~educational~~ **education** records for the student, including, but not limited to, the student's individualized education ~~plan~~ **program ("IEP")** and behavioral intervention plan, if any, and all documents necessary for the receiving school to determine appropriate class placement and to provide educational services. The Board shall transfer nonessential records to the receiving school in accordance with subsection b) above.

4. The disclosure is to authorized representatives of the U.S. Comptroller, the U.S. Attorney General, the U.S. Secretary of Education, or State or local educational authorities. Disclosures of this nature may be made only in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with the Federal legal requirements that related to these programs, so long as the district enters into a written agreement with the authorized representatives conducting the audit or evaluation, which agreement must comply with 34 C.F.R. 99.35(a)(3) and require that the authorized representative protects the confidentiality of personally identifiable student information consistent with FERPA requirements. Such entities may make further disclosure of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

5. The disclosure is made in connection with a student's application for, or receipt of, financial aid, if such information is necessary to determine eligibility for, the amount of, or the conditions for financial aid, or to enforce the terms and conditions of financial aid.

6. The disclosure is to state and local officials or authorities within the juvenile justice system as long as the officials and authorities to whom the records are disclosed certify in writing to the school district that (a) the information is required by the court, (b) will not be disclosed to any other party without the prior, written consent of

the parent of the student, except as provided under State law. Disclosure shall be permitted for information relating to the student's school attendance, adjustment and behavior, as well as the student's ~~individualized education program (IEP)~~ **IEP** and related documents if the student receives special education services. If a student is placed on probation by the juvenile court, school officials may issue their own recommendation concerning the conditions of the student's probation.

7. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, so long as (a) the study does not permit personal identification of parents or students by individuals other than representatives of the organization, (b) the information is destroyed after it is no longer needed for the purposes for which the study was conducted, and (c) the district enters into a written agreement with the organization conducting the study that ensures that the study protects the confidentiality of personally identifiable student information consistent with FERPA requirements.

8. The disclosure is to accrediting organizations in order to carry out their accrediting functions.

9. The disclosure is to parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.

10. The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with (a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (c) an ex parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code.

11. If the school district initiates legal action against a parent or student, the school district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff.

12. If a parent or eligible student initiates legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.

13. The disclosure is to appropriate parties, including parents of an eligible student, in connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making a determination regarding the disclosure of education records without consent in a health and safety emergency, the district may take into account the totality of the circumstances pertaining to the threat to the health or safety of a student or other individuals. If the district reasonably determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, provided, however, that the district record such disclosure in accordance with Section VI. D, above.

14. The disclosure is to the parent of a student who is under 18 years of age or to the student.

15. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the district under 42 U.S.C. 14071 and applicable federal guidelines.

16. **The disclosure is to the Secretary of Agriculture or an authorized representative from the Food and Nutrition Service, or contractors acting on its behalf, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more federal meal or nutrition programs in order to report aggregate results that do not identify any individual. Such disclosures may only be made if (1) the data collected will be protected to prevent the personal identification of students and**

their parents by other than the authorized representatives of the Secretary of Agriculture, and (2) any personally identifiable data will be destroyed when they are no longer needed for program monitoring, evaluations, and performance measurements.

17. **The disclosure is to an agency caseworker or other representative of the DCF or other child welfare agency or tribal organization who has the right to access a student's case plan when the agency or organization is legally responsible for the care and protection of the student. The agency or organization may not disclose the education records or personally identifiable information contained in such, except to an individual or entity engaged in addressing the student's educational needs and authorized by the agency or organization to receive such disclosure. Any disclosures made by the agency or organization must comply with applicable confidentiality laws for student education records.**

D. **Directory Information**

The school district will notify parents (of students currently enrolled within the district) or eligible students (currently enrolled in the district) annually of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.

1. School districts are legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.

2. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

3. The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made

while a student was in attendance unless the student rescinds the objection.

4. An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

5. The school district will not use the student's social security number or other non-directory information alone or combined with other elements to identify or help identify the student or the student's records.

E. **De-identified Records and Information**

1. The school district may release education records or information from education records without the consent of a parent or eligible student after the removal of all personally identifiable information, provided that the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.

2. The school district may release de-identified education records including student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:

   a) the district does not disclose any information about how it generates and assigns a record code, or that would allow a recipient of the information to identify a student based on the record code;
   b) the record code is used for no purpose other than identifying a de-identified record for the purposes of education research and cannot be used to ascertain personally identifiable information about a student; and
   c) the record code is not based on a student's social security number or other personal information.

F. **Disciplinary Records**:

Nothing in this policy shall prevent the school district from:

1. Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.

2. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, to teachers and school officials who have been determined to have legitimate educational interests in the behavior of the student.

G. In accordance with state and federal law, the district will facilitate the transfer of records of suspension and expulsion of a student to officials of any private elementary or secondary school in which the student is subsequently enrolled or seeks, intends or is instructed to enroll.

H. **Records of the Department of Children and Families (DCF)**

1. Documents related to any ~~Department of Children and Families ("DCF")~~DCF child abuse and/or neglect investigations that are maintained by the Board are considered education records under the ~~Family Educational Rights and Privacy Act ("~~FERPA~~")~~. As such, they are subject to the confidentiality and disclosure requirements set forth in this policy and in corresponding provisions of state and federal law. Such records, including records of allegations, investigations and reports made to DCF, should be kept in a confidential and central location, with restricted access and shall be disclosed only as authorized by law. In addition to meeting the requirements under FERPA, should the Board receive a request to disclose confidential DCF records to an outside third party, the Board shall redact the name or other personally identifiable information concerning the individual suspected of being responsible for the alleged abuse and/or neglect unless the requested records are being released to the individual named in the DCF records.

2. In addition, the district shall redact the name or any personally identifiable information related to the identity of any individual responsible for making a report of alleged child abuse and/or neglect before releasing or transferring any DCF records containing such reports.

I. The Board shall enter into a written contract with a consultant or operator any time the Board shares or provides access to student information, student records, or student-generated content with such consultant or operator. This contracting requirement applies to any contract entered into, amended or renewed on or after **October 1, 2016.**

1. The provisions of said contract shall comply with the requirements of Public Act 16-189.

2. Not later than five (5) business days after executing a contract pursuant to this subsection, the Board shall provide electronic notice to any student and the parent or legal guardian of the student affected by the contract. Such notice and the contract shall be posted on the Board's Internet web site. The notice shall:

   a. Explain that the contract has been executed and the date that such contract was executed;

   b. Provide a brief description of the contract and the purpose of the contract; and

   c. Explain what student information, student records or student-generated content may be collected as a result of the contract.

3. For purposes of this subsection, upon receipt of notice of a breach of security that results in the unauthorized release, disclosure or acquisition of directory information, student information, student records or student-generated content, the Board shall electronically notify, not later than forty-eight (48) hours after receipt of such notice, the student and the parents or guardians of the student whose information is involved in such breach. The Board shall thereafter post notice of such breach on the Board's Internet web site. The Internet posting shall comply with the requirements of FERPA. All questions and concerns relative to breach of security shall be referred to ***[Insert Name and Contact Information].***

4. For purposes of this subsection, the following definitions are applicable:

   a. Consultant means a professional who provides noninstructional services, including but not limited to, administrative, planning, analysis, statistical or research services, to the Board pursuant to a contract with the Board.

   b. Operator means any person who (a) operates an Internet web site, online service or mobile application with actual knowledge

that such Internet web site, online service or mobile application is used for school purposes and was designed and marketed for school purposes, to the extent it is engaged in the operation of such Internet web site, online service or mobile application, and (b) collects, maintains or uses student information.

c. School Purposes means purposes that customarily take place at the direction of a teacher or the Board, or aid in the administration of school activities, including but not limited to instruction in the classroom, administrative activities and collaboration among students, school personnel or parents or legal guardians of students.

d. Student means a person who is a resident of the state and (a) enrolled in a preschool program participating in the state-wide public school information system, pursuant to Conn. Gen. Stat. 10-10a; (b) enrolled in grades kindergarten to twelve, inclusive, in a school under the jurisdiction of the Board; (c) receiving special education and related services under an individualized education program; or (d) otherwise the responsibility of the Board.

e. Student Information means personally identifiable information or material of a student in any media or format this is not publicly available and is any of the following:

1) Created or provided by a student or the parent or legal guardian of a student, to the operator in the course of the student, parent or legal guardian using the operator's Internet web site, online service or mobile application for school purposes;

2) Created or provided by an employee or agent of the Board to an operator for school purposes;

3) Gathered by an operator through the operation of the operator's Internet web site, online service or mobile application and identifies a student, including but not limited to, information in the student's records or electronic mail account, first or last name, home address, telephone number, date of birth, electronic mail address, discipline records, test results, grades, evaluations, criminal records, medical records, health records, Social Security number, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious affiliations, text messages,

documents, student identifiers, search activity, photographs, voice recordings, survey responses or behavioral assessments.

f. Student Record means any information directly related to a student that is maintained by the Board or any information acquired from a student through the use of educational software assigned to the student by a teacher or employee of the Board, except student record does not include de-identified student information allowed under the contract to be used by the consultant or operator to:

1) Improve educational products for adaptive learning purposes and customize student learning;

2) Demonstrate the effectiveness of the contractor's products in the marketing of such products; and

3) Develop and improve the consultant's or operator's products and services.

VIII. REDISCLOSURE OF EDUCATION RECORDS

A. The school district may disclose personally identifiable information from an education record only on the conditions that:

1. the party to whom the information is disclosed will not subsequently redisclose the information to any other party without the proper consent of the parent or eligible student, and

2. the officers, employees, and agents of a party that receives such information may only use the information for the purposes for which disclosure was made.

B. Notwithstanding the provisions of Section A. above, the school district may disclose personally identifiable information from an education record with the understanding that the information may be redisclosed by the recipient of the information as long as prior written consent for disclosure is not required, for one of the reasons listed in Article VII, Section C. above, and at least one of the following conditions is met.

1. The record of the original disclosure includes the names of the parties to whom redisclosure is being made and the legitimate interests each such party has in requesting or obtaining the information.

2. In the case of disclosures made pursuant to a court order or lawfully issued subpoena, the district has made a reasonable effort to notify the parent or eligible student in advance of compliance with the subpoena (except if such subpoena meets the criteria set forth above in Article VII, Section C. (10)).

3. Disclosure is made to a parent, an eligible student, or the parent of an eligible student.

4. The information is considered directory information.

C. In the event that the Family Policy Compliance Office determines that a third party outside of the school district has improperly redisclosed personally identifiable information from education records in violation of FERPA, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

IX. AMENDMENT OF EDUCATION RECORDS

A. If a parent or an eligible student believes that information in the student's education records is inaccurate, misleading or in violation of the student's right to privacy, he/she is entitled to:

1. Request in writing that the school district amend the records;

2. Receive within a reasonable period of time a decision from the school district with respect to its decision on the amendment(s) requested by the parent or eligible student.

B. If the school district decides to amend the records, the school district shall promptly take such steps as may be necessary to put the decision into effect with respect to the requested amendments, and shall inform the parent or eligible student of the amendment.

C. If the school district decides that an amendment of the records in accordance with the request is not warranted, it shall so inform the parent or eligible student and advise him/her of the right to a hearing pursuant to this policy.

X.HEARING RIGHTS AND PROCEDURES

A. Rights

1. Upon written request of a parent or eligible student to the Superintendent, an opportunity for a hearing shall be provided to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate,

misleading, or otherwise in violation of the privacy rights of the student.

2. If, as a result of the hearing, the school district decides that information contained in the education records of a student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the records shall be amended, and the parent or eligible student shall be informed in writing.

3. If, as a result of the hearing, the school district decides that information contained in the education records of a student is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the parent or eligible student shall be informed of the right to place in the student's education records a statement commenting on the contested information or stating why he or she disagrees with the district's decision, or both.

   a. Any statement placed in the records of the student shall be maintained by the school system as part of the records of the student as long as the record or contested portion is maintained by the school system.

   b. If the contested portion of the education record is disclosed by the school system, the statement of disagreement by the parents and/or eligible student shall also be disclosed.

B. Procedures

1. The hearing shall be held within a reasonable time after the school system has received the request, unless the parent or eligible student requests a delay.

2. The parent or eligible student shall be given notice of the date, place, and time of the hearing, within a reasonable time in advance of the hearing.

3. The hearing will be conducted by a person or persons appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.

4. The parent or eligible student and the school system shall have the right to be represented by person(s) of their choosing at their own expense, to cross-examine witnesses, to present evidence, and to receive a written decision of the hearing.

5. The decision reached through the hearing shall be made in writing within a reasonable period of time after the hearing. The decision will be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

XI. WAIVER OF RIGHTS

A. A student who is an applicant for admission to an institution of post-secondary education or is in attendance at an institution of post-secondary education, may waive his or her right to inspect and review confidential letters and confidential statements of recommendations with the following limitations:

1. The student is notified, upon request, of the names of all individuals providing the letters or statements.

2. The letters or statements are used only for the purpose for which they were originally intended.

3. The waiver is not required by the ~~agency~~ **district** as a condition of admission to or receipt of any other service or benefit from the ~~agency~~ **district**.

4. The waiver is in writing and executed by the student, regardless of age, rather than by the parent.

B. A waiver may be revoked with respect to any actions occurring after the revocation.

C. Revocation of a waiver must be in writing.

XII. SPECIAL CONFIDENTIALITY PROCEDURES FOR HIV-RELATED INFORMATION

A. The following definitions shall apply to Section XII of this policy:

1. Confidential HIV-Related Information

"Confidential HIV-related information" means any information pertaining to the protected individual or obtained pursuant to a release of confidential HIV-related information, concerning whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such

conditions, including information pertaining to such individual's partners.

2. Health Care Provider

"Health Care Provider" means any physician, dentist, nurse, provider of services for the mentally ill or persons with ~~mental retardation~~ **intellectual disabilities,** or other person involved in providing medical, nursing, counseling, or other health care, substance abuse or mental health service, including such services associated with, or under contract to, a health maintenance organization or medical services plan.

3. Protected Individual

"Protected individual" means a person who has been counseled regarding HIV infection, is the subject of an HIV-related test or who has been diagnosed as having HIV infection, AIDS or HIV-related illness.

4. Release of confidential HIV-related information

"Release of confidential HIV-related information" means a written authorization for disclosure of confidential HIV-related information which is signed by the protected individual, if an eligible student, or a person authorized to consent to health care for the individual and which is dated and specifies to whom disclosure is authorized, the purpose for such disclosure and the time period during which the release is to be effective. A general authorization for the release of medical or other information is not a release of confidential HIV-related information, unless such authorization specifically indicates its dual purpose as a general authorization and an authorization for the release of confidential HIV-related information.

5. School Medical Personnel

"School medical personnel" means an employee of the Board who is a school nurse or the school district medical adviser.

B. Confidentiality of HIV-related Information

1. All school staff must understand that no person who obtains confidential HIV-related information regarding a protected individual may disclose or be compelled to disclose such information. Each person who has access to confidential HIV-

related information is responsible for ensuring that confidential HIV-related information is protected from disclosure and/or redisclosure.

2. Confidential HIV-related information is not public information and any disclosure, other than to persons pursuant to a legally sufficient release or to persons authorized by law to receive such information without a legally sufficient release, violates the law and Board policy.

C. Accessibility of Confidential HIV-related Information

1. No school staff member who obtains confidential HIV-related information may disclose or be compelled to disclose such information, except to the following:

   a. the protected individual, his/her legal guardian or a person authorized to consent to health care for such individual;

   b. any person who secures a release of confidential HIV-related information;

   c. a federal, state or local health law officer when such disclosure is mandated or authorized by federal or state law;

   d. a health care provider or health facility when knowledge of the HIV-related information is necessary to provide appropriate care or treatment to the protected individual or when confidential HIV-related information is already recorded in a medical chart or record and a health care provider has access to such record for the purpose of providing medical care to the protected individual;

   e. a medical examiner to assist in determining cause of death; or

   f. any person allowed access to such information by a court order.

D. Procedures

1. If a school staff member, other than school medical personnel, is given confidential HIV-related information regarding a protected individual who is also a student from the student's legal guardian or the student, the school staff member shall attempt to secure a

release of confidential HIV-related information for the sole purpose of disclosing such information to school medical personnel.

2. If a school medical personnel member is given confidential HIV-related information regarding a protected individual, who is also a student, by a student's legal guardian, or by the student, and the legal guardian or the student requests accommodations to the student's program for reasons related thereto, the school medical personnel member shall inform the legal guardian or the student, if an eligible student, that a release of confidential HIV-related information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for and implementing appropriate accommodations to the student's program.

3. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or his/her legal guardian, shall keep such information confidential and shall not disclose such information.

4. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.

5. Any record containing confidential HIV-related information shall be maintained in a separate file, and shall not be subject to the provisions of this policy regarding accessibility of general student records.

6. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV-related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases, such confidential HIV-related information may be disclosed as set forth in and subject to any limitation of such court order.

E. Disclosures Pursuant to a Release

1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general

authorization for the release of medical or other information is NOT sufficient for this purpose."

2. Oral disclosures must be accompanied or followed by the above notice within ten (10) days.

3. Except for disclosures made to a federal, state or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any HIV-related test result of a protected individual, who shall be informed of such disclosures on request.

XIII.CHILD ABUSE REPORTING

Nothing in this policy shall limit a mandated reporter's responsibility to report suspected child abuse or neglect under the Board's Child Abuse and Neglect Reporting Policy 5141.4.

XIV.RIGHT TO FILE A COMPLAINT

FERPA affords parents and eligible students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the agency that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Legal References:

State Law:

Conn. Gen. Stat. § 1-210 et seq.
Conn. Gen. Stat. § 1-220h
Conn. Gen. Stat. § 10-15b
Conn. Gen. Stat. § 10-233d
Conn. Gen. Stat. § 17-16a
Conn. Gen. Stat. § 17a-28
Conn. Gen. Stat. § 17a-101k
Conn. Gen. Stat. § 19a-581 et seq.
Conn. Gen. Stat. § 46b-134
Regs. Conn. State Agencies § 10-76d-18

~~Public Act 14-229, "An Act Concerning The Expungement Of A Pupil's Cumulative Education Record For Certain Expulsions."~~

~~Office of the Public Records Administrator, Retention Schedule M8-Education Records, Revised 2/2005, available at http://www.cslib.org/retschedules.htm~~

Public Act ~~14-229, "~~16-189, An Act Concerning ~~The Expungement Of A Pupil's Cumulative Education Record For Certain Expulsions."~~Student Data Privacy

Office of the Public Records Administrator, Retention Schedule M8-Education Records, Revised 2/2005, available at ~~http://www.cslib.org/retschedules.htm~~http://ctstatelibrary.org/wp-content/uploads/2015/07/M8.pdf

Federal Law:

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g et seq. (as amended)
USA Patriot Act of 2001, Pub. L. 107-56
~~No Child Left Behind~~ **Every Student Succeeds** Act ~~of 2001~~, Pub. L. No. ~~107-110~~ **114-95**
Healthy, Hunger-Free Kids Act of 2010, Pub. L. 111-296
~~Uninterrupted Scholars Act (2013), Pub. L. 112-278~~
34 CFR 99.1 - 99.67 (as amended)
34 CFR 300.560-300.576

Dear Colleague Letter on Transgender Students, U.S. Department of Education, Office of Civil Rights, U.S. Department of Justice, Civil Rights Division (May 13, 2016), available at http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201605-title-ix-transgender.pdf

Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, ~~US~~ **U.S.** Department of Education (October 2007), available at http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/.

ADOPTED:_____
REVISED:_____
7/31/14

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: November 15, 2016

Prepared By: Craig A. Cooke **Presented By:** Yvette Ali/Craig A. Cooke, Ph.D.

Attachments: 1. P 6155 Class Examinations
2. AR 6155.1 Religious Holidays
3. P 5113.21 Attendance – Call Back Service

Subject: Policy Deletion, 2nd Reading

BACKGROUND:

The Board of Education Policy Committee reviewed the following policies at their meeting on October 3, 2016 and the full Board of Education read these policies for deletion as a 1st reading at the October 18, 2016 meeting.

STATUS:

1. It is being recommended that the revisions to P 6155 Class Examinations currently under consideration for adoption at the June 20, 2016 Regular Meeting become new AR 6155.1 Religious Holidays thus deleting P 6155 Class Examinations from Board policies.
2. It is being recommended that P 5113.21 Attendance – Call Back Service be deleted from Board policies as it is an obsolete policy (adopted 1/19/98) that no longer aligns with current attendance practices.

RECOMMENDATION:

Move to delete P 6155 Class Examinations and P 5113.21 Attendance – Call Back Service.

Recommended by the Superintendent: _____

Agenda Item # 6d

Section:	**Instruction**	
Subject:	**CLASS EXAMINATIONS**	**P-6155**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

1. ~~Scheduling Major Tests~~ **Test Schedules**

   A. ~~In fairness to students who must be absent because of required religious holidays and in order to avoid the necessity for make-up activities, major tests and/or the introduction of new topics and materials should not be scheduled on these days.~~ **When scheduling either classroom or system-wide tests, teachers and administrators are encouraged to consider possible conflicts with religious holidays that the students in their classes may encounter. Efforts should be made to choose a schedule for tests and makeup opportunities that are reasonable under the circumstances and maximize the number of students in attendance. Teachers should let parents know of important class activities such as tests, field trips, or presentations as far in advance as possible so that potential conflicts with religious obligations can be avoided or accommodated. Windsor Public Schools does not designate specific days of religious significance on which testing is prohibited.**

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Policy Adopted: ~~4/14/81~~

RELIGIOUS HOLIDAYS

Windsor Public Schools recognize that students observe various religious holidays. However, these holidays alone may not determine the days on which school is closed.

Teachers and administrators will facilitate students' observation of religious holidays by:

1. Considering possible conflicts with religious holidays that students in their classes may encounter.

2. Choosing a schedule for tests, field trips, and presentations as far in advance as possible so that potential conflicts with religious obligations can be avoided or accommodated.

3. Providing opportunities for students to make-up work that they have missed on religious holidays without penalty.

Regulation Approved:

Craig A. Cooke, Ph.D.
Superintendent of Schools

Windsor Public Schools
Windsor, CT

Section:	**STUDENTS**	
Subject:	**ATTENDANCE - CALL BACK SERVICE**	P – 5113.21

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

Regular attendance is an important part of the educational process. To assist parents in monitoring attendance, and to facilitate home/school communication, the Board adopts the following procedure at the elementary school level. Parents shall be offered the opportunity to participate in a "call back" program as follows: Participating parents shall be required to notify the school when their child is to be absent from school, during a time before school designated by the building principal. If a child is absent from school at the beginning of the day and the parent has not provided prior notification of absence, school personnel will seek to call such parent between 9:00 AM and 10:00 AM to verify that the absence is excused.

In order to participate, the parents shall complete a form with day time telephone number and such other information as the Administration may reasonably require. Continued participation shall be subject to meeting of the parent's duties under the program. If parent fails to notify the school of a known absence on three or more occasions, the Board of Education shall discontinue the parent's participation.

The Board of Education cannot and does not assume responsibility for students prior to their entering the school bus or school building, or responsibility for assuring that parents are notified in every case of absence or tardiness. As a condition of participating in the program, parents shall execute a waiver of any claims against the District for failing to notify the parents under this program. However, this new procedure is intended to assist both parents and school personnel in monitoring student attendance at the elementary school level.

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Policy Adopted: January 19, 1988

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: November 15, 2016

PREPARED BY: Danielle Batchelder **PRESENTED BY:** Danielle Batchelder

ATTACHMENTS: Budget Assumptions 2017 – 2018

SUBJECT: Budget Assumptions in Preparation for Developing the FY 2017 – 2018 Budget 1st Reading

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BACKGROUND:

Each year a set of Budget Assumptions is adopted by the Board of Education. These assumptions include cost estimates for the next fiscal year's budget and priorities in the development of the budget. The Superintendent is presenting proposed budget assumptions for consideration by the Board.

RECOMMENDATION:

That the Board of Education accept for a 1st Reading the Budget Assumptions for FY 2017 – 2018.

Reviewed by: _____ **Recommended by the Superintendent:** _____

Agenda Item # 6e

Budget Assumptions 2017 – 2018

The charge of the Board of Education is to develop a fiscally responsible budget that meets the needs of the Windsor Public School students.

1. We will continue our commitment to finding efficiencies within the budget.

2. **Enrollment:** District Wide enrollment has fluctuated slightly over the past five years. In 13/14 it was 3,252. In 14/15 enrollment dropped to 3,145. In 15/16 enrollment increased to 3,187 and is remaining flat for 16/17 at 3,186. The projected enrollment for 2017-2018 is projected to remain relatively flat.

3. **Staffing & Programs:** Decisions around staffing and program redesign or development will be driven by their potential impact on raising student achievement while honoring the commitment to be fiscally responsible.

4. **Class Size:** The Board of Education will make every attempt to honor class size guidelines.

5. **Health Insurance:** If we continue to have low claim trends as we've been experiencing the past two years, the cost for health care is projected to remain relatively flat. FY17/18 will be the first year that WEA and WSASA go onto the High Deductible HSA Health Plan.

6. **Contractual Obligations**: Base salaries will increase approximately 2.5%.

7. **Special Education:** Out-of-district tuition costs are projected to increase by 3%. The goal is to reduce the increase in costs.

8. **Utility costs (heat & electricity)**: Projected to remain relatively flat. Over the past three years, the district reduced the utility cost by over $400,000 due to better efficiencies in our buildings.

9. **Regular Ed Transportation:** The district has transitioned to a new bus contractor, DATTCO for FY16/17. The contractual increase is 3.2% or $128,068 for 17/18.

10. **Special Education Transportation**: The special ed transportation has increased over the past few years due to the number of students we transport based on their needs. The increase for special education transportation for 17/18 is anticipated at $260,000.

11. **Diesel Fuel**: Diesel fuel was at a low for 16-17. We do not anticipate that moving forward. The lock in price in 15/16 was $2.16/gallon and in 16/17 it was $1.49/gallon. The projected number is $2.16/gallon or an increase of $117,400. This will be monitored in the coming months by the Town.

12. **Magnet School**: The tuition line item is projected to remain relatively flat. Enrollment is projected to remain flat or decrease, however, tuition rates are set by the magnet schools and not known until June.

13. **State & Federal Funding/Grants**: Educational Cost Share Funding & Excess Cost Funding is expected to remain flat or decrease for FY 17/18.

14. **Alliance Grant:** It is still unknown how the state will account for the expiration of the Alliance Grant. There has been discussion at the state level to either fund the Alliance grant beyond 2016-2017 in the form of the Educational Cost Sharing Grant or have the Alliance Grant become a grant that the Towns will apply for similar to Title I.

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: November 15, 2016

PREPARED BY: Danielle Batchelder **PRESENTED BY:** Danielle Batchelder

ATTACHMENTS: October 31, 2016 Financial Report

SUBJECT: Financial Report

BACKGROUND:

A report of operating expenditures is prepared monthly for the Board of Education. The report details monthly and year-to-date expenditures for each site within Windsor Public Schools.

STATUS:

The attached report is for the month of October 2016.

There were no inter-site transfers during the month.

RECOMMENDATION:

No action is necessary. The report is for information only.

The Secretary of the Board of Education should include the following in the minutes of this Board of Education meeting:

Expenditures for October 2016	$ 5,016,565
Expenditures through October 31, 2016	$15,576,835

Reviewed by: _____ **Recommended by the Superintendent:** _____

Agenda Item # 8a

Windsor Public Schools
Financial Report
October 31, 2016

	2016/2017 Budget	Expenditures YTD 10/31/2016	Encumbrance	Balance 10/31/2016	% Balance
Instructional Services					
Clover Street School	60,773	9,247	7,437	44,089	**73%**
John F. Kennedy School	79,823	8,912	15,671	55,240	**69%**
Oliver Ellsworth School	84,171	21,834	25,911	36,426	**43%**
Poquonock School	54,316	15,764	6,779	31,773	**58%**
Sage Park Middle School	214,220	69,478	43,470	101,272	**47%**
Windsor High School	389,056	107,891	64,272	216,893	**56%**
Windsor High School Interscholastic Sports	202,000	47,492	32,925	121,583	**60%**
Athletic Coaches	235,000	0	0	235,000	**100%**
WHS Career & Technical Education	59,745	16,434	17,254	26,057	**44%**
Continuing Education	70,400	49,295	2,677	18,428	**26%**
Instructional Services Management	195,312	37,406	42,909	114,997	**59%**
Curriculum Management & Development	120,385	5,251	18,980	96,154	**80%**
Magnet School Tuition	1,500,600	0	0	1,500,600	**100%**
Textbook Adoption	53,000	0	1,365	51,635	**97%**
Technology	687,432	431,241	17,673	238,518	**35%**
Total Instructional Services	**4,006,233**	**820,245**	**297,323**	**2,888,665**	**72%**
Education Support Services					
Pupil Personnel Services	367,200	84,322	47,916	234,962	**64%**
Special Education	94,350	11,057	9,357	73,936	**78%**
Special Education Tuition	4,729,106	545,419	212,740	3,970,947	**84%**
Policy & Planning	142,350	31,370	10,000	100,980	**71%**
Employee Personnel Services	84,000	38,163	13,101	32,736	**39%**
Financial Management	280,442	48,056	2,741	229,645	**82%**
Financial Services	38,500	37,194	10,802	(9,496)	**-25%**
Pupil Transportation & Safety	2,552,099	8,218	3,011	2,540,870	**100%**
Special Education Transportation	1,660,000	222,440	336,446	1,101,114	**66%**
Physical Plant Services	2,035,850	487,079	1,265,449	283,322	**14%**
Major Maintenance	386,000	234,453	12,178	139,369	**36%**
L.P. Wilson Center	254,800	38,332	121,564	94,904	**37%**
Benefits	11,188,075	3,164,008	254,471	7,769,596	**69%**
Certified Salaries	30,216,815	7,346,867	0	22,869,948	**76%**
Non-Certified Salaries	8,252,895	2,264,513	0	5,988,382	**73%**
Regular Ed Tutor Salaries	222,699	34,609	0	188,090	**84%**
Special Ed Tutor Salaries	320,000	65,153	0	254,847	**80%**
Substitute Salaries	639,916	95,337	43,172	501,407	**78%**
Total Education Support Services	**63,465,097**	**14,756,590**	**2,342,948**	**46,365,559**	**73%**
Total All Sites	**$67,471,330**	**$15,576,835**	**$2,640,271**	**$49,254,224**	**73%**

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: November 15, 2016

PREPARED BY: Danielle Batchelder **PRESENTED BY:** Danielle Batchelder

ATTACHMENTS: Student Enrollment Report & Recap

SUBJECT: Student Enrollment as of November 1, 2016

BACKGROUND:

Attached are the official enrollment figures as of November 1, 2016. Mrs. Batchelder will answer any questions.

STATUS:

In prior BOE enrollment reports, the enrollment report group all students into one category labeled "Outside Placement/Private Placement (SPED)". Beginning at the September 2016 BOE meeting, the Out Placement/Private Placement (SPED) line will be separated into two categories:

- One category will be labeled - *Out of District Placement-Special Education students*
- The second category will be labeled - *Private Placement Special Education students*

Out of District - Special Education: Those students who are placed at a Connecticut State Department of Education (CSDE) approved private special education program as recommended by a planning and placement team (PPT) as part of a student's individualized education program (IEP). Additionally, this category may include a family who moves into Windsor with a child who has a disability who has already been placed in a private special education program and/or children who are placed in Windsor foster home(s) by the Department of Children and Families (DCF) and are already enrolled in a private special education program.

Private Placement - Special Education: Those students who have been identified special education through the planning and placement team (PPT) process that have been parentally placed at a non-public school located in Windsor (i.e., St. Gabriel, Trinity Christian, Madina Academy, Praise Power & Prayer, etc.).

RECOMMENDATION:

Informational

Reviewed by: _____ **Recommended by the Superintendent:** _____

Agenda Item # 8b.

Windsor Public Schools
Student Enrollment Report Recap
November 1, 2016

Enrollment in Windsor Public Schools	
Grades PreK-5	1,323
Grades 6-8	694
Grades 9-12	1,179
Total District Enrollment	**3,196**

Windsor Students not in district schools	
Out of District Placement(SPED)	50
Private School's Placements (examples: St Gabriels,Trinity Christian and Madina Academy)	13
Montessori Hartford CREC	14
Metropolitan Learning Center CREC	120
CREC Misc MAGNET SCHOOLS	209
Hartford Host Magnets	224
Misc Magnet Schools	17
Prince Tech	6
Cheney Tech	7
	660

Total Windsor	**3,856**

Windsor Public Schools
Student Enrollment Report
November 1, 2016

Grade		Poquonock	Clover St	O Ellsworth	JF Kennedy	Totals
Pre K		47		44		91
K		74		107		181
1		89		103		192
2		99		113		212
3			79		120	199
4			100		136	236
5			93		119	212
Subtotal K-5						1232
Total		**309**	**272**	**367**	**375**	**1,323**

Grade	Sage Park MS
6	247
7	222
8	225
Total	**694**

Grade	Windsor High
9	340
10	269
11	314
12	256
Total	**1,179**

Total District Enrollment	**3,196**

POQUONOCK SCHOOL

ENROLLMENT REPORT
2016-2017

Room #	Teacher	Grade	Projected		8-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Kindergarten												
3	M Scott					13	13							
19	R Elke					12	12							
21	C McCann					13	13							
22	L Roche					12	12							
23	J Mitchell					12	12							
24	L Corrao					12	12							
		Total	**83**		**76**	**74**	**74**							
		Grade 1												
14	S Couchon					18	18							
15	E Velez					17	18							
16	N Nabil					17	17							
18	M Neals					18	18							
17	K Stoll					18	18							
		Total	**83**		**86**	**88**	**89**							
		Grade 2												
8	R Brown					21	20							
9	S Trummel					20	20							
11	J Delsky					21	21							
12	K Filmer					17	18							
13	E Hoogewerff					19	20							
		Total	**98**		**101**	**98**	**99**							
	PK Smart Start		30		31	30	30							
	Sped & Peer		14		12	16	17							
		Total	**44**		**43**	**46**	**47**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Poquonock	**Totals**	**308**		**306**	**306**	**309**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

CLOVER STREET SCHOOL
ENROLLMENT REPORT
2016-2017

Room#	Teacher		Projected		8-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3												
8	A Sanchez					19	20							
9	S Michalic					20	20							
10	J Murray					18	19							
11	J Darrell					20	20							
		Total	**79**		**79**	**77**	**79**							
		Grade 4												
14	J Su					20	19							
15	L Schoenwolff					21	21							
17	C Nowsch					20	20							
18	D Williams					20	19							
19	C Messenger					21	21							
		Total	**105**		**103**	**102**	**100**							
		Grade 5												
20	N Arroyo					19	19							
22	E Chartier					20	19							
24	S Lewis					18	18							
26	C Lindsley					19	19							
27	R Grimes					19	18							
		Total	**92**		**92**	**95**	**93**							
	Clover	**TOTAL**	**276**		**274**	**274**	**272**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

OLIVER ELLSWORTH SCHOOL

ENROLLMENT REPORT

2016-2017

Room#	Teacher	Grade	Projected		1-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
19	G Drake	Kindergarten				14	14							
20	L Butterick					13	13							
21	J Addie					13	13							
22	A Bishop					14	14							
23	L Adamski					14	13							
24	A Bartholomew					13	13							
25	C Chapple					13	13							
26	S Marcella					13	14							
		Total	**106**		**106**	**107**	**107**							
11	S Capizzi	Grade 1				14	14							
12	T Tedeschi					14	15							
13	E Larson					14	15							
14	K Furie					15	15							
15	T Strickland					15	15							
16	L Miller					15	15							
17	K Strempfer					15	14							
		Total	**106**		**103**	**102**	**103**							
		Grade 2												
1	B Mayo					17	17							
2	J Goicochea					16	16							
3	K Carlin					16	16							
5	J Greene					16	16							
6	E Hilt					16	16							
7	L Majors					15	16							
8	D Jaworski					15	16							
		Total	**116**		**113**	**111**	**113**							
	PK Smart Start		15			16	16							
	PK Sped & Peers		27			27	28							
		Total			**43**	**43**	**44**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Ellsworth	**Total**	**370**		**365**	**363**	**367**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

JF KENNEDY SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2016-17

Room#	Teacher	Grade	Projected		8-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3												
1	L Macaluso					16	17							
2	K Richards					18	18							
3	A Moyal					18	18							
4	D Ghanesh-May					18	17							
5	K Mazur					16	16							
6	M Johnston					18	18							
8	V Vaicunas					16	16							
		Total	**128**		**124**	**120**	**120**							
		Grade 4												
9	M Macaluso					21	21							
10	S Silliman					17	17							
12	L Bishop					19	19							
14	S Brown					22	21							
15	N Donzella					19	18							
16	D Taylor					18	20							
18	A Caselli					20	20							
		Total	**138**		**138**	**136**	**136**							
		Grade 5												
19	S Fye					16	17							
20	S Smith					16	16							
24	J Nolte					18	17							
25	S Paley					18	18							
26	K Bowman					16	16							
27	J Somero					18	18							
28	G Davies					17	17							
		Total	**122**		**121**	**119**	**119**							
	Kennedy	**Total**	**388**		**383**	**375**	**375**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

SAGE PARK MIDDLE SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2016-2017

		Projected		8-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun	# of Teachers	Average C. Size
Grade 6															
Team 1					86	87								4	21.75
Team 2					82	81								5	16.2
Team 3					77	79								5	15.8
	Total	**210**		**244**	**245**	**247**									
Grade 7															
Team 4					72	72								4	18
Team 5					71	72								4	18
Team 6					76	77								5	15.4
	Total	**217**		**222**	**219**	**221**									
Grade 8															
Team 7					71	73								4	18.25
Team 8					78	77								5	15.4
Team 9					74	75								5	15
	Total	**223**		**222**	**223**	**225**									
SPARK					1	1									
Sage Park	**Total**	**650**		**688**	**688**	**694**	**0**	**0**	**0**	**0**	**0**	**0**	**0**		

WINDSOR HIGH SCHOOL
Enrollment for
School Year 2016-2017

	Projected		1-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 9	**300**		339	340	340							
Grade 10	**281**		274	268	269							
Grade 11	**307**		315	315	314							
Grade 12	**272**		257	257	256							
Windsor High Total	**1160**		**1185**	**1180**	**1179**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: November 15, 2016

Prepared By: Dana Plant **Presented By:** Danielle Batchelder

Attachments: Food Service Financial Report

Subject: Cafeteria Operations – October 2016

Background: The Windsor School Food Service participates in the National School Lunch Program at each of our school facilities and at St. Gabriel's, CREC's Metropolitan Learning Center, CREC's Academy of Aerospace and Engineering and CREC's Museum Academy. We also participate in the National School Breakfast Program at our four elementary schools, Sage Park Middle School, Windsor High School and the three CREC schools. We operate the After School Snack Program for our Treehouse Program in Windsor as well as Museum Academy after care program. We operated our fifth year of the summer feeding program serving breakfast and lunch at CREC Metropolitan Learning Center. We operated a Summer Food Service Program of lunch and snack at Deerfield Apartment Complex, Goslee Pool, adding Wilson Library and the Performing Arts Academy in Windsor during summer break. We are complying with the Healthy Food Certification again this year to send a consistent message to our students in keeping with our wellness policies.

Our annual goal is to operate with a small reserve account to offset unanticipated needs and to increase participation from students and staff in all our programs.

A monthly financial report is presented to the Board of Education. This report includes sales and financial information for the current period.

Status: Financial Report for October 2016

Recommendation: Informational only.

Reviewed by: _____ **Recommended by the Superintendent:** _____

Agenda Item # 8c.

Windsor School Food Service
Financial Statement
October 2016

REVENUE	October 2015	7/1/15 - YTD	October 2016	7/1/16 - YTD
SALES	$126,245.99	$301,466.01	$125,388.81	$304,717.97
REIMBURSEMENTS - STATE		17,189.00	24,553.00	29,545.00
ACCOUNTS RECEIVEABLE FED	143,167.20	292,940.26	129,604.30	320,929.00
CLOC		52,805.00		51,798.00
INTEREST/RETURNED CK FEE				
MISC. (Rebates)		1,808.31		162.37
6 Cents Certification	3,615.18	7,191.84	3,337.62	7,174.80
REVENUE TOTALS	**$273,028.37**	**$673,400.42**	**$282,883.73**	**$ 714,327.14**

EXPENSES				
	3 paydates			
WAGES	$129,822.34	$196,073.29	$85,797.17	$203,861.44
PAYROLL TAXES	9,773.67	14,665.90	6,563.48	13,012.84
EMPLOYEE BENEFITS	5,811.46	24,390.92	6,981.92	37,452.23
FOOD/MILK/ICE CREAM	156,741.59	372,733.72	152,734.21	390,106.11
PAPER	6,321.37	19,661.96	8,622.32	22,956.39
TRUCK/GAS/Mileage		447.45	1,088.79	1,311.81
SUPPLIES		1,279.68	343.02	6,222.62
EQUIPMENT		3,394.73	200.00	11,001.76
SERVICES	580.06	1,327.40	131.46	1,972.69
EXPENSE TOTALS	**$309,050.49**	**$633,975.05**	**$262,462.37**	**$687,897.89**
NET INCOME	**($36,022.12)**	**$39,425.37**	**$20,421.36**	**$26,429.25**
INVENTORY		**$18,000.00**		**$33,672.74**
OPENING BALANCE 7/1		**$3,531.34**		**$ 166,304.74**
COMPUTED OPERATING POSITION		**$60,956.71**		**$226,406.73**

Windsor School Food Service
Program Participation
October 2016

SALES

		Oct 2015	Oct 2016
WHS			
	# OF DAYS	21	20
	SALES	$30,760.95	$34,357.49
	AVERAGE	$1,464.81	$1,717.87

Reimbursable Meals	**Average LUNCH per day**	
ELEMENTARY	877	821
MLC	425	422
Museum Academy	266	264
Academy of Aerospace & Engineering	397	407
SPMS	414	409
WHS	548	616

Reimbursable Meals	**Average BREAKFAST per day**	
ELEMENTARY	376	366
MLC	140	137
Museum Academy	195	189
Academy of Aerospace & Engineering	147	126
SPMS	63	83
WHS	118	161

Reimbursable Meals	**Average SNACK per day**	
Treehouse Program	92	95
Museum Academy	57	40

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: November 15, 2016

Prepared By: Terrell M. Hill, Assistant Superintendent for Human Resources
Presented By: Terrell M. Hill
Attachments: None
Subject: Human Resources Report for October 1, 2016 – October 31, 2016

RESIGNATIONS/SEPARATIONS

Ashley Bartholomew	Family Resource Center Leader	Poquonock
Erin Blake	Family Resource Center Parent Educator	Ellsworth
Ted Torres	Food Service Part-time General Worker	District

RETIREMENTS

N/A

TRANSFERS/REASSIGNMENTS

Elizabeth Abbot	From: Building Substitute	Poquonock
	To: Family Resource Center Leader	Poquonock
Ross Burba	From: School Counselor	Windsor High
	To: School Counselor	.6 Windsor High/.4 LPW SPARK
Sheri Davis	From: Instructional Data Manager	L.P. Wilson
	To: Accountant & Student Data Specialist	L.P. Wilson
Nicole Fernald	From: School Counselor	.5 Windsor High/.5 LPW SPARK
	To: School Counselor	Windsor High
Annette Guay	From: Food Service Full-time Cook	Clover
	To: Food Service Manager	Metropolitan Learning Center
Andrea Luan	From: Strings Teacher (.8 FTE)	Ellsworth
	To: Strings Teacher (1.0 FTE)	.8 Ellsworth/.2Poquonock

HIRES

Nuran Bayram	Food Service Part-time General Worker	Metropolitan Learning Center
Christine Castler	Physical Therapy Assistant	District
Jackie Cogswell	Family Resource Center Parent Educator	Ellsworth
Stanislas Coly	Long Term Substitute Alternative Ed. Math Teacher	Windsor High
Tanya Granger	Special Education Teacher	Windsor High
Raymond Sciarretta	Grade 5 Teacher	Kennedy
Daisy Storts	Special Education Paraprofessional (Limited)	Ellsworth
Trisha Urso	Lunchroom Monitor	Kennedy

Reviewed by: _____ **Recommended by the Superintendent:** _____

Agenda Item # 8d

Windsor Board of Education
Special Meeting/Workshop
Unapproved Minutes
Tuesday, October 11, 2016 6:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the October 11, 2016 Special Meeting/Workshop. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:30 PM:

Present Board Members:
Ms. Yvette Ali
Ms. Nuchette Black-Burke
Mr. Brian Bosch
Mr. Leonard Lockhart
Mr. Richard O'Reilly
Mr. Paul Panos
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos

Absent Board Members:
Ms. Michaela Fissel

Updated Attendance:
Mr. Paul Panos was updated to present at: 6:34 PM
Mr. Brian Bosch was updated to present at: 6:49 PM
Ms. Nuchette Black-Burke was updated to absent at: 7:47 PM

1. Call to Order, Pledge to the Flag and Moment of Silence
Discussion:
The meeting was called to order by Ms. Santos at 6:30 PM with the Pledge to the Flag and Moment of Silence. Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Assistant Superintendent for Instructional Services Dr. Santosha Oliver, Director of Business Services Danielle Batchelder, Director of Pupil and Special Education Services Steven Carvalho, and Dr. Mike Wasta

2. Audience to Visitors
None.

3. Discussion, Review and Possible Adoption of Board of Education Goals
Discussion:
Dr. Wasta reviewed alignment of Board, District and school goals, and the role of the Board in the process. Discussion ensued regarding draft Core Beliefs, the Board Mission Statement and Goals, stated Educational Philosophy and BOE Policies P-0000, P-0100 and P-0200. Dr. Cooke and Dr. Wasta reviewed the correlation of current Board goals with the performance indicators in the State Accountability Report. The Board will reconvene at a later date to continue review and discussion on the Board Mission Statement, Goals, Core Beliefs, Educational Philosophy and Policies P-0000, P-0100 and P-0200.

4. Announcements
Discussion:
None.

5. Adjournment

Motion Passed: The meeting adjourned at 8:56 p.m. with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

7 Yeas - 0 Nays.

Ms. Yvette Ali Yes
Ms. Nuchette Black-Burke Absent
Mr. Brian Bosch Yes
Ms. Michaela Fissel Absent
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

_____
Richard T. O'Reilly, Secretary
Windsor Board of Education

Windsor Board of Education
Regular Meeting
Unapproved Minutes
Tuesday, October 18, 2016 7:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the Tuesday, October 18, 2016 Regular Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 7:00 PM:

Present Board Members:
Ms. Yvette Ali
Ms. Nuchette Black-Burke
Mr. Brian Bosch
Ms. Michaela Fissel
Mr. Leonard Lockhart
Mr. Richard O'Reilly
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos

Absent Board Members:
Mr. Paul Panos

Updated Attendance:
Ms. Melissa Rizzo Holmes was updated to present at: 7:07 PM
Ms. Michaela Fissel was updated to present at: 7:34 PM

1. Call to Order, Pledge to the Flag and Moment of Silence
Discussion:
The meeting was called to order at 7:00 p.m. by Ms. Santos with the Pledge of Allegiance and a Moment of Silence. Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Director of Pupil and Special Education Services Steven Carvalho, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder and Assistant Superintendent for Instructional Services Santosha Oliver, and Student Representative Cassie Okeke.

2. Recognitions/Acknowledgements
None.

3. Audience to Visitors
Discussion:
Sandra Gustafson, 21 Darwyn Drive, reported she had watched the Town Council meeting last night and the discussion regarding parking at the polling places at schools. She reported that in the years she was involved, teachers and staff at Kennedy School would park at Christ the King Lutheran Church and those at Poquonock School would park at the Congregational Church and Carmon's, allowing voters to use the parking spaces for easy voting access at the schools.

4. Student Representative Report
Discussion:
Ms. Okeke reported on Spirit week and the numerous senior information, post-secondary planning events, College Goal Sunday and the upcoming College Fair. She reported she had returned from NCCJ Camp Anytown, the first quarter is coming near the end and students are encouraged to use the resources available to them. Ms. Okeke also reported that office referrals and ISS have reduced 50% from last year.

5. Board of Education
5.a. President's Report
Discussion:
Ms. Santos welcomed all families to the new school year and is looking forward to a great year with the Board.

5.b. School Liaison Reports
5.b.1. Windsor High School
Discussion:
Ms. Black-Burke reported that the School Governance Council meeting will be held Monday, October 24 at 7 p.m. and invited parents to come out and learn more about it. Mr. Bosch reported that College Goal Sunday had been the prior Sunday, Thursday is parent teacher conferences and discipline numbers are down from last year.

5.b.2. Sage Park Middle School
Discussion:
No report.

5.b.3. Clover Street School
Discussion:
Mr. Lockhart reported that the School Governance Council meeting is October 20 at 5:00 p.m. He reported on upcoming events and encouraged parents to come out and participate in all events.

5.b.4. John F. Kennedy School
Discussion:
Ms. Ali reported the weekly newsletter has been a huge success and reported on past and upcoming events.

5.b.5. Oliver Ellsworth School
Discussion:
Mr. O'Reilly reported on Book Fair week, upcoming events, and Parent/Teacher Conferences in December.

5.b.6. Poquonock School
Discussion:
Ms. Rizzo Holmes reported on upcoming events, Parent/Teacher Conferences; she also encouraged parents to visit the website where there is access to the newsletter and flyers they might have missed.

6. Superintendent's Report
Discussion:
Dr. Cooke reported on air conditioning/capital improvements, the Citizen's Academy, bullying presentation at Sage Park Middle School; Officer Amaro received a 2016 community Policing Award from the U.S. Attorney's office; Aaron Spaulding has been named a Commended Student in the National Merit Scholarship pool; Cree Jenkins has been elected the National President of the Leaders of Tomorrow.

6.a. Summer School Report
Discussion:
Dr. Oliver and Dr. Cooke presented an overview of the elementary summer learning program.

6.b. Enrollment Report
Discussion:
Dr. Cooke provided information beyond the normal monthly enrollment report in response to questions from the Board regarding where new incoming students were entering from.

6.c. Curriculum Development, 1st Reading
6.c.1. African-American History
6.c.2. Creative Writing
6.c.3. Public Speaking

Motion Passed: Motion that the Board approves African-American History, Creative Writing and Public Speaking curricula as a 1st reading as presented passed with a motion by Ms. Nuchette Black-Burke and a second by Mr. Leonard Lockhart.

6 Yeas - 0 Nays - 2 Abstained.
Ms. Yvette Ali Yes
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Abstain
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Absent
Ms. Melissa Rizzo Holmes Abstain
Ms. Cristina Santos Yes

6.d. Policy Adoption, 1st Reading
6.d.1. Revised P 4112.3 Employment Checks
6.d.2. New P 1331 Prohibition Against Smoking
6.d.3. Revised P 1371 Possession of Deadly Weapons or Firearms
6.d.4. Revised P 4118.11 Non-Discrimination (Personnel)
6.d.5. New P 5141.27 Policy Regarding Automatic External Defibrillators
6.d.6. Revised P 6114.7 School Security and Safety
6.d.7. Revised P 5125 Confidentiality and Access to Education Records
6.e. Policy Deletion, 1st Reading

Motion Passed: Motion to approve the policies P 4112.3 Employment Checks, P 1331 Prohibition Against Smoking, P 1371 Possession of Deadly Weapons or Firearms, P 4118.11 Non-Discrimination (Personnel), P 5141.27 Policy Regarding Automatic External Defibrillators, P 6114.7 School Security and Safety, and P 5125 Confidentiality and Access to Education Records as a 1st reading passed with a motion by Ms. Yvette Ali and a second by Ms. Nuchette Black-Burke.

8 Yeas - 0 Nays.
Ms. Yvette Ali Yes
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Absent
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

6.e.1. P 6155 Class Examinations
6.e.2. P 5113.21 Attendance - Call Back Service
Motion Passed: Motion to delete P 6155 Class Examinations and P 5113.21 Attendance - Call Back Service as a 1st reading passed with a motion by Ms. Yvette Ali and a second by Ms. Melissa Rizzo Holmes.

8 Yeas - 0 Nays.
Ms. Yvette Ali Yes
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Absent
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

7. Committee Reports
7.a. Curriculum Committee
Discussion:
Ms. Black-Burke reported that there has been discussion about homework in the district; there has been a discussion with school administrators and more will be coming from the district, it is being addressed.

7.b. Policy Committee
Discussion:
Ms. Ali reported the next Policy meeting is scheduled for December 5.

8. Consent Agenda
8.a. Financial Report
8.b. Enrollment Report
8.c. Food Service Report
8.d. Human Resources Report
Discussion:
Expenditures for September 2016: $4,979,843
Expenditures through September 30, 2016: $10,560,270

Motion Passed: Motion to accept Consent Agenda items 8.a Financial Report, 8.b Enrollment Report, 8.c Food Service Report and 8.d Human Resources Report as presented passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

8 Yeas - 0 Nays.
Ms. Yvette Ali Yes
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Absent
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

9. Approval of Minutes
9.a. September 6, 2016 Policy Committee
9.b. September 6, 2016 Special Meeting
9.c. September 20, 2016 Regular Meeting
9.d. October 3, 2016 Policy Committee
9.e. October 4, 2016 Special Meeting
9.f. October 6, 2016 Curriculum Committee

Motion Passed: Motion to approve the minutes of the September 6, 2016 Policy Committee meeting, the September 6, 2016 Special Meeting, the September 20, 2016 Regular Meeting, the October 3, 2016 Policy Committee meeting, the October 4, 2016 Special Meeting and the October 6, 2016 Curriculum Committee meeting as presented passed with a motion by Mr. Richard O'Reilly and a second by Mr. Leonard Lockhart.

8 Yeas - 0 Nays.
Ms. Yvette Ali Yes
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Absent
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

10. Other Matters/Announcements/Regular BOE Meetings
10.a. BOE Special Meeting, Tuesday, November 1, 2016, 6:30 PM, LPW, Board Room
10.b. Next BOE Regular Meeting is Tuesday, November 15, 2016, 7:00 PM, Town Hall, Council Chambers

11. Discussion and possible action regarding collective bargaining agreement between the Board of Education and the Windsor School Administrators' and Supervisors' Association (Executive Session Anticipated)

Motion Passed: Motion at 8:27 p.m. to go into executive session for the purpose of discussing the Agreement between the Windsor Board of Education and the Windsor School Administrators' and Supervisors' Association covering July 1, 2017 through June 30, 2020 and inviting Dr. Cooke, Mr. Hill and Ms. Batchelder passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

8 Yeas - 0 Nays.

Ms. Yvette Ali Yes
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Absent
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

The meeting returned from Executive Session at 9:04 p.m.

Motion Passed: Motion that the Board of Education vote to ratify the Agreement between the Windsor Board of Education and the Windsor School Administrators' and Supervisors' Association covering July 1, 2017 through June 30, 2020 passed with a motion by Mr. Richard O'Reilly and a second by Mr. Brian Bosch.

8 Yeas - 0 Nays.
Ms. Yvette Ali Yes
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Absent
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

12. Audience to Visitors
Discussion:
None.

13. Adjournment

Motion Passed: The meeting adjourned at 9:05 p.m. passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

8 Yeas - 0 Nays.

Ms. Yvette Ali Yes
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Absent
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

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Richard T. O'Reilly, Secretary
Windsor Board of Education

Windsor Board of Education
Special Meeting
Unapproved Minutes
Tuesday, November 1, 2016 6:30 PM
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the Tuesday, November 1, 2016 Special Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:30 PM:

Present Board Members:
Ms. Nuchette Black-Burke
Mr. Brian Bosch
Ms. Michaela Fissel
Mr. Leonard Lockhart
Mr. Richard O'Reilly
Mr. Paul Panos
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos

Absent Board Members:
Ms. Yvette Ali

1. Call to Order, Pledge to the Flag and Moment of Silence

Discussion:
The meeting was called to order by President Santos at 6:30 PM with the Pledge to the Flag and Moment of Silence. Also in attendance was Superintendent of Schools Dr. Craig A. Cooke, Assistant Superintendent for Instructional Services Dr. Santosha Oliver, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder, Director of Pupil and Special Education Services Steven Carvalho, and Food Service Director Dana Plant.

2. Audience to Visitors

Discussion:
None

3. Presentation on Nutritional Guidelines and Food Service

Discussion:
Dana Plant, Food Service Director, gave an overview of Windsor Food Service and its programs and the National Lunch Program, School Breakfast Program, Healthy Hunger Free Kids Act and the district's participation in Healthy Food Certification for this school year. Additionally, Ms. Plant reviewed the Summer Food Service Program and the Farm-to-School Program and other initiatives. Discussion ensued at the conclusion of the Ms. Plant's presentation. Board members were given the opportunity to ask questions which were addressed by Danielle Batchelder and Dana Plant.

4. Discussion of Budget Assumptions FY 18

Discussion:
Dr. Cooke and Ms. Batchelder presented the draft Budget Assumptions for the 2017-18 budget preparation process:

The charge of the Board of Education is to develop a fiscally responsible budget that meets the needs of the Windsor Public School students.

1. We will continue our commitment to finding efficiencies within the budget.
2. Enrollment: District Wide enrollment has fluctuated slightly over the past five years. In 13/14 it was 3,252. In 14/15 enrollment dropped to 3,145. In 15/16 enrollment increased to 3,187 and is remaining flat for16/17 at 3,186. The projected enrollment for 2017-2018 is projected to remain relatively flat.
3. Staffing & Programs: Decisions around staffing and program redesign or development will be driven by their potential impact on raising student achievement while honoring the commitment to be fiscally responsible.
4. Class Size: The Board of Education will make every attempt to honor class size guidelines.
5. Health Insurance: If we continue to have low claim trends as we've been experiencing the past two years, the cost for health care is projected to remain relatively flat. FY17/18 will be the first year that WEA and WSASA go onto the High Deductible HSA Health Plan.
6. Contractual Obligations: Base salaries will increase approximately 2.5%.
7. Special Education: Out-of-district tuition costs are projected to increase by 3%. The goal is to reduce the increase in costs.
8. Utility costs (heat & electricity): Projected to remain relatively flat. Over the past three years, the district reduced the utility cost by over $400,000 due to better efficiencies in our buildings.
9. Regular Ed Transportation: The district has transitioned to a new bus contractor, Dattco for FY16/17. The contractual increase is 3.2% or $128,068 for 17/18.
10. Special Education Transportation: The special ed transportation has increased over the past few years due to the number of students we transport based on their needs. The increase for special education transportation for 17/18 is anticipated at $260,000.
11. Diesel Fuel: Diesel fuel was at a low for 16-17. We do not anticipate that moving forward. The lock in price in 15/16 was $2.16/gallon and in 16/17 it was $1.49/gallon. The projected number is $2.16/gallon or an increase of $117,400. This will be monitored in the coming months by the Town.
12. Magnet School: The tuition line item is projected to remain relatively flat. Enrollment is projected to remain flat or decrease, however, tuition rates are set by the magnet schools and not known until June.
13. State & Federal Funding/Grants: Educational Cost Share Funding & Excess Cost Funding is expected to remain flat or decrease for FY 17/18.
14. Alliance Grant: It is still unknown how the state will account for the expiration of the Alliance Grant. There has been discussion at the state level to either fund the Alliance grant beyond 2016-2017 in the form of the Educational Cost Sharing Grant or have the Alliance Grant become a grant that the Towns will apply for similar to Title I.

Finance Chair Leonard Lockhart requested that any questions regarding the budget assumptions should be sent to Dr. Cooke before the November 15th meeting so that he can provide answers to the questions at the meeting.

5. Announcements

Discussion:
President Santos asked the Board members to submit any questions regarding the budget assumptions to Dr. Cooke by Friday, November 11 so that he and his staff have time to prepare answers for the Board meeting on November 15th.

She wanted to remind the public that Windsor Public Schools are in session on Veterans Day, Friday, November 11th, and there are events planned at all the schools. The public is invited to attend these events.

President Santos reminded parents there is no school on Tuesday, November 8th due to Election Day. The next regular Board of Education meeting will be held on Tuesday, November 15th at 7:00 PM at the Town Hall.

6. Adjournment

Discussion:
The meeting was adjourned at 8:15 PM.

Motion Passed: Move to adjourn the meeting passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

8 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

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Richard T. O'Reilly, Secretary
Windsor Board of Education