

## Somers Board of Education Meeting

Monday, June 24, 2024 7:00 PM

Somers Board of Education Chambers, 1 Vision Boulevard, Somers, CT 06071

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **AWARDS AND RECOGNITIONS**
  1. Retirement of Officer Craig Jones  
Officer Craig Jones, SRO, retired effective June 11, 2024. He was a School Resource Officer at Somers Public Schools for six years. Dr. Galloway to present an award.
4. **APPROVAL OF MINUTES**
  1. Approval of the June 10, 2024 BOE Minutes 2  
The Board to review and approve the minutes from the June 10, 2024 Board meeting.
5. **ADMINISTRATIVE REPORTS**
  1. Superintendent Update
  2. Whitsons Culinary Group Update  
Jeff Tadeo, Whitsons District Manager, and Joe Stango will update the Board regarding the lunch program at SPS.
6. **OPPORTUNITY TO ADD/DELETE AGENDA ITEMS**
7. **CONSENT AGENDA**
  1. Warrant of June 24, 2024 8  
The Board to review and consent to the warrant of June 24, 2024.
  2. Leave of Absence  
Madison Provencher, PreK Teacher at SES, will take a leave of absence approximately November 15, 2024 through February 19, 2025.
  3. Resignations
    - Kim Moran-Becker, Certified Occupational Therapy Assistant, is resigning effective 6/12/24 after 3 1/2 years of service at SPS.
    - Bethany Haller, SES Math Tutor, is resigning effective July 1, 2024. Ms. Haller was hired in March 2024.
  4. 2nd Posting DBS Code 5125 - Student Records; Confidentiality 11
8. **OLD BUSINESS**
9. **NEW BUSINESS**
10. **COMMITTEE REPORTS**
  1. Curriculum
  2. Policy
  3. Planning/Finance
  4. Salary & Negotiations
11. **CABE/CREC/State Dept. of Ed./SEF**
  1. CABE Virtual Presentation in August  
CABE and the School and State Finance Project present: School Funding Changes from the 2024 Legislative Session (registration required)
12. **AUDIENCE TO CITIZENS/STAFF/STUDENTS**
13. **EXECUTIVE SESSION**

The Board to enter into Executive Session and invite the Superintendent into Executive Session to discuss the Superintendent evaluation.
14. **ADJOURNMENT**

**Somers Board of Education Regular Meeting**  
**Somers Board of Education Chambers**  
**Monday, June 10, 2024**  
**7:00 PM**

*(The recorded livestream may be viewed on SPS' YouTube channel on the school website)*

Present BOE Members: Anne Kirkpatrick, Dr. Ed DePeau, JT Galloway, Shane Manning, Jan Martin, Kim Radziewicz, Derek Zelek

Absent BOE Members: Mike Briggs, Carl Stebbins

Others: Dr. Sam Galloway, Stephanie Levin, Dina Senecal, Cheryl Fry, Nick Kosloski, Gina Olearczyk, Justin Felch, Jessica Felch, Sharon Felch, Brittany Felch, Robert Felch

**1. CALL TO ORDER**

The regular Board of Education meeting was called to order by Chair Kirkpatrick at 7:00 p.m. in the Board of Education Chambers.

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF MINUTES**

**3.1. Approval of the May 28, 2024 BOE Minutes**

**Rationale:** The Board to review and approve the minutes from the May 28, 2024 Board meeting.

**Motion** to approve the minutes of 5/28/24 Board of Education Meeting. This motion, made by Kim Radziewicz and seconded by Ed DePeau, Carried. **Yea: 7, Nay: 0, Absent: 2 (Mike Briggs, Carl Stebbins)**

**4. ADMINISTRATIVE REPORTS**

**4.1. Superintendent Update**

**Discussion:** Superintendent Galloway thanked Mrs. Teresa Hicking for bringing in Revolutionary War representatives to help make the social studies curriculum come alive. Mrs. Hicking wrote a grant to provide this experience for grade 5 students. Parent volunteers were also thanked. Several SES students were recognized at the Lt. Governor's Computer Challenge ceremony for their creation of a GPS application to alert owners when their pet has left an electronically fenced area.

The 8th Grade Promotion Ceremony took place at MBA on Monday, June 10th. Many proud parents, grandparents, and family members were in attendance.

All spring sports teams at SHS had winning regular season records. Boys Baseball and Boys Lacrosse entered the state championship tournaments. Dara Salka, Ava DePeau, Avery D'Amour, and Stephanie Burzynski from the girls track team

qualified for New Englands and finished in fourth place. Graduation will take place on June 11th at 6 p.m. The Spartan Seniors will head off to college, the military, and the work force after graduation.

Superintendent Galloway recognized the retirement of Officer Craig Jones. Officer Jones has served as SRO at SPS for 6 years. Officer Jones was unable to attend tonight's meeting.

#### **4.2. Justin Felch, SHS Sophomore, Certified Solidworks Expert**

**Rationale:** Mr. Nicholas Kosloski, SHS Technology Teacher, will introduce Justin Felch, a SHS sophomore and Certified Solidworks Expert. Justin obtained his Solidworks Associate Certificate as a freshman and then continued in independent study to obtain his Certified Solidworks Professional accreditation in mechanical design. Justin continued to pass four other professional exams in the areas of sheet metal, surfaces, weldments, and drawings to obtain the status of Certified Solidworks Expert.

**Discussion:** Superintendent Galloway and Mr. Nick Kosloski introduced SHS student Justin Felch. Mr. Kosloski shared an overview of the SHS Technology Education Program, beginning with a video created by students highlighting the program. The department includes areas such as Woodworking, Robotics, Graphic Design, Engineering Graphics, Metalworking, Welding, Architecture and Skilled Trades. A Program Document was shared with the Board, along with a strategic plan for the department that aligns with the SPS Strategic Plan.

Solidworks software for Computer Aided Design is used in courses at SHS. Students can receive 3 college credits through Asnuntuck Community College for their coursework. Students can also become Solidworks certified. Mr. Kosloski thanked the Board for maintaining the district's Solidworks subscription. Since 2018, thirty-one students have passed the certification exam at no cost to the student.

Justin Felch is a sophomore at SHS. He shared his journey through Technology Education courses, noting that he was initially turned down from placement in the Honors Engineering Graphics I course. Justin persevered and persuaded his counselors to replace his only study hall with the course. Justin's earned his Solidworks Associate Certification at the end of his freshman year. Justin utilized outside resources like the Solidwize website to help prepare for the certification exams, some of which he had to take more than once. Justin is the first student in the history of SHS and Tolland County to achieve the *SOLIDWORKS* CAD Design Expert (CSWE) certification. He achieved this milestone as a sophomore.

Board members were impressed with Justin's perseverance to get into the necessary classes and prepare for the certification exams. Justin is currently writing a book with tips to help students prepare for CSWE and Solidworks Certifications.

Mr. Kosloski shared that the Technology Education Department is working on making certifications in other classes available to students. The department is also working on partnering with agencies to help students secure internships during their high school years rather than after graduation.

#### 4.3. Monthly Budget Report

**Rationale:** Stephanie Levin, Director of Business Services, will update the Board on the monthly budget.

**Discussion:** Stephanie Levin presented the monthly budget report. The report reflects the budget through the end of May. Previously approved budget transfers were noted in the report. Another transfer will be done in August. The final deposit for excess cost funds was received. The Business Office has begun closing out purchase orders. Some departments did not spend everything that was encumbered. The remaining funds will be released and used toward needs that were not originally included in this year's budget. Possible ways to spend the remaining funds include:

- A system to create badges for staff. When new hires are onboarded, they are not always given a badge. This creates a security issue in cases like a mandatory evacuation that sends staff to an off-site location where a badge is required (approximately \$3,600).
- Textbooks for AP ELA (approximately \$2,300).
- Employee Assistance Program to better support staff throughout the school year when unexpected events occur. While counselors and health professionals were brought in during times of need this year, there is a need for more support in the future (approximately \$4,200).
- Copy paper

The final teacher payroll has been processed in the Business Office. Non-certified payroll will run next week. Summer custodial work will be captured at the end of June. MahoneySabol conducted a preliminary audit in early June for payroll and expenditures. The company will return in October for a final audit. There are no issues at this time.

#### 4.4. Wellness Committee Report

**Rationale:** Mrs. Cheryl Fry, Head Nurse, will update the Board on the Wellness Committee.

**Discussion:** Mrs. Cheryl Fry, Head Nurse, provided a Wellness Committee update. Mrs. Fry reported that overall the SPS student body is healthy and the district is compliant with immunizations and physicals. Mrs. Fry shared the number of recorded annual visits and medication visits for all schools. Health screenings are complete, with no scoliosis referrals this year. School nurses help to manage the overflow of students requesting to see a counseling professional for mental health support. Nurses also refer students to counseling professionals when there are no underlying medical needs, but psychological needs are

identified. Nurses across SPS schools are seeing a large presence of anxiety among students with symptoms presenting differently at various age levels. Attendance information was shared. The SHS Nurse reported seeing an increase in concussions. Mrs. Fry noted that the "return to play" guidelines and concussion treatment has changed slightly in recent years. An increase in nutritional education at MBA and SHS was noted. Nurses have observed that students in secondary grades sometimes report not wanting to eat or trying not to eat, which can be a manifestation of stress, anxiety or depression. Hygiene kits are being requested by SES students. Students are asking for items such as toothbrushes, deodorant and dry shampoo. SES saw several rounds of the flu and strep this school year, as well as an increase in chronic medical issues. SES implanted a triage system to manage the flow of students and avoid being inundated with visits throughout the day. The system has been working well. Mrs. Fry also noted an uptick in the need for staff support for stress management. The Health and Wellness Program implemented by the Human Resources Department has been well received by staff. Seizure training for all certified staff will continue annually. Dr. Karen Camera MD, FAAP of Pioneer Valley Pediatrics will serve as the new medical advisor to support the SPS nursing staff. A new nurse will start at SES in the Fall.

## **5. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS**

### **6. CONSENT AGENDA**

**Motion** to approve the Consent Agenda. This motion, made by JT Galloway and seconded by Kim Radziewicz, Carried. **Yea: 7, Nay: 0, Absent: 2 (Mike Briggs, Carl Stebbins)**

#### **6.1. Warrant of June 10, 2024**

**Rationale:** The Board to review and consent to the warrant of June 10, 2024.

## **7. AWARDS AND RECOGNITIONS**

### **7.1. Retirement of Officer Craig Jones**

**Rationale:** Officer Craig Jones, SRO, will be retiring effective June 11, 2024. He has been an SRO at SPS for six years. Dr. Galloway will present an award.

## **8. OLD BUSINESS**

### **8.1. 2nd Posting - Teacher Evaluation Plan**

**Motion** to approve the proposed Somers Public Schools Educator & Administrator Professional Growth and Development Plan effective July 1, 2024. This motion, made by Kim Radziewicz and seconded by JT Galloway, Carried. **Yea: 7, Nay: 0, Absent: 2 (Mike Briggs, Carl Stebbins)**

## **9. NEW BUSINESS**

### **9.1. 1st Posting DBS Code 5125 - Student Records; Confidentiality**

## 10. COMMITTEE REPORTS

### 10.1. Curriculum

This committee met on 6/10/24. The next meeting will be held on 9/9/24 at 5:30 p.m.

### 10.2. Policy

The next meeting will be held on 6/24/24 at 6 p.m.

### 10.3. Planning/Finance

The next meeting will take place before the August meeting regarding budget transfers.

### 10.4. Salary & Negotiations

The next meeting will take place on 6/13/24 at 4 p.m.

## 11. CABE/CREC/State Dept. of Ed./SEF

There are no SEF updates to report. The CABE Liason newsletter was shared with the Board. CABE is offering School Finance Webinars. Business managers and superintendents will present at each webinar.

## 12. AUDIENCE TO CITIZENS/STAFF/STUDENTS

Mrs. Gina Olearczyk (16 High Meadows Crossing) thanked the Somers Board, faculty and staff for their hard work during a challenging year. She noted the strength of the Somers community and how the year ended with many successes.

## 13. EXECUTIVE SESSION

**Rationale:** The Board to enter into Executive Session and invite the Superintendent into Executive Session to discuss his evaluation.

**Motion** for the Board to go into Executive Session at 7:51 p.m. and invite the Superintendent to discuss his evaluation. This motion, made by Kim Radziewicz and seconded by Jan Martin, Carried. **Yea: 7, Nay: 0, Absent: 2 (Mike Briggs, Carl Stebbins)**

The Board exited Executive Session at 8:42 p.m.

## 14. ADJOURNMENT

**Motion** to adjourn the meeting at 8:43 p.m. This motion, made by Jan Martin and seconded by Derek Zelek, Carried. **Yea: 7, Nay: 0, Absent: 2 (Mike Briggs, Carl Stebbins)**

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Jan Martin, BOE Secretary                      Date  
Jenna McDermott, BOE Recording Secretary

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# SOMERS BOARD OF EDUCATION VOUCHER

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Voucher No: 1291

Voucher Date: 06/24/2024

Prepared By:



Printed: 06/18/2024 10:47:12 AM

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SOMERS BOARD OF EDUCATION is hereby authorized to draw warrants against SOMERS BOARD OF EDUCATION funds for the sum of \$195,288.40 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

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Stephanie Levin

Director of Business Services

SOMERS BOARD OF EDUCATION

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Fund		Amount
10	GENERAL FUND	\$195,288.40
		<hr/>
		\$195,288.40

**Somers Board of Education**

**Check Listing**

Fiscal Year: 2023-2024

Criteria:

Bank Account: BOE AP CASH 1918032563

From Date: 6/24/2024  
 From Check: 24902  
 From Voucher: 1291

To Date: 6/24/2024  
 To Check: 24939  
 To Voucher: 1291

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
24902	06/24/2024	Adelbrook Inc	\$7,494.75	1291	Printed	Expense	<input type="checkbox"/>		
24903	06/24/2024	Alternative Access Assistive Technology	\$4,092.50	1291	Printed	Expense	<input type="checkbox"/>		
24904	06/24/2024	Amazon Capital Services	\$1,552.83	1291	Printed	Expense	<input type="checkbox"/>		
24905	06/24/2024	Cleaning Stuff	\$186.56	1291	Printed	Expense	<input type="checkbox"/>		
24906	06/24/2024	CLG Electric LLC	\$725.00	1291	Printed	Expense	<input type="checkbox"/>		
24907	06/24/2024	Community Child Guidance Clinic, Inc.	\$16,256.25	1291	Printed	Expense	<input type="checkbox"/>		
24908	06/24/2024	Connecticut Radio, Inc	\$1,625.00	1291	Printed	Expense	<input type="checkbox"/>		
24909	06/24/2024	Corinne Bouchard	\$64.00	1291	Printed	Expense	<input type="checkbox"/>		
24910	06/24/2024	DG Graphics	\$878.51	1291	Printed	Expense	<input type="checkbox"/>		
24911	06/24/2024	Elan Financial Services	\$83.99	1291	Printed	Expense	<input type="checkbox"/>		
24912	06/24/2024	Eversource Energy	\$243.94	1291	Printed	Expense	<input type="checkbox"/>		
24913	06/24/2024	First Student, Inc	\$114,675.54	1291	Printed	Expense	<input type="checkbox"/>		
24914	06/24/2024	Frontier Communications	\$961.59	1291	Printed	Expense	<input type="checkbox"/>		
24915	06/24/2024	Graduate Pest Solutions, Inc.	\$395.32	1291	Printed	Expense	<input type="checkbox"/>		
24916	06/24/2024	Hartford HealthCare Corporation SBO	\$8,723.99	1291	Printed	Expense	<input type="checkbox"/>		
24917	06/24/2024	Intensive Education Academy, Inc.	\$5,970.37	1291	Printed	Expense	<input type="checkbox"/>		
24918	06/24/2024	J.W. Pepper & Son, Inc.	\$136.98	1291	Printed	Expense	<input type="checkbox"/>		
24919	06/24/2024	Kajeet Inc	\$1,027.07	1291	Printed	Expense	<input type="checkbox"/>		
24920	06/24/2024	Karen Hocking	\$69.68	1291	Printed	Expense	<input type="checkbox"/>		
24921	06/24/2024	MagnaKleen Services	\$108.61	1291	Printed	Expense	<input type="checkbox"/>		
24922	06/24/2024	Michael Kim Marshall	\$608.54	1291	Printed	Expense	<input type="checkbox"/>		
24923	06/24/2024	New England Turf Management	\$1,636.00	1291	Printed	Expense	<input type="checkbox"/>		
24924	06/24/2024	Sherwin-Williams Co., The	\$46.19	1291	Printed	Expense	<input type="checkbox"/>		

**Somers Board of Education**

**Check Listing**

Fiscal Year: 2023-2024

**Criteria:**

Bank Account: BOE AP CASH 1918032563

From Date: 6/24/2024  
 From Check: 24902  
 From Voucher: 1291

To Date: 6/24/2024  
 To Check: 24939  
 To Voucher: 1291

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
24925	06/24/2024	Shipman & Goodwin, LLP	\$8,448.53	1291	Printed	Expense	<input type="checkbox"/>		
24926	06/24/2024	Somers Lunch Program	\$1,000.00	1291	Printed	Expense	<input type="checkbox"/>		
24927	06/24/2024	Somers Public Schools	\$630.00	1291	Printed	Expense	<input type="checkbox"/>		
24928	06/24/2024	Somers Star Hardware	\$283.05	1291	Printed	Expense	<input type="checkbox"/>		
24929	06/24/2024	Sunshine Tent Rentals LLC	\$2,472.00	1291	Printed	Expense	<input type="checkbox"/>		
24930	06/24/2024	Supertech	\$339.32	1291	Printed	Expense	<input type="checkbox"/>		
24931	06/24/2024	The OMNI Group_V60983	\$22.00	1291	Printed	Expense	<input type="checkbox"/>		
24932	06/24/2024	The Taft Educational Center	\$950.00	1291	Printed	Expense	<input type="checkbox"/>		
24933	06/24/2024	USA Waste and Recycling	\$1,733.20	1291	Printed	Expense	<input type="checkbox"/>		
24934	06/24/2024	Valley Educational Services	\$4,223.04	1291	Printed	Expense	<input type="checkbox"/>		
24935	06/24/2024	Walch & Company, Inc	\$450.00	1291	Printed	Expense	<input type="checkbox"/>		
24936	06/24/2024	William V. MacGill & Co.	\$449.17	1291	Printed	Expense	<input type="checkbox"/>		
24937	06/24/2024	Willie Ross School of the Deaf	\$1,998.00	1291	Printed	Expense	<input type="checkbox"/>		
24938	06/24/2024	Wilson Language Training Corp.	\$496.80	1291	Printed	Expense	<input type="checkbox"/>		
24939	06/24/2024	Xerox Corporation	\$4,230.08	1291	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$195,288.40						

End of Report

## STUDENTS

### Student Records; Confidentiality

Educational records will be kept for each student and will reflect the physical, emotional, social and academic aspects of a student's development in the educational process.

The Board of Education recognizes the legal requirements to maintain the confidentiality of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended and its implementing regulations, and the Connecticut General Statutes.

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto. [Access to inspect or review a student's educational record or any part thereof may include the right to receive copies under limited circumstances.](#)

For the purposes of this policy:

**"Parent"** means a natural parent, an adopted parent, or legal guardian [or an individual acting as a parent in the absence of a parent or guardian.](#) If parents are divorced or legally separated, the parent granted custody and the parent not granted custody of a minor child both have the right of access to the academic, medical, hospital, or other health records of the child, unless a court order prohibits access. Whenever a student has attained the age of 18 years or is attending an institution of post-secondary education, the permission or consent required of, and the rights accorded to, the parents or guardians of the student shall thereafter only be required of, and accorded to, the pupil. [A parent who is incarcerated is also entitled to knowledge of and access to all educational, medical or similar records maintained in the cumulative record of any minor student of such incarcerated parent except in situations \(1\) where such information is considered privileged as defined in C.G.S. 10-154a, \(2\) such incarcerated parent has been convicted of sexual assault, or aggravated sexual assault, or \(3\) such incarcerated parent is prohibited pursuant to a court order.](#)

**"Student"** [means an individual who is or has been "in attendance" in person at an educational agency or institution for whom education records are maintained. It also includes those situations in which students "attend" classes but are not physically present, including attendance by videoconference, satellite, Internet, or other electronic information and telecommunication technologies.](#)

**"Student Record"** means any item of information directly related to an identifiable pupil, other than directory information, which is maintained by a school district or required to be maintained by an employee in the performance of his/her duties whether recorded in handwriting, print, computer media, video or audiotapes, film, microfilm, microfiche or other means. Student records include information relative to an individual student gathered within or without the school system and maintained within the school system, regardless of the physical form in which it is maintained. Any information maintained for the purpose of a review by a second party is

considered a pupil record. Records that pertain to an individual's previous attendance as a student are "education records" under FERPA regardless of when they were created or received within the school system. A student record shall not include informal notes related to a student compiled by a school officer or employee which remain in the sole possession of the maker and are not accessible or revealed to any other person except a substitute. Records of the law enforcement unit of the District or school are not considered student records.

**"Law Enforcement Unit"** means an individual office, department, division, or other component of an education 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.

**"Substitute"** means a person who performs the duties of the individual who made the notes on a temporary basis, and does not refer to a person who permanently succeeds the maker of the notes in his or her position.

**"School Official"** includes a teacher, school principal, president, chancellor, board member, trustee, registrar, counselor, admissions officer, attorney, accountant, human resources professional, information systems specialist, and support or clerical personnel. A contractor, consultant, volunteer, or other party to whom a school or institution has outsourced institutional services or functions may also be considered a "school official" provided that they are performing an institutional service or function for which the agency would otherwise use employees and is under the direct control of the agency or institution with respect to the use and maintenance of education records.

**"Authorized Representative"** means any entity or individual designated by a state or local educational authority or an agency headed by an official listed in §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.

**"Education Program"** means any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education and adult education, and any program that is administered by an educational agency or institution.

**"Early Childhood Education Program"** means a Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six that addresses the children's cognitive, social, emotional and physical development and is a (i) state prekindergarten program; (ii) a program authorized under the Individuals with Disabilities Education Act; or (iii) is a program operated by a local educational agency.

**"Directory Information"** means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, one or more of the following items: parent's name and/or e-mail address, student's name, address, telephone number, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, photographic, computer and/or video images, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.

A student's social security number or student ID number is prohibited from designation as directory information. However, student ID numbers and other electronic personal identifiers used to access or communicate in electronic systems may be disclosed only if the identifier is not used by itself to authenticate identity and cannot be used to gain access to education records.

A student's ID number or other unique personal identifier that is displayed on a student ID badge is considered directory information, but only if 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, password, or other factor known or possessed only by the authorized user.

The Superintendent shall be responsible for ensuring that all requirements under federal and state statutes shall be carried out by the District:

1. Informing parents of their rights annually.
2. Permitting parents to inspect and review educational records, including at least, a statement of the procedure to be followed by a parent or an eligible student who requests to inspect and review the educational records, with an understanding that the procedure may not deny access to educational records; a description of the circumstances in which the district feels it has a legitimate cause to deny a request for a copy of such records; a schedule of fees for copies; and a listing of the types and locations of education records maintained by the school and the titles and addresses of school officials responsible for those records.
3. Not disclosing personally identifiable information from a student's educational records without the prior written consent of the student's parent, except as otherwise permitted by administrative regulations; including at least a statement of whether the school will disclose personally identifiable information from the records to other school officials within the school who have been determined by the school to have legitimate educational interests, and, if so, a specification of the criteria for determining which parties are "school officials" and what the school considers to be a "legitimate educational interest" and a specification of the personally identifiable information to be designated as directory information.
4. Maintaining the record of disclosures of personally identifiable information from a student's education records and permitting a parent to inspect that record.
5. Providing a parent with an opportunity to seek the correction of the student's education records through a request to amend the records. [If the District decides that an amendment of the records as requested is not warranted, to inform the parent/guardian or eligible student and advise him/her of the right to a hearing and permitting the parent/guardian or an eligible student to place a statement in the education records of the student.](#)
6. Guaranteeing access to student records to authorized persons within five days following the date of request.
7. Assuring security of pupil records.
8. Enumerating and describing the pupil records maintained by the District.

9. Annually informing parents under what conditions that their prior consent is not required to disclose information.
10. Ensuring the orderly retention and disposition, per applicable state statutes, of the District's student records.
11. Notifying parents of secondary school students that it is required to release the student's name, address and telephone listing to military recruiters and institutions of higher learning upon request. Parents or eligible students may request that the District not release this information, and the District will comply with the request.
12. Notifying parents annually of the District's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

Legal Reference: Connecticut General Statutes

[1-19\(b\)\(11\)](#) Access to public records. Exempt records.

[7-109](#) Destruction of documents.

[10-15b](#) Access of parent or guardians to student's records.

[10-154a](#) Professional communications between teacher or nurse & student.

[10-209](#) Records not to be public.

[10-221b](#) Boards of education to establish written uniform policy re: treatment of recruiters.

[11-8a](#) Retention, destruction and transfer of documents

[11-8b](#) Transfer or disposal of public records. State Library Board to adopt regulations.

[46b-56](#) (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C.  
§2332b(g)(5)(B) and 2331

PL 107-110 "No Child Left Behind Act of 2001" Sections 5208 and 9528

**Adopted: May 27, 1980**

**Revised: April 12, 1982**

**Revised: July 13, 2009**

**Revised: June 25, 2012**

**Revised: August 28, 2017**