

**Please note: these minutes are pending Board approval.
Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting on October 18, 2016 at 7:30 p.m. in the council chambers, 3 Primrose Street.

K. Alexander, Chair	J. Erardi
M. Ku, Vice Chair	J. Davila
D. Leidlein, Secretary	R. Bienkowski
J. Vouros	7 Staff
R. Harriman-Stites	20 Public
A. Clure	1 Press
D. Cruson	

Mr. Alexander called the meeting to order at 7:30 p.m.

Item 1 – Pledge of Allegiance

Item 2 – Celebration of Excellence

Dr. Erardi introduced Jeremy Voegeli and Tom Einhorn.

Mr. Einhorn explained that Jeremy created the poster “180 Ways that Love Wins at School” which lists ways to help others and oneself. He is proud of Jeremy and this gift he created.

Dr. introduced Mrs. Nelba Marquez-Greene, founder of the Ana Grace Foundation. He said that much time went into developing this poster and that Jeremy is a very thoughtful and intelligent young man.

Mrs. Marquez-Greene said that her son asked if she and her husband could talk to his class about what we do in her daughter’s honor. She feels it is important to talk about our grief process. Children can turn grief into something incredibly positive. The love wins poster has been distributed in 13 states and Canada and is expected to extend to other states and abroad.

Mr. Alexander said we pay attention when our students do something extraordinary. Love Wins is very important to the town and he thanked Jeremy for creating this poster.

Item 3 – Consent Agenda

MOTION: Mrs. Leidlein moved that the Board of Education approve the consent agenda which includes the minutes of October 4, 2016 and the correspondence report. Mrs. Ku seconded. Motion passes unanimously.

Item 4 – Public Participation

Item 5 – Reports:

Chair Report: Mr. Alexander said the joint meeting with other boards has been set for 7:30 p.m. at the November 16 Legislative Council meeting. We are also looking for a Board member to be on the athletic director interview committee.

Superintendent’s Report:

Dr. Erardi said that November 16 there will be a practice reunification drill and thanked NYA for being our reunification point. Parents and students will be involved to see how quickly we can unite 50 students with their parents.

He shared an invitation to the event to honor Dr. John Reed and Joseph Borst which will be held October 23 from 2 to 4 PM at the Congregational Church. The community forum regarding the facility and enrollment study will be held October 26 at 7 PM in the high school lecture hall.

The Newtown Education Foundation will hold an opening signature event January 21 at 7 p.m.

Committee Reports:

Mr. Vouros said the Curriculum and Instruction Committee met. Dr. Rodrigue shared training on the concept-based curriculum model which guides teaching and learning. This is the first step in Mrs. Davila's training for curriculum development.

Mrs. Davila recognized the collaboration of all administrators who came together.

Dr. Rodrigue designed the training with Kathy Swift.

Mrs. Ku stated the policy committee was almost finished with the 3000 series and will start on the 5000 series. The Security committee met and we want to have an executive session prior to the budget season for a discussion on security. The EdAdvance meeting was at the new facility in Danbury on Miry Brook Road which was dedicated to Dani Thibodeau. She attended the Middle Gate PTA meeting yesterday morning. Dr. Erardi and Mr. Faiella also attended to talk about facilities.

Student Representatives:

Dylan Lew: There will be schoolwide testing the next day and fall sports were coming to a close.

Simran Chand: Spirit Week begins next week.

Dylan: If a senior has a 90 or above average in a course they are not required to take the final at the end of the year. However, there is a requirement for seniors to take a final in a first semester course even if they have a 90 or above average. The students are questioning this practice.

Simran: Other districts like Danbury grant this for all students, not just seniors, which would provide an incentive for students to have a 90 average.

Dylan: This should include the whole student body.

Mr. Alexander appreciated the student perspectives and we will include them if it becomes a Board discussion.

Update on the High School Auditorium Project:

Geralyn Hoerauf gave an update on the project and has scheduled the pre-bid review with the hopes that they will allow us to go out to bid.

Mr. Vouros verified that nothing has been done in the auditorium and asked about the bid process.

Ms. Hoerauf said the project goes out to bid November 7 with bids due November 28. There will be a specific meeting of the Public Building and Site Commission for their signature in December. The demolition will be done over the holiday break.

Dr. Erardi shared that the auditorium has been disassembled. Emergency lighting and sound has been offline since July in preparation for the work.

Mr. Clure asked if there was any follow up regarding the seats and the possibility they could be sold.

Ms. Hoerauf said the staff offered to help and we are willing to assist with that effort.

Mrs. Ku asked if the auditorium would possibly be available during phase 2.

Ms. Hoerauf said that until funding is secured the planning for phase 2 will not begin. It will be over the winter.

Mrs. Ku asked that if funding comes through could the auditorium be used during phase 2 construction.

Ms. Hoerauf said it could be used but it would depend on the activities to be held. Procuring theatrical equipment is not part of the cons of the project.

Mr. Bienkowski asked when we will get the grant commitment.

Ms. Hoerauf thought we had one already. Completion of this project is June of 2017.

Mrs. Leidlein asked how the trailer will impact parking and buses.

Ms. Hoerauf said the trailer will be located behind the theater in the small staff parking lot with those spaces to be relocated. The dumpster will be outside the back door of the auditorium. Contactor parking will be down the end by the ballfields.

Dr. Erardi said that Dr. Rodrigue has a contingency plan in place to make this work.

Financial Report:

MOTION: Mrs. Leidlein moved that the Board of Education approve the financial report and transfers for the month ending September 30, 2016. Mrs. Ku seconded.

Mr. Bienkowski said there are no significant issues at this time. There are four recommended transfers and no change in the excess cost grant estimate.

Mr. Clure asked how you can take money from certified staff salaries.

Mr. Bienkowski said there is currently additional funds in the certified salary line.

Dr. Erardi stated that we budget for what we know and what we project. We projected 10 retirements but we had a greater number. The \$300,000 is a positive number. We had some turnover this year with a gap in replacing positions.

Motion passes unanimously.

Item 6 – Old Business

Facility and Enrollment Study:

Dr. Erardi said the November 1 Board meeting will convene at the high school with a tour of the space for additional grade levels. We will also be prepared to bring the financial aspect of the viable option. At the close of the November 1 meeting he hopes the Board will have all of the information needed leading to the November 15 and December 6 meetings. We believe tonight's presentation answers any and all questions and provides the most viable option for the Board to consider.

Mrs. Harriman-Stites introduced Dr. Lorrie Rodrigue, Anne Uberti, Tom Einhorn and Chris Moretti to represent the committee work. She was proud to be part of this committee. The committee's community members include Dr. Linda Weidenhamer, Karen Holden and Robert Morey.

Dr. Rodrigue, Mrs. Uberti, Mr. Einhorn and Mr. Moretti presented the committee's report.

Dr. Rodrigue stated that the committee decided there would be no elementary or Reed School closings. Space and classroom needs were discussed. Subgroups examined enrollment projections for Options G, H and I and feasibility and sustainability related to enrollment and space.

Mr. Moretti spoke about Options A-I. The issue of closing an elementary school was eliminated because these schools are projected to have increased enrollment. Options E-F included a K-5 model which was eliminated. The subcommittee looked at Options G-I with discussions about capacity. Options G and H had feasibility concerns so they were eliminated. Option I with the eighth grade at the high school is what we researched.

Dr. Rodrigue said the high enrollment projections decline more significantly in 10 years with this option. Areas of the high school would have to be repurposed. Pros and cons for options G and H were given.

Mrs. Uberti spoke about Option I with a grade 5-7 model at Reed including class sizes and possible changes at Reed such as relocating the employee daycare center, the middle school health center, the middle school transition programs and having no space for unforeseen needs for students such as the medically fragile. There could be room sharing and courses on a cart. She expects to be short seven rooms. There would also be additional staff members with a non-period schedule. There is also concern about gym usage. The largest enrollment at Reed was 914 and it was crowded with that number. We would be looking at 895 students in seventh grade.

Mrs. Davila spoke about the 5-7 instructional opportunities. We would need teachers with K-6 certification. Foreign language would come to Reed. Grade seven students would be role models and the grade five cohort would remain connected for three years. We would have to look at extracurricular activities and sports.

Dr. Rodrigue said they looked at logistics of the 8-12 model which will require classroom moves. The lower B wing could potentially be used. At the high school level student schedules and courses often impact use of space. Instructional opportunities were discussed. Social and emotional needs will be met. We want to ensure that there will be offerings for sports for eighth graders as well as the repurposing of rooms.

Dr. Erardi stated that Sandy Hook School received an additional five students this week. He referred to the high enrollment projections document. The key is on the base of page one which is evidence around the high enrollment number and what that enrollment would look like. If the projections hold, in 2027-28 and 2028-29 those numbers are above the largest capacity ever in that building which is important for the Board to consider. High projections show the lowest student population is closer to 1,200 in the high school.

Mrs. Harriman-Stites thanked the committee. This report is not a committee endorsement but simply the last semi-viable option standing. We have to look at the enrollment in the 10 years after we implement this change. We have to decide how important sustainability is to us when we consider any options. She is concerned around this option and feels we need to hear from the community at the Board meetings and community forum.

Mr. Vouros said that the committee members from the public along with the administrators were vested in the educational impact that any change would have with the decision we are about to make. The education of our children is first and foremost. The Board will always have the educational and social emotional education at the forefront. He encouraged the community to come to the forum.

Mr. Cruson asked what the committee determined was the capacity of the high school. Dr. Rodrigue said the full capacity is 2,137 but we haven't come close to that. You can open up space by the way you schedule the building. Use of the space more than the capacity is important. Optimal is 1,850 but 1,900 will be tight.

Mr. Alexander asked if there was a way to get the enrollment numbers for K-4 in 2025-2026.

Dr. Erardi said we were projecting babies seven years in advance for year 2024-25. There wasn't a concern particularly with the new Sandy Hook School.

Mr. Alexander indicated that he would like that information.

Mrs. Leidlein would like the committee's opinion about this option and how they feel this can play out.

Dr. Erardi said the work of the committee was to bring back evidence. The committee can share their thoughts at the November meeting.

Mrs. Ku stated that the work done is incredible and appreciates the openness with the community. Regarding the K-4 numbers and what is missing, she feels when we see crowding in Reed we are going to be crowded in the elementary schools 10 years out. The community and other boards will have to understand that this is a low point but eventually we will have a need for space which might not be that far off.

Mr. Cruson also would appreciate the opinions of the committee.

Dr. Erardi mentioned that with Robert Morey, Karyn Holden and Dr. Linda Wiedenhamer as members of the committee they gave up professional work time to be with us and were major contributors.

Second Read of Assumptions and Priorities:

MOTION: Mrs. Leidlein moved that the Board of Education approve the Assumptions and Priorities for the 2017-2018 Board of Education budget. Mr. Vouros seconded.

Mr. Clure thought his comment at the last meeting would be included regarding looking at the impact of the pay for play structure on the overall budget and the possibility of eliminating it totally.

Dr. Erardi said the proposed plan that will come to the Board will have over time a three to five year reduction in parent/student contribution. He assured Mr. Clure that it will be addressed during budget discussions.

Motion passes unanimously.

Item 7 – New Business

First Read Policies 5131.111 Video Surveillance, 5145.53 Transgender and Gender Non-Conforming Youth, and 5125 Student Records: Confidentiality (FERPA):

Mrs. Ku said the committee wanted these in place by the start of the school year. Video surveillance was revised because of increased use of video cameras. The transgender policy reflects Connecticut statutes. Student records and confidentiality involves student privacy. This is an updated policy to reflect what is currently in the law.

Mrs. Leidlein referred to video cameras on school buses and if the wording limits the number of cameras and if they can be legally changed if we want to have more cameras on buses. She wants the wording to be flexible so we can make the decision.

Mrs. Harriman-Stites said the current policy says they may be used which doesn't lock us into any number.

Mr. Bienkowski said the actual contract will dictate the number of cameras. It now requires two cameras on the bus.

Mr. Vouros said they met with high school students and Dr. Erardi regarding the transgender policy.

Mrs. Ku met with Gay Straight Alliance and advisors as well as legal counsel.

Mrs. Leidlein asked that if parents have concerns or questions regarding any aspect of these policies how do we anticipate they will be handled.

Dr. Erardi said the legal background of this policy represents present practice and allows parents to weigh in. Discussion around this pertains to student confidentiality.

Mr. Clure said that regarding video surveillance the policy states that we should use every effort to keep confidentiality. His concern is if someone gets these tapes then the information is no longer confidential.

Dr. Erardi said if there's a bus incident and we have a camera we will review them first. They are not just given to parents. Our practice is sound. He had concern about our ability to appropriately respond to a cell phone video tape that goes out at the time of the incident.

Item 8 – Public Participation

MOTION: Mrs. Leidlein moved to adjourn. Mr. Vouros seconded. Motion passes unanimously.

Item 9 – Adjournment

The meeting adjourned at 9:38 p.m.

Respectfully submitted:

Debbie Leidlein
Secretary

Administrative Report

Tuesday, October 18th

1. Safety Updates / NYA Partnership (Attachment #1)

2. Community Recognition Program (Attachment #2)
 - a. Dr. John Reed
 - b. Joseph Borst

3. Community Forum Wednesday, October 26 (Attachment #3)

4. NEF Update (Attachment #4)

Joseph Borst
10/18/16

Dear Parents/Guardians:

On Wednesday, November 16, 2016, between the hours of 9:45 am – 11:45 am, the Newtown Public Schools, in conjunction with Newtown High School (NHS), the Newtown Police Department, the Newtown Youth Academy (NYA) and All-Star Transportation, will conduct a controlled-practical emergency response exercise pertaining to parent-student reunification procedures. NHS administration will select, with parent/guardian approval, 50 student volunteers to serve as the representative sample in testing the timeliness of our reunification procedures. These students, along with participating staff, will be bused to the NYA facility on the Fairfield Hills Campus.

Reunification Overview

The district's reunification procedures are activated when events at a Newtown Public School or in the adjacent neighborhood necessitate that students be physically returned to parents outside routine student dismissal practices and school location. Reunification is the difference between daily school release (routine dismissal practices) and controlled release (reunification). The core concept behind our reunification procedures is accountability, which will be achieved through a process based on managing the physical location of students, staff, and the retrieving parents and guardians. Every reasonable effort will be made to ensure a seamless transition for students and staff from the initial evacuation staging area to the relocation site.

It is the goal of the Newtown Public Schools to provide a safe and secure environment for students, faculty, staff, parents, guardians, and visitors as is feasible. To ensure this in the reunification setting, we have established procedures that will safe guard the reunification location and appropriately identify parents or guardians that have the legal right to take custody of a student. We will utilize best practices and available technology to safely and swiftly reunite students with their parents or guardians.

Request for Parent Volunteers

To assist the district and our stakeholders in assessing the quality of our reunification procedures, we are seeking the assistance of 50 parent volunteers to serve as the "parents/guardians" of the 50 NHS student volunteers. The participating parent volunteers will be summoned to NYA and will walk-through the reunification procedure with staff and students. It is our goal that each parent-student reunification takes no more than 30-45 seconds to accomplish.

If you are interested in volunteering for this worthwhile emergency response exercise, please contact.....

JE



*Please Join Us
As We Honor*

Dr. JOHN REED & JOSEPH BORST

OCTOBER 23rd, 2016, 2 pm - 4 pm

*NEWTOWN CONGREGATIONAL CHURCH
Great Room, 14 West Street, Newtown, CT*

*All are welcome - Please join us as we honor John and Joe
Light Refreshments provided*

*Your friends at the Newtown Municipal Center,
the Newtown Health District and the Newtown Visiting Nurse Association
3 Primrose Street, Newtown, CT*

Tel (203) 270-4291, e-mail: donna.culbert@newtown-ct.gov

**Newtown Public Schools
Press Release**

Enrollment and Facility Study: Your Opinion Matters!

The second within a series of community forums will be held on Wednesday, October 26, starting at 7:00 p.m. in the Lecture Hall at Newtown High School. The school board encourages parents to attend as the hour will include:

- A brief update on school enrollment
- An opportunity for community members to share their thoughts on grade alignment
- An opportunity for community members to speak to the potential closing of Newtown Middle School

The Board of Education looks to bring to close this enrollment study in November and would welcome the thoughts from all stakeholders. If there are any questions regarding the October 26th forum please call the superintendent's office at 203-426-7621.

Dr. Joseph V. Erardi, Jr.
Superintendent of Schools
Newtown Public Schools

**Newtown Education Foundation Agenda
October 17, 2016 @ 7:00pm
Reed Intermediate School**

Last Meeting: Reed Intermediate School 10/6/16 @ 7:30pm

Agenda

- I. Call to Order
- II. Roll Call
- III. Approval of Last Meeting's Minutes
- IV. Discussion and Updates
 - A. November Faculty Meeting
 - B. Finalize Grant
 - C. Fundraising Plan
 - 1. How are we getting the community excited and ready to support?
 - 2. Calendar plan
 - 3. Committees for each
 - D. Annual Pledge
 - E. Corporate Sponsors
- V. Adjourn

**NEWTOWN BOARD OF EDUCATION
MONTHLY FINANCIAL REPORT
SEPTEMBER 30, 2016**

SUMMARY

This third report of the 2016-17 school year continues to provide year to date actual expenditures and encumbrances while still being limited in the area of anticipated obligations. Account-by-account analysis will begin now that classes have resumed and all staff is encumbered.

During the month of September, the Board of Education spent approximately \$7.4M; \$5.1M on salaries (three payrolls during this period), and \$2.3M on all other objects, including tuition and transportation.

This report includes transfer recommendations for pension needs, to establish accounting for Managed Print Services, insurance account alignment and provisions for Connecticut Education Network Services, which were previously provided at no cost to school districts.

The district in alliance with the Town, established a Defined Contribution Plan for its newly hired non-certified pension offering. This plan took effect during the prior fiscal year. Because it was a voluntary offering and we had no membership experience the amount budgeted was insufficient. Based on current enrollment with new hires the amount needed appears to be approximately \$25,000. The recommended transfer to cover this will be from the Unemployment and Workers Compensation accounts.

The Managed Print Services transfers include approximately \$21,000 in savings accrued from our new copier contract which is being distributed to cost centers for Managed Print Services. The schools have additionally requested that funds budgeted for toner cartridges be moved into this new contracted services line to provide for this expense.

Property insurance premiums are \$46,000 higher than budgeted primarily because of the new school along with valuation increases, while our liability and umbrella policies are lower by \$32,000. The balance needed, \$14,000 will come from certified salaries.

The final Connecticut Education Network transfer results from late notification that the funding that previously provided network access services which was covered by the state, will now require local payment. Overall this will amount to \$28,800 annually with approximately 40% which should be reimbursed by e-rate funding. The \$16,000 of additional need in the communications line will also come from the certified salaries line.

The budget, at this time, appears to be in an overall balanced position. Further review of Excess Cost eligibility and anticipated revenue in this area may have a negative impact. Salary balances are positive, and tuitions are within budget, while we are closely monitoring the operating costs of the new school.

On the revenue side we are showing receipts for local tuition and some miscellaneous fees.

The budget will be closely monitored with any important issues identified as soon as we become aware of them.

Ron Bienkowski
Director of Business
October 12, 2016

TERMS AND DEFINITIONS

The Newtown Board of Education's Monthly Financial Report provides summary financial information in the following areas:

- Object Code – a service or commodity obtained as the result of a specific expenditure defined by eight categories: Salaries, Employee Benefits, Professional Services, Purchased Property Services, Other Purchased Services, Supplies, Property, and Miscellaneous.
- Expense Category – further defines the type of expense by Object Code
- Expended 2015-16 – unaudited expenditures from the prior fiscal year (for comparison purposes)
- Approved Budget – indicates a town approved financial plan used by the school district to achieve its goals and objectives.
- YTD Transfers – identified specific cross object codes requiring adjustments to provide adequate funding for the fiscal period. This includes all transfers made to date. (None at this time)
- Current Transfers – identifies the recommended cross object codes for current month action. (None proposed at this time)
- Current Budget – adjusts the Approved Budget calculating adjustments (+ or -) to the identified object codes.
- Year-To-Date Expended – indicates the actual amount of cumulative expenditures processed by the school district through the month-end date indicated on the monthly budget summary report.
- Encumbered – indicates approved financial obligations of the school district as a result of employee salary contracts, purchasing agreements, purchase orders, or other identified obligations not processed for payment by the date indicated on the monthly budget summary report.
- Balance – calculates object code account balances subtracting expenditures and encumbrances from the current budget amount indicating accounts with unobligated balances or shortages.
- Anticipated Obligation - is a column which provides a method to forecast expense category fund balances that have not been approved via an encumbrance, but are anticipated to be expended or remain with an account balance to maintain the overall budget funding level. Receivable revenue (i.e., grants) are included in this column which has the effect of netting the expected expenditure.
- Projected Balance - calculates the object code balances subtracting the Anticipated Obligations. These balances will move up and down as information is known and or decisions are anticipated or made about current and projected needs of the district.

The monthly budget summary report also provides financial information on the State of Connecticut grant reimbursement programs (Excess Cost and Agency Placement Grants and Magnet Grant Transportation). These reimbursement grants/programs are used to supplement local school district budget programs as follows:

Excess Cost Grant – this State of Connecticut reimbursement grant is used to support local school districts for education costs of identified special education students whose annual education costs exceed local prior year per pupil expenditure by 4 ½. Students placed by the Department of Child and Family Services (DCF) are reimbursed after the school district has met the prior year’s per pupil expenditure. School districts report these costs annually in December and March of each fiscal year. State of Connecticut grant calculations are determined by reimbursing eligible costs (60%-100%) based on the SDE grant allocation and all other town submittals.

Magnet Transportation Grant – provides reimbursement of \$1,300 for local students attending approved Magnet school programs. The budgeted grant is \$62,400 for this year.

The last portion of the monthly budget summary reports school generated revenue that are anticipated revenue to the Town of Newtown. Fees and charges include:

- Local Tuition – amounts the board receives from non-residents who pay tuition to attend Newtown schools. Primarily from staff members.
- High school fees for three identified programs 1) high school sports participation fees, 2) parking permit fees and 3) child development fees.
- The final revenue is miscellaneous fees, which constitute refunds, rebates, prior year claims, etc.

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - SEPTEMBER 30, 2016

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2015 - 2016	APPROVED BUDGET	YTD		CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
				TRANSFERS 2016 - 2017	CURRENT TRANSFERS						
GENERAL FUND BUDGET											
100	SALARIES	\$ 44,955,721	\$ 46,048,050	\$ -	\$ (30,000)	\$ 46,018,050	\$ 6,606,251	\$ 37,285,815	\$ 2,125,983	\$ (91,331)	\$ 2,217,314
200	EMPLOYEE BENEFITS	\$ 10,643,499	\$ 11,516,836	\$ -	\$ -	\$ 11,516,836	\$ 3,356,757	\$ 6,763,135	\$ 1,396,944	\$ -	\$ 1,396,944
300	PROFESSIONAL SERVICES	\$ 993,988	\$ 861,317	\$ -	\$ -	\$ 861,317	\$ 172,253	\$ 162,598	\$ 526,466	\$ (71,540)	\$ 598,006
400	PURCHASED PROPERTY SERV.	\$ 1,866,180	\$ 2,086,253	\$ -	\$ (21,292)	\$ 2,064,961	\$ 581,396	\$ 600,210	\$ 883,356	\$ -	\$ 883,356
500	OTHER PURCHASED SERVICES	\$ 8,556,307	\$ 8,620,624	\$ -	\$ 86,142	\$ 8,706,766	\$ 2,148,659	\$ 6,219,620	\$ 338,488	\$ (1,470,522)	\$ 1,809,010
600	SUPPLIES	\$ 3,788,596	\$ 3,751,068	\$ -	\$ (34,850)	\$ 3,716,218	\$ 771,141	\$ 279,129	\$ 2,665,948	\$ -	\$ 2,665,948
700	PROPERTY	\$ 720,520	\$ 715,626	\$ -	\$ -	\$ 715,626	\$ 414,443	\$ 20,339	\$ 280,844	\$ -	\$ 280,844
800	MISCELLANEOUS	\$ 60,602	\$ 65,291	\$ -	\$ -	\$ 65,291	\$ 50,382	\$ 995	\$ 13,914	\$ -	\$ 13,914
TOTAL GENERAL FUND BUDGET		\$ 71,585,413	\$ 73,665,065	\$ -	\$ -	\$ 73,665,065	\$ 14,101,281	\$ 51,331,841	\$ 8,231,943	\$ (1,633,393)	\$ 9,865,336
900	TRANSFER NON-LAPSING	\$ 2,533									
GRAND TOTAL		\$ 71,587,946	\$ 73,665,065	\$ -	\$ -	\$ 73,665,065	\$ 14,101,281	\$ 51,331,841	\$ 8,231,943	\$ (1,633,393)	\$ 9,865,336

(Unaudited)

\$ 9,865,336

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - SEPTEMBER 30, 2016

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2015 - 2016	APPROVED BUDGET	YTD		CURRENT BUDGET	CURRENT TRANSFERS	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
				TRANSFERS 2016 - 2017	CURRENT TRANSFERS							
100	SALARIES											
	Administrative Salaries	\$ 3,151,698	\$ 3,279,499	\$ 145,112		\$ 3,424,611		\$ 863,838	\$ 2,368,090	\$ 192,683	\$ -	\$ 192,683
	Teachers & Specialists Salaries	\$ 30,052,327	\$ 30,360,859	\$ (209,211)	\$ (30,000)	\$ 30,121,648		\$ 3,493,611	\$ 26,288,081	\$ 339,956	\$ (14,509)	\$ 354,465
	Early Retirement	\$ 92,500	\$ 92,500	\$ -		\$ 92,500		\$ 84,500	\$ -	\$ 8,000	\$ -	\$ 8,000
	Continuing Ed./Summer School	\$ 86,725	\$ 93,673	\$ 905		\$ 94,578		\$ 45,368	\$ 33,740	\$ 15,470	\$ -	\$ 15,470
	Homebound & Tutors Salaries	\$ 270,422	\$ 313,957	\$ 1,766		\$ 315,723		\$ 16,179	\$ 61,328	\$ 238,216	\$ -	\$ 238,216
	Certified Substitutes	\$ 541,936	\$ 612,194	\$ -		\$ 612,194		\$ 60,314	\$ 232,150	\$ 319,730	\$ -	\$ 319,730
	Coaching/Activities	\$ 533,857	\$ 552,240	\$ -		\$ 552,240		\$ -	\$ -	\$ 552,240	\$ -	\$ 552,240
	Staff & Program Development	\$ 147,350	\$ 118,642	\$ 3,000		\$ 121,642		\$ 40,518	\$ 43,714	\$ 37,410	\$ -	\$ 37,410
	CERTIFIED SALARIES	\$ 34,876,815	\$ 35,423,564	\$ (58,428)	\$ (30,000)	\$ 35,335,136		\$ 4,604,329	\$ 29,027,103	\$ 1,703,704	\$ (14,509)	\$ 1,718,213
	Supervisors/Technology Salaries	\$ 762,380	\$ 774,426	\$ 10,238		\$ 784,664		\$ 188,471	\$ 566,807	\$ 29,386	\$ -	\$ 29,386
	Clerical & Secretarial salaries	\$ 2,077,293	\$ 2,113,795	\$ 21,213		\$ 2,135,008		\$ 428,144	\$ 1,677,218	\$ 29,646	\$ -	\$ 29,646
	Educational Assistants	\$ 2,081,240	\$ 2,195,075	\$ -		\$ 2,195,075		\$ 271,618	\$ 1,927,333	\$ (3,876)	\$ (17,599)	\$ 13,723
	Nurses & Medical advisors	\$ 689,039	\$ 740,966	\$ 1,010		\$ 741,976		\$ 83,543	\$ 599,725	\$ 58,708	\$ (1,807)	\$ 60,515
	Custodial & Maintenance Salaries	\$ 2,856,536	\$ 2,937,449	\$ 5,057		\$ 2,942,506		\$ 689,813	\$ 2,185,529	\$ 67,164	\$ -	\$ 67,164
	Non-Certified Salary Adjustment	\$ -	\$ 37,240	\$ (37,240)		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
	Career/Job salaries	\$ 195,433	\$ 177,557	\$ 3,814		\$ 181,371		\$ 35,724	\$ 170,272	\$ (24,624)	\$ -	\$ (24,624)
	Special Education Services Salaries	\$ 905,457	\$ 1,038,077	\$ 39,913		\$ 1,077,990		\$ 153,296	\$ 882,335	\$ 42,359	\$ (57,416)	\$ 99,775
	Attendance & Security Salaries	\$ 245,476	\$ 299,909	\$ 6,423		\$ 306,332		\$ 57,327	\$ 246,328	\$ 2,677	\$ -	\$ 2,677
	Extra Work - Non-Cert	\$ 73,181	\$ 74,902	\$ 8,000		\$ 82,902		\$ 46,180	\$ 3,166	\$ 33,556	\$ -	\$ 33,556
	Custodial & Maintenance. Overtime	\$ 160,542	\$ 199,090	\$ -		\$ 199,090		\$ 47,386	\$ -	\$ 151,704	\$ -	\$ 151,704
	Civic activities/Park & Rec	\$ 32,329	\$ 36,000	\$ -		\$ 36,000		\$ 421	\$ -	\$ 35,579	\$ -	\$ 35,579
	NON-CERTIFIED SALARIES	\$ 10,078,907	\$ 10,624,486	\$ 58,428	\$ -	\$ 10,682,914		\$ 2,001,922	\$ 8,258,712	\$ 422,279	\$ (76,822)	\$ 499,101
	SUBTOTAL SALARIES	\$ 44,955,721	\$ 46,048,050	\$ -	\$ (30,000)	\$ 46,018,050		\$ 6,606,251	\$ 37,285,815	\$ 2,125,983	\$ (91,331)	\$ 2,217,314

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - SEPTEMBER 30, 2016

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2015 - 2016	APPROVED BUDGET	YTD		CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
				TRANSFERS 2016 - 2017	CURRENT TRANSFERS							
200	EMPLOYEE BENEFITS											
	Medical & Dental Expenses	\$ 8,184,758	\$ 8,835,765	\$ -	\$ -	\$ 8,835,765	\$ 2,283,425	\$ 6,514,271	\$ 38,069	\$ -	\$ -	\$ 38,069
	Life Insurance	\$ 84,732	\$ 86,329	\$ -	\$ -	\$ 86,329	\$ 20,260	\$ -	\$ 66,069	\$ -	\$ -	\$ 66,069
	FICA & Medicare	\$ 1,344,106	\$ 1,400,448	\$ -	\$ -	\$ 1,400,448	\$ 230,962	\$ -	\$ 1,169,486	\$ -	\$ -	\$ 1,169,486
	Pensions	\$ 501,410	\$ 572,848	\$ -	\$ 25,000	\$ 597,848	\$ 559,024	\$ 8,461	\$ 30,363	\$ -	\$ -	\$ 30,363
	Unemployment & Employee Assist.	\$ 25,567	\$ 92,000	\$ -	\$ (5,000)	\$ 87,000	\$ 600	\$ -	\$ 86,400	\$ -	\$ -	\$ 86,400
	Workers Compensation	\$ 502,926	\$ 529,446	\$ -	\$ (20,000)	\$ 509,446	\$ 262,485	\$ 240,403	\$ 6,558	\$ -	\$ -	\$ 6,558
	SUBTOTAL EMPLOYEE BENEFITS	\$ 10,643,499	\$ 11,516,836	\$ -	\$ -	\$ 11,516,836	\$ 3,356,757	\$ 6,763,135	\$ 1,396,944	\$ -	\$ -	\$ 1,396,944
300	PROFESSIONAL SERVICES											
	Professional Services	\$ 870,115	\$ 647,822	\$ -	\$ -	\$ 647,822	\$ 119,404	\$ 143,519	\$ 384,899	\$ (71,540)	\$ -	\$ 456,439
	Professional Educational Ser.	\$ 123,873	\$ 213,495	\$ -	\$ -	\$ 213,495	\$ 52,848	\$ 19,079	\$ 141,567	\$ -	\$ -	\$ 141,567
	SUBTOTAL PROFESSIONAL SVCS	\$ 993,988	\$ 861,317	\$ -	\$ -	\$ 861,317	\$ 172,253	\$ 162,598	\$ 526,466	\$ (71,540)	\$ -	\$ 598,006
400	PURCHASED PROPERTY SVCS											
	Buildings & Grounds Services	\$ 612,204	\$ 714,500	\$ -	\$ -	\$ 714,500	\$ 262,472	\$ 318,002	\$ 134,026	\$ -	\$ -	\$ 134,026
	Utility Services - Water & Sewer	\$ 131,078	\$ 125,000	\$ -	\$ -	\$ 125,000	\$ 21,880	\$ -	\$ 103,120	\$ -	\$ -	\$ 103,120
	Building, Site & Emergency Repairs	\$ 406,991	\$ 460,850	\$ -	\$ -	\$ 460,850	\$ 76,807	\$ 44,751	\$ 339,293	\$ -	\$ -	\$ 339,293
	Equipment Repairs	\$ 220,021	\$ 291,511	\$ -	\$ -	\$ 291,511	\$ 68,039	\$ 18,421	\$ 205,050	\$ -	\$ -	\$ 205,050
	Rentals - Building & Equipment	\$ 297,461	\$ 302,392	\$ -	\$ (21,292)	\$ 281,100	\$ 55,958	\$ 150,657	\$ 74,485	\$ -	\$ -	\$ 74,485
	Building & Site Improvements	\$ 198,425	\$ 192,000	\$ -	\$ -	\$ 192,000	\$ 96,239	\$ 68,379	\$ 27,382	\$ -	\$ -	\$ 27,382
	SUBTOTAL PUR PROPERTY SVCS	\$ 1,866,180	\$ 2,086,253	\$ -	\$ (21,292)	\$ 2,064,961	\$ 581,396	\$ 600,210	\$ 883,356	\$ -	\$ -	\$ 883,356

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - SEPTEMBER 30, 2016

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2015 - 2016	APPROVED BUDGET	YTD		CURRENT BUDGET	CURRENT EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
				TRANSFERS 2016 - 2017	CURRENT TRANSFERS						
500	OTHER PURCHASED SERVICES										
	Contracted Services	\$ 463,370	\$ 463,861	\$ -	\$ 56,142	\$ 520,003	\$ 197,501	\$ 86,917	\$ 235,585	\$ -	\$ 235,585
	Transportation Services	\$ 4,005,405	\$ 4,193,260	\$ -		\$ 4,193,260	\$ 513,889	\$ 2,855,651	\$ 823,720	\$ (333,870)	\$ 1,157,590
	Insurance - Property & Liability	\$ 351,478	\$ 368,060	\$ -	\$ 14,000	\$ 382,060	\$ 214,995	\$ 164,244	\$ 2,821	\$ -	\$ 2,821
	Communications	\$ 125,067	\$ 140,705	\$ -	\$ 16,000	\$ 156,705	\$ 32,865	\$ 95,134	\$ 28,706	\$ -	\$ 28,706
	Printing Services	\$ 31,424	\$ 36,627	\$ -		\$ 36,627	\$ 3,638	\$ 245	\$ 32,745	\$ -	\$ 32,745
	Tuition - Out of District	\$ 3,340,004	\$ 3,191,564	\$ -		\$ 3,191,564	\$ 1,165,368	\$ 2,915,865	\$ (889,669)	\$ (1,136,652)	\$ 246,983
	Student Travel & Staff Mileage	\$ 239,559	\$ 226,547	\$ -		\$ 226,547	\$ 20,403	\$ 101,564	\$ 104,580	\$ -	\$ 104,580
	SUBTOTAL OTHER PUR SERVICES	\$ 8,556,307	\$ 8,620,624	\$ -	\$ 86,142	\$ 8,706,766	\$ 2,148,659	\$ 6,219,620	\$ 338,488	\$ (1,470,522)	\$ 1,809,010
600	SUPPLIES										
	Instructional & Library Supplies	\$ 699,031	\$ 860,268	\$ -	\$ (34,100)	\$ 826,168	\$ 296,997	\$ 105,609	\$ 423,563	\$ -	\$ 423,563
	Software, Medical & Office Sup.	\$ 147,019	\$ 189,520	\$ -	\$ (750)	\$ 188,770	\$ 39,226	\$ 62,156	\$ 87,388	\$ -	\$ 87,388
	Plant Supplies	\$ 288,981	\$ 411,000	\$ -		\$ 411,000	\$ 109,135	\$ 102,275	\$ 199,590	\$ -	\$ 199,590
	Electric	\$ 1,513,972	\$ 1,348,936	\$ -		\$ 1,348,936	\$ 241,808	\$ -	\$ 1,107,128	\$ -	\$ 1,107,128
	Propane & Natural Gas	\$ 250,512	\$ 343,667	\$ -		\$ 343,667	\$ 26,787	\$ -	\$ 316,880	\$ -	\$ 316,880
	Fuel Oil	\$ 475,015	\$ 210,944	\$ -		\$ 210,944	\$ -	\$ -	\$ 210,944	\$ -	\$ 210,944
	Fuel For Vehicles & Equip.	\$ 290,269	\$ 209,268	\$ -		\$ 209,268	\$ -	\$ -	\$ 209,268	\$ -	\$ 209,268
	Textbooks	\$ 123,796	\$ 177,465	\$ -		\$ 177,465	\$ 57,188	\$ 9,090	\$ 111,187	\$ -	\$ 111,187
	SUBTOTAL SUPPLIES	\$ 3,788,596	\$ 3,751,068	\$ -	\$ (34,850)	\$ 3,716,218	\$ 771,141	\$ 279,129	\$ 2,665,948	\$ -	\$ 2,665,948

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - SEPTEMBER 30, 2016

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2015 - 2016	YTD				YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2016 - 2017	CURRENT TRANSFERS	CURRENT BUDGET					
700	PROPERTY										
	Capital Improvements (Sewers)	\$ 124,177	\$ 124,177	\$ -	\$ 124,177	\$ 116,813	\$ -	\$ 7,364	\$ -	\$ 7,364	
	Technology Equipment	\$ 549,253	\$ 525,000	\$ -	\$ 525,000	\$ 292,783	\$ 14,252	\$ 217,966	\$ -	\$ 217,966	
	Other Equipment	\$ 47,090	\$ 66,449	\$ -	\$ 66,449	\$ 4,847	\$ 6,088	\$ 55,514	\$ -	\$ 55,514	
	SUBTOTAL PROPERTY	\$ 720,520	\$ 715,626	\$ -	\$ -	\$ 715,626	\$ 414,443	\$ 20,339	\$ 280,844	\$ -	\$ 280,844
800	MISCELLANEOUS										
	Memberships	\$ 60,602	\$ 65,291	\$ -	\$ 65,291	\$ 50,382	\$ 995	\$ 13,914	\$ -	\$ 13,914	
	SUBTOTAL MISCELLANEOUS	\$ 60,602	\$ 65,291	\$ -	\$ -	\$ 65,291	\$ 50,382	\$ 995	\$ 13,914	\$ -	\$ 13,914
TOTAL LOCAL BUDGET		\$ 71,585,413	\$ 73,665,065	\$ -	\$ -	\$ 73,665,065	\$ 14,101,281	\$ 51,331,841	\$ 8,231,943	\$ (1,633,393)	\$ 9,865,336

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - SEPTEMBER 30, 2016

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2015 - 2016	APPROVED BUDGET	YTD TRANSFERS 2016 - 2017	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
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<u>BOARD OF EDUCATION FEES & CHARGES - SERVICES</u>				<u>2016-17 APPROVED BUDGET</u>	<u>RECEIVED</u>	<u>BALANCE</u>	<u>% RECEIVED</u>
LOCAL TUITION				\$30,800	\$4,850.00	\$25,950.00	15.75%
<u>HIGH SCHOOL FEES</u>							
PAY FOR PARTICIPATION IN SPORTS				\$77,450	\$0.00	\$77,450.00	0.00%
PARKING PERMITS				\$20,000	\$0.00	\$20,000.00	0.00%
CHILD DEVELOPMENT				\$8,000	\$0.00	\$8,000.00	0.00%
				\$105,450	\$0	\$105,450	0.00%
MISCELLANEOUS FEES				\$2,750	\$764.40	\$1,985.60	27.80%
TOTAL SCHOOL GENERATED FEES				\$139,000	\$5,614	\$133,386	4.04%

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - SEPTEMBRT 30, 2016

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	1st ANTICIPATED	Change From 1st	2nd ANTICIPATED	FEB RECEIVED	MAY EXPECTED	BALANCE
100	SALARIES	\$ (91,331)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
200	EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
300	PROFESSIONAL SERVICES	\$ (71,540)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
400	PURCHASED PROPERTY SERV.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
500	OTHER PURCHASED SERVICES	\$ (1,470,522)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
600	SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
700	PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND BUDGET		\$ (1,633,393)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	SALARIES							
	Administrative Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Teachers & Specialists Salaries	\$ (14,509)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Early Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Continuing Ed./Summer School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Homebound & Tutors Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Certified Substitutes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Coaching/Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Staff & Program Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CERTIFIED SALARIES	\$ (14,509)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Supervisors/Technology Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Clerical & Secretarial salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Educational Assistants	\$ (17,599)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Nurses & Medical advisors	\$ (1,807)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Custodial & Maint Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Non Certified Salary Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Career/Job salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Special Education Svcs Salaries	\$ (57,416)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Attendance & Security Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Extra Work - Non-Cert	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Custodial & Maint. Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Civic activities/Park & Rec	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	NON-CERTIFIED SALARIES	\$ (76,822)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL SALARIES	\$ (91,331)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FOR THE MONTH ENDING - SEPTEMBRT 30, 2016

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	1st ANTICIPATED	Change From 1st	2nd ANTICIPATED	FEB RECEIVED	MAY EXPECTED	BALANCE
200	EMPLOYEE BENEFITS							
	SUBTOTAL EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
300	PROFESSIONAL SERVICES							
	Professional Services	\$ (71,540)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Professional Educational Ser.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL PROFESSIONAL SVCS	\$ (71,540)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
400	PURCHASED PROPERTY SVCS							
	SUBTOTAL PUR. PROPERTY SER.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
500	OTHER PURCHASED SERVICES							
	Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transportation Services	\$ (333,870)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Insurance - Property & Liability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Printing Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Tuition - Out of District	\$ (1,136,652)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Student Travel & Staff Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL OTHER PURCHASED SER.	\$ (1,470,522)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
600	SUPPLIES							
	SUBTOTAL SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
700	PROPERTY							
	SUBTOTAL PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800	MISCELLANEOUS							
	Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL LOCAL BUDGET	\$ (1,633,393)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Excess Cost and Agency placement Grants are budgeted at 75%.

The 1st Anticipated is at xx% which equals

The 2nd Anticipated is at xx% which equals

2016 - 2017

10/12/2016

**NEWTOWN BOARD OF EDUCATION
TRANSFERS RECOMMENDED
OCTOBER 18, 2016**

AMOUNT	FROM		TO		REASON
	CODE	DESCRIPTION	CODE	DESCRIPTION	
ADMINISTRATIVE					
\$5,000	200	UNEMPLOYMENT	200	PENSIONS	TO FUND INCREASED MEMBERSHIP IN THE DEFINED CONTRIBUTION PENSION PLAN
\$20,000	200	WORKERS COMPENSATION			
\$21,292	400	RENTALS - BUILDINGS & EQUIPMENT	500	CONTRACTED SERVICES	TO REALLOCATE COPIER RENTAL FUNDS TO CONTRACTED SERVICES FOR PRINT MANAGEMENT SERVICES
\$700	500	CONTRACTED SERVICES	500	CONTRACTED SERVICES	TO PROVIDE ADDITIONAL FUNDS FOR PRINT MANAGEMENT SERVICES
\$34,100	600	INSTRUCTIONAL & LIBRARY SUPPLIES			
\$750	600	SOFTWARE, MEDICAL & OFFICE SUPPLIES			
\$14,000	100	TEACHERS & SPECIALISTS SALARIES	500	INSURANCE - PROPERTY & LIABILITY	ADDITIONAL FUNDS REQUIRED TO COVER PROPERTY INSURANCE
\$32,000	500	INSURANCE - PROPERTY & LIABILITY			
\$16,000	100	TEACHERS & SPECIALISTS SALARIES	500	COMMUNICATIONS	TO FUND SERVICES PREVIOUSLY PROVIDED BY STATE AT NO COST



BOE Meeting
October 2016

Future Forecast - Facilities

Logistics and Instructional Overview

Problem of Practice: Facilities and Enrollment

- ▶ To study the future enrollment and facilities of Newtown Public Schools
- ▶ To review information about facilities and enrollment through the lens of onset, feasibility, and sustainability
- ▶ To convey information from the study to the Newtown BOE



Key Assumptions

- ▶ All projection scenarios show continued decline in enrollment
- ▶ Low projections show a 28% decline in enrollment out to 2024-25; high projections show a 17% decline over ten-year horizon
- ▶ Previously determined that the following would not occur: No elementary closing, no Reed closing, and no high school closing. Sandy Hook came on line July 2016-17
- ▶ Information and current enrollment data for all schools were examined, as well as the footprint of the schools (space) and classroom use (needs)

Methodology

- ▶ Examined the enrollment projection numbers associated with Options G, H, and I
- ▶ Reviewed the potential onset, feasibility, and sustainability related to enrollment and space (When can it start? Is it even logistically possible? How long will it last?)
- ▶ Reviewed existing literature around school configuration models and transitions
- ▶ Arrived at some preliminary decisions based on data and student needs

Configuration Options Review

Option A-D

- These options/configurations included closing an elementary school
- Projected enrollment begins to increase in elementary schools first
- Not sustainable
- BOE took action and voted not to close an elementary school
- Options A-D eliminated

Option E-F

- These options/configurations all included a K-5 model
- Projected enrollment begins to increase in elementary schools first
- Not sustainable
- Options E-F eliminated

Option G-I

- Deeper focus
- Instructional/Programming
- Logistics/Facilities
- Feasibility/Sustainability



Logistics Study

The committee honed in on 3 different configuration models/options:

Option G: K-4, 5-6, 7-12

Option H: K-3, 4-6, 7-12

Option I: K-4, 5-7, 8-12

* Above options require the closing of Newtown Middle School and repurposing space at Reed and NHS.



Why We Drilled Down to Option I

Option G was eliminated due to lack of feasibility. Students in a 7-12 model do not optimally fit into NHS until the 2021-2022 school year, and a 5-6 model under-utilizes RIS, a premiere facility.

Option H was eliminated due to lack of feasibility. Again, in a 7-12 model, students do not fit into NHS until the 2021-2022 school year.

HIGH ENROLLENT PROJECTIONS

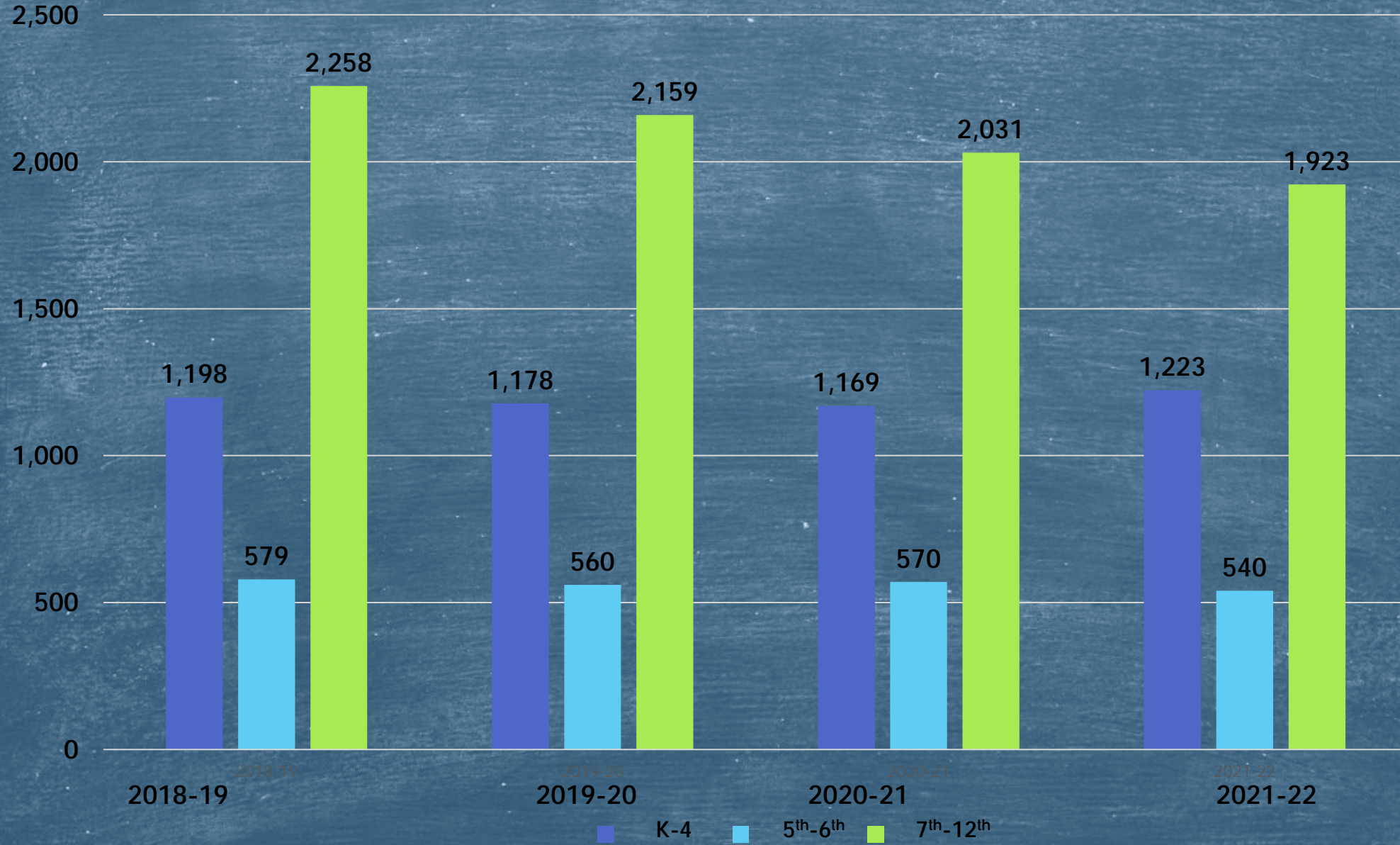
High Projections	K-12th		K-4th		5th-6th		7th-8th		9th-12th	
	Total	Change	Total	Change	Total	Change	Total	Change	Total	Change
2014-15	4,682	-2.9%	1,382	-5.7%	732	-7.0%	832	-2.8%	1,736	1.2%
2015-16	4,514	-3.6%	1,329	-3.8%	690	-5.8%	826	-0.7%	1,669	-3.8%
2016-17	4,376	-3.1%	1,282	-3.6%	649	-5.9%	766	-7.3%	1,679	0.6%
2017-18	4,212	-3.7%	1,233	-3.8%	602	-7.2%	722	-5.7%	1,654	-1.5%
2018-19	4,035	-4.2%	1,198	-2.9%	579	-3.8%	679	-5.9%	1,579	-4.5%
2019-20	3,897	-3.4%	1,178	-1.6%	560	-3.3%	630	-7.2%	1,529	-3.2%
2020-21	3,771	-3.2%	1,169	-0.8%	570	1.8%	606	-3.8%	1,425	-6.7%
2021-22	3,685	-2.3%	1,223	4.6%	540	-5.3%	587	-3.3%	1,336	-6.3%
2022-23	3,664	-0.6%	1,305	6.7%	494	-8.4%	597	1.8%	1,268	-5.1%
2023-24	3,670	0.2%	1,416	8.6%	487	-1.5%	565	-5.4%	1,202	-5.2%
2024-25	3,744	2.0%	1,535	8.3%	503	3.3%	517	-8.4%	1,188	-1.1%

First 5-Year % Change	-13.7%	-11.4%	18.8%	-23.7%	-8.4%
Second 5-Year % Change	-0.7%	31.3%	11.8%	14.7%	-16.6%
Ten-Year % Change	-17.1%	15.5%	-27.1%	-37.4%	-28.8%



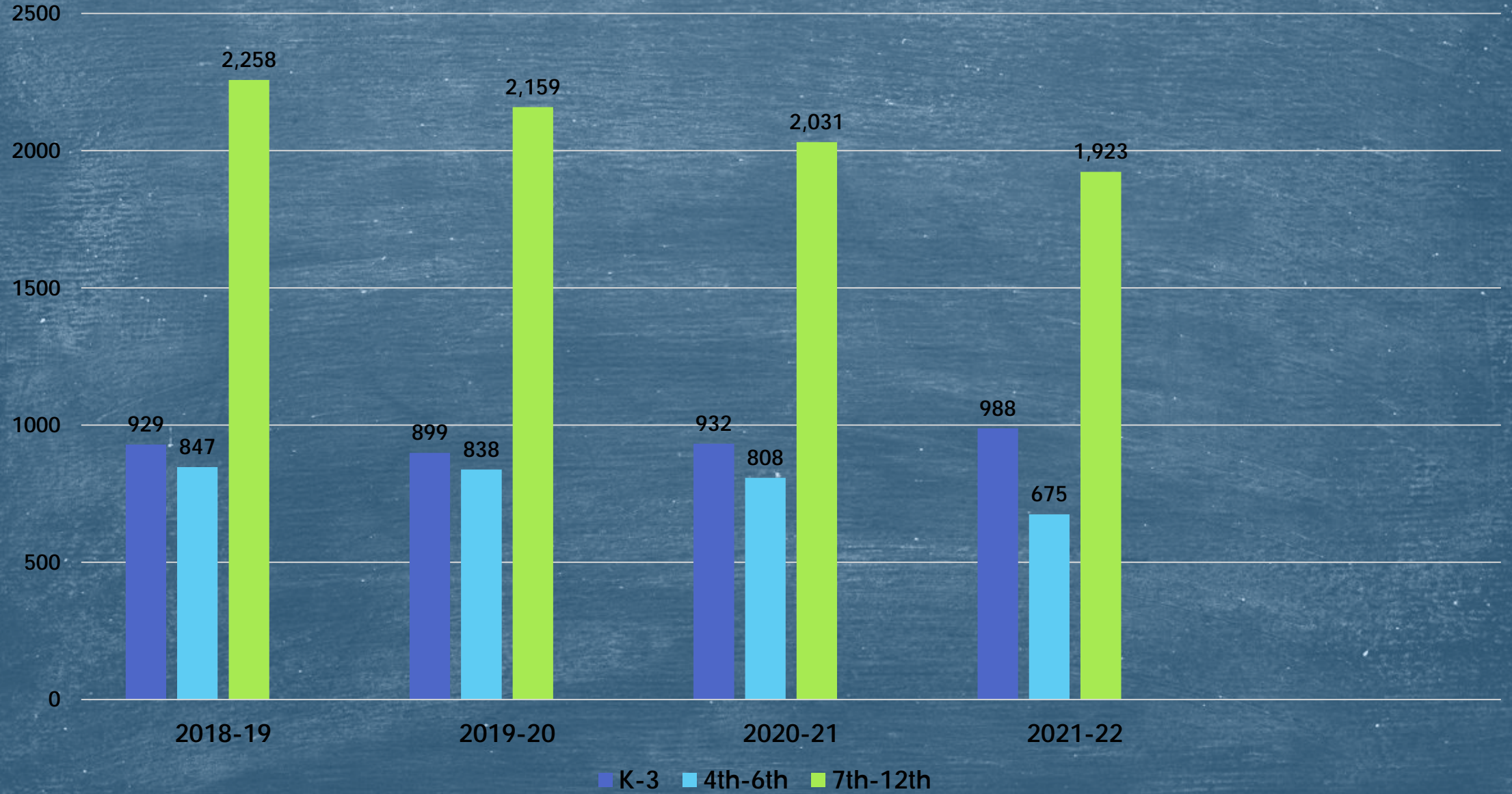
High Enrollment Projections

Option G: K-4, 5-6, 7-12



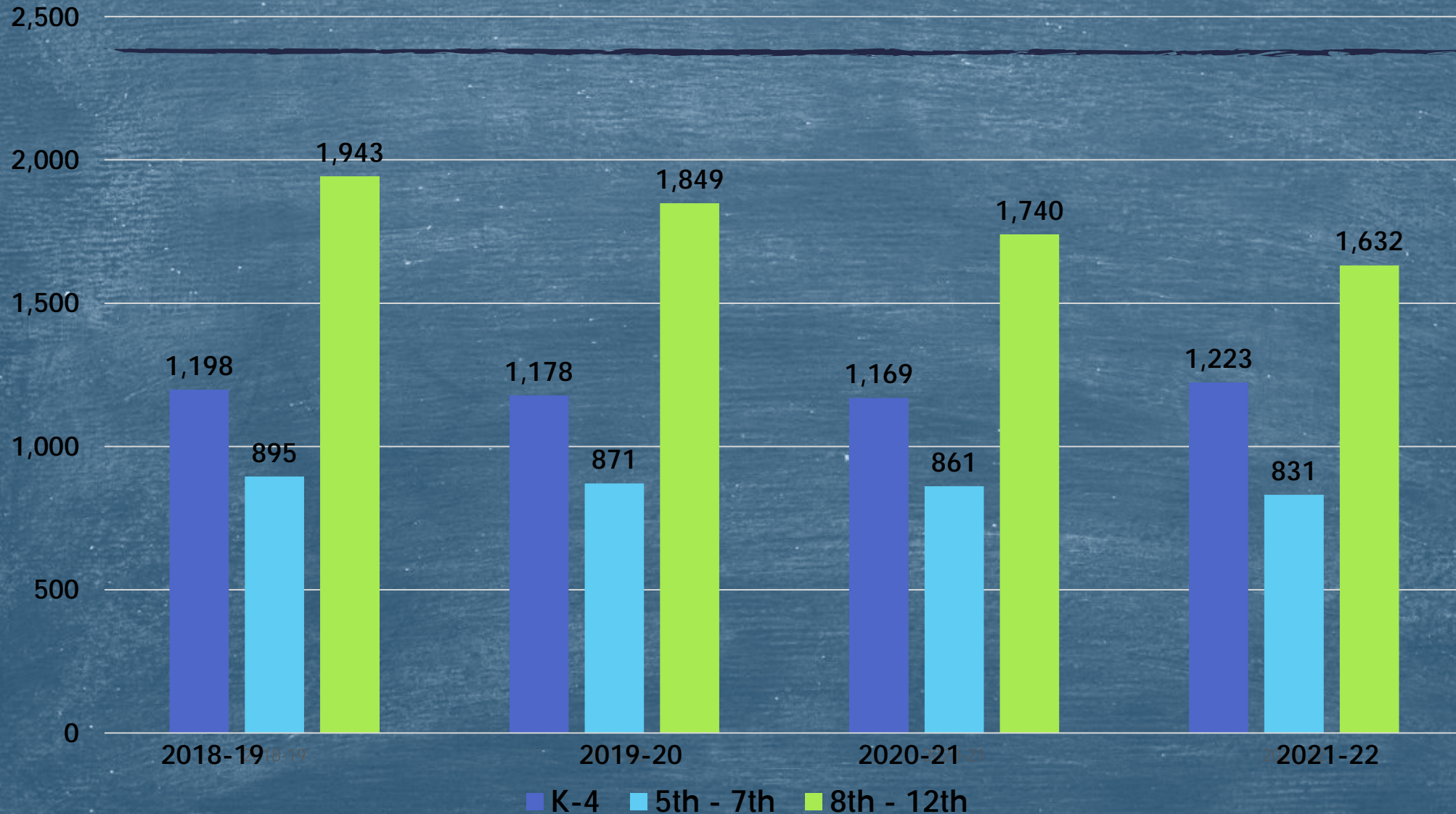
High Enrollment Projections

Option H: K-3, 4-6, 7-12



High Enrollment Projections

Option I: K-4, 5-7, 8-12



Key Findings (Options G, H)

G: K-4, 5-6, 7-12 H: K-3, 4-6, 7-12

PROS

- ❖ Less transitions
- ❖ Ability to interact with like-minded peers (7/8)
- ❖ Potential access to some high school level courses (pre-high school)
- ❖ Better vertical articulation of curriculum (7/8/9)

CONS

- ❖ Cost to repurpose space to accommodate 7/8
- ❖ More impact on high school specialized classrooms (F Wing labs, support space)
- ❖ Large school "feel"
- ❖ Cafetorium – possible renovation for full lunch service
- ❖ Transition to HS at earlier age
- ❖ Isolation in separate wing (F)
- ❖ No potential for expansion of programs/courses for HS students
- ❖ Delayed implementation of model (2021)

5-7 Logistics

18-19	Grade Size	Clusters	Classrooms	Class Size	VS	Clusters	Classrooms	Class Size
Grade 5	277	6	12	23-24		5	10	27-28
Grade 6	303	7	14	21-22		6	12	25-26
Grade 7	315	4	16	19-20		3	12	26-27
Total	895		42				34	

19-20	Grade Size	Clusters	Classrooms	Class Size	VS	Clusters	Classrooms	Class Size
Grade 5	276	6	12	23-24		5	10	27-28
Grade 6	285	6	12	23-24		5	10	28-29
Grade 7	310	4	16	19-20		3	12	25-26
Total	871		40				32	

20-21	Grade Size	Clusters	Classrooms	Class Size	VS	Clusters	Classrooms	Class Size
Grade 5	287	6	12	23-24		5	10	28-29
Grade 6	284	6	12	23-24		5	10	28-29
Grade 7	291	3	12	24-25		2	8	36-37
Total	862		36				28	

21-22	Grade Size	Clusters	Classrooms	Class Size	VS	Clusters	Classrooms	Class Size
Grade 5	245	6	12	20-21		5	10	24-25
Grade 6	295	7	14	21-22		6	12	24-25
Grade 7	291	3	12	24-25		2	8	32-33
Total	831		38				30	

Room 18-19 @ 895	Existing Space	Estimated Space Needs	Repurpose Space ?	Shortages	Possible Room Sharing?	Notes
Regular Ed Classrooms	44	42	NA	None	NA	Relocation of Employee Daycare (RIS), Health Center (NMS), Transition Program (NMS), no space for unforeseen needs (i.e. medically fragile students)
Math & Reading Classrooms Foreign Language	2	6	2	4	Some	Interventions are mandated by SRBI; 7 th grade Reading and Foreign Language could potentially room share – or language could go on a cart.
Special Ed Classrooms	6	6-7	NA	Possibly 1	Yes for some; no for others	Currently use 6 special ed rooms with population of 660. Number of students who either have significant cognitive challenges or who have highly deregulated behaviors, must have separate space.
Offices	9 (excludes current admin offices)	16	Yes	7	No	All closets have already been repurposed to house SERV staff. Other space needs for existing and anticipated new staff: Speech pathologist (existing), School psychologist (anticipated), 1-2 School Counselors (anticipated), Social Worker (anticipated), Special Ed Supervisor (existing) Assistant Principal (anticipated)
Gymnasium	1	1*	NA	Tight		Almost constantly in use - Depending on the schedule 42/42 periods of use or 42/54 periods of use; *Gym is already at capacity for after-school sports
Art	3	3	Yes	No		Current Faculty Room would be converted back to Art room
Music	3	3	Yes	Probably not		Extra band room would be converted back to Faculty Room
Computer Labs	*4	*2	Yes	No		*Convert 2 computer labs currently located in Science Labs back to Science Labs – would require more portable devices, perhaps 1:2.
Science Labs	2	4	Yes	Limited 5/6		Could free up 4 science labs, one per cluster for 7 th .

5-7 Instruction

“ Creative ideas and novel solutions are often generated when status quo is disrupted.”

Michael Fullan
Leading in a Culture of Change



5-7 Instructional Opportunities

A cohesive school

- Maintains advantageous grade 5 cohort assembly
- Increases access to advanced courses for highly-capable learners
- Leverages subject area expertise through staff sharing and PLCs
- Expands World Languages to grades 5 and 6
- Ensures alignment of curriculum and instruction across grades
- Opens possibilities for peer tutoring, coaching, and mentoring



5-7 Instructional Opportunities

A focus on the social-emotional needs of students

- Sustains grade 5 cohort assembly to grade 7
- Supports most impacted 12/14 students within RIS community for 3 years
- Reduces transitions from four building levels to three
- Opens possibilities for formal and informal peer mentoring
- Aligns implementation of social-emotional learning curriculum



5-7 Next Level of Planning

- Research impact on grades 7-8 extra-curricular activities
- Design developmentally appropriate graduated schedule
- Leverage certification expertise of K-6 and 7-12 staff
- Investigate potential of working with a 5-7 cohort (i.e., mixed age group learning experiences)

8-12 Logistics

- Limited repurposing of space
- Might require some support center moves, potential classroom use changes
- Area is not isolated but can be somewhat contained with entrance/exit

Use of Space

- Lower B and A wing could be a feasible option
- Could impact some BEAT/technology classrooms
- Area is close to SPED offices and classrooms – would need rethinking and reorganization

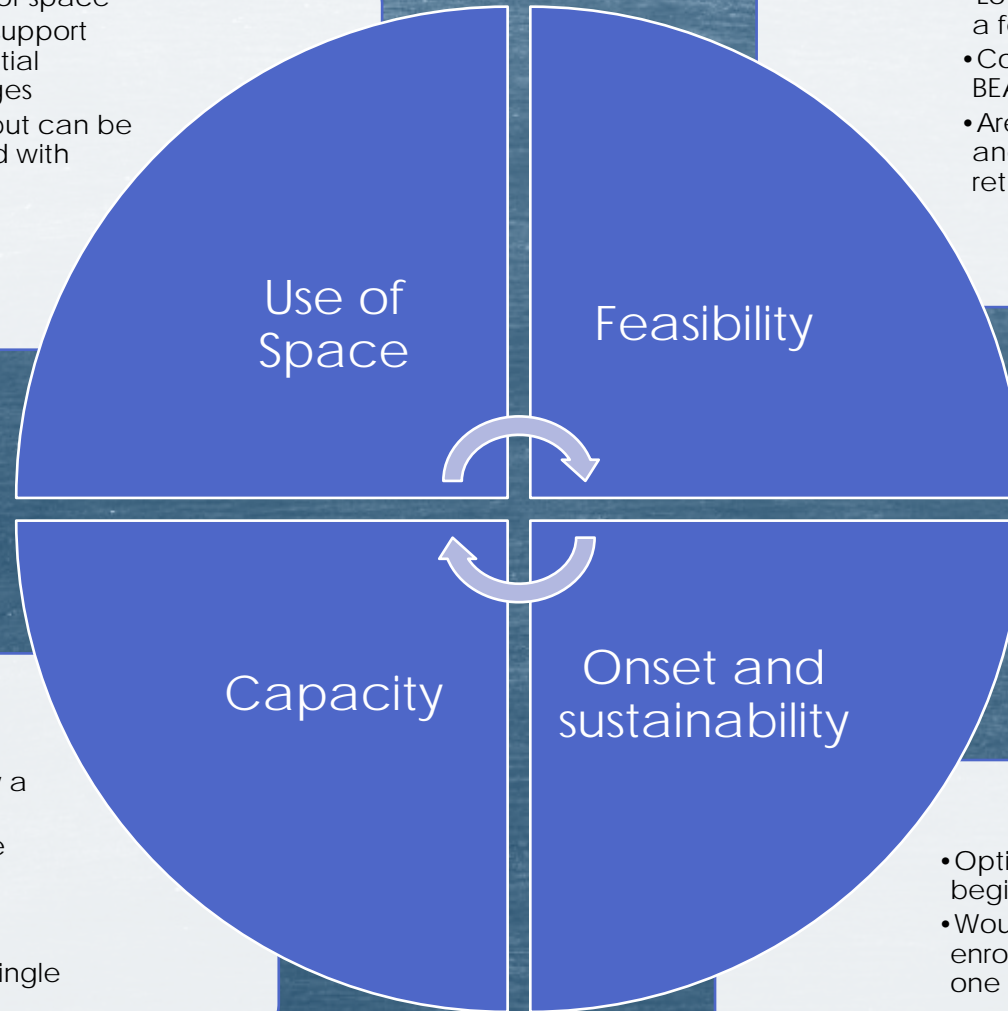
Feasibility

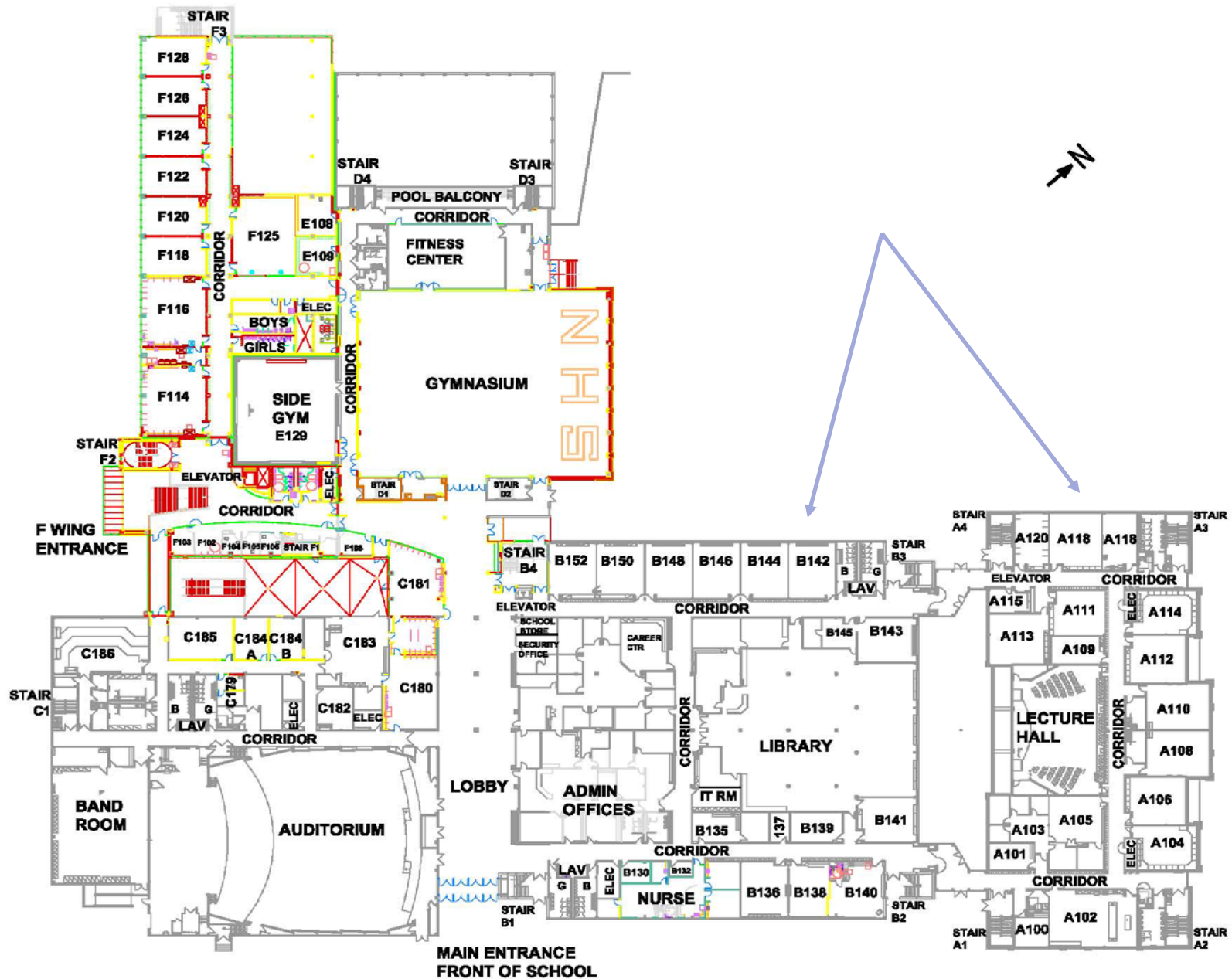
Capacity

- Enrollment figures show a reasonable enrollment
- Capacity would not be exceeded
- Could potentially keep similar schedule
- May be able to utilize single cafeteria for 8-12

Onset and sustainability

- Option I for 8-12 could tentatively begin in 2018-19
- Would have sustainability due to enrollment figures (adding only one grade)





NEWTOWN HIGH SCHOOL -FIRST FLOOR PLAN

8-12 Instructional Opportunities

- ❖ Ability to access some high school level courses (e.g., math, Science)
- ❖ Integration of some mixed age classes 8/9 in electives areas (culinary, arts, PE, Unified Programs)
- ❖ Instructional support by content-level specialists and support personnel
- ❖ Opportunities for goal-setting and planning for future academic pathways
- ❖ Peer coaching/mentoring/tutoring by high school students
- ❖ Better articulation and vertical alignment of curriculum grades 8/9

8-12 Next Level of Planning

- Schedule considerations and changes to accommodate all students
- Potential high school courses appropriate for 8th grade/acceleration and interest level
- Repurposing some rooms for classroom and instructional support
- Ensuring sports/extra-curricular offerings for 8th graders
- Technology integration, as needed, for repurposed rooms

Questions & Discussion?

High Enrollment Projections

	<u>K</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
2014-15	230	254	278	290	330	340	392	418	414	435	424	419	458
2015-16	239	253	261	285	290	340	350	402	424	408	433	437	391
2016-17	204	263	260	268	286	299	350	358	408	418	407	446	408
2017-18	202	225	271	267	268	294	308	358	364	402	417	419	417
2018-19	198	222	231	278	268	277	303	315	364	358	400	429	391
2019-20	215	218	229	237	278	276	285	310	320	358	357	412	401
2020-21	235	237	225	235	238	287	284	291	315	315	357	368	385
2021-22	255	258	244	231	235	245	295	291	296	310	314	368	343
2022-23	277	281	266	250	231	242	252	302	295	292	309	324	344
2023-24	299	305	289	273	251	238	249	258	307	291	291	318	302
2024-25	322	330	314	297	273	258	245	255	262	302	290	299	297
2025-26		322	330	314	297	273	258	245	255	262	302	290	299
2026-27			322	330	314	297	273	258	245	255	262	302	290
2027-28				322	330	314	297	273	258	245	255	262	302
2028-29					322	330	314	297	273	258	245	255	262
2029-30						322	330	314	297	273	258	245	255

2018-19	<u>K-4</u>	<u>5-7</u>	<u>8-12</u>
2019-20	1197	895	1942
2020-21	1177	871	1848
2021-22	1170	862	1740
2022-23	1223	831	1631
2023-24	1305	796	1564
2024-25	1417	745	1509
2025-26	1536	758	1450
2026-27		776	1408
2027-28		828	1354
2028-29		884	1322
2029-30		941	1293
		966	1328

2018-19	<u>K-4</u>	<u>5-6</u>	<u>7-12</u>
2019-20	1197	580	2257
2020-21	1177	561	2158
2021-22	1170	571	2031
2022-23	1223	540	1922
2023-24	1305	494	1866
2024-25	1417	487	1767
2025-26	1536	503	1705
2026-27		531	1653
2027-28		570	1612
2028-29		611	1595
2029-30		644	1590
		652	1642

2018-19	<u>K-3</u>	<u>4-6</u>	<u>7-12</u>
2019-20	929	848	2257
2020-21	899	839	2158
2021-22	932	809	2031
2022-23	988	775	1922
2023-24	1074	725	1866
2024-25	1166	738	1767
2025-26	1263	776	1705
2026-27		828	1653
2027-28		884	1612
2028-29		941	1595
2029-30		966	1590
			1642

ASSUMPTIONS
2017-2018 BOARD OF EDUCATION BUDGET

- The Newtown Board of Education's mission to inspire every student to excel will be the foundation of all decision making.
- Open and honest communication and cooperation will be maintained with other municipal boards and the community throughout the budget process.
- State and Federal financial support of education will not keep pace with increased programming mandates and will be further reduced by legislation and reductions of grants and other supports to local communities. The Department of Education support will come to close during the 2016-2017 school year and there will be a need for continued services and staffing for the 2017-2018 school year.
- Safety, security and health standards will be supported through continued training of staff; e.t., District Security Committee, Anti-bullying, Blood Borne Pathogens, Sexual harassment/Title IX, Mandated reporting, OSHA (Office of Safety and Health Administration).
- Salaries and benefits will be based on commitments incurred through collective bargaining and other employment agreements.
- Existing programs and services will be reviewed, evaluated, maintained or adjusted as the educational needs of students change.
- Overall certified and classified staffing levels will be adjusted based on enrollment, programming, safety factors and facility considerations.
- Purchased services and supply accounts will be reviewed and adjusted based on documented prices and trends; i.e., fuel, where appropriate, enrollment changes, and facility needs.
- Budgeted items that are bid will be based on budget history and inflation projections.
- Consideration will be given to the current economic conditions.
- Funding for Educational Cost Sharing will remain constant for 2017-2018.

PRIORITIES
2017-2018 BOARD OF EDUCATION BUDGET

- Support funding for appropriate class sizes at all levels of instruction.
- Update all instructional materials for teachers and students as required through the curriculum renewal cycle for the current year.
- Continue a level funding plan for expansion and sustainability of technology with access and equity for all students.
- Support funding for the prioritized joint Capital Plan (Board of Education/Town of Newtown).
- Continue to pursue opportunities to share services, where appropriate, between the Board of Education and all town departments.

Students

Transgender and Gender Non-Conforming Youth

Purpose

Federal and state law and Newtown Board of Education policy require that all programs, activities, and employment practices be free from discrimination based on sex, sexual orientation, or gender identity or expression. This policy is designed in keeping with these mandates to create a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities.

This policy sets out guidelines for schools and District staff to address the needs of transgender and gender non-conforming students and clarifies how federal and state law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such students. This policy does not anticipate every situation that might occur with respect to transgender or gender non-conforming students and the needs of each transgender or gender non-conforming student must be assessed on a case-by-case basis. In all cases, the goal is to work collaboratively with the transgender or gender non-conforming student and their family to ensure the safety, comfort, and healthy development of all students.

Definitions

The definitions provided here are not intended to label students but rather to assist in understanding this policy and the legal obligations of District staff. It is recognized that students might or might not use these terms to describe themselves.

“Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that (1) causes physical or emotional harm to such student or damage to such student’s property, (2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (3) creates a hostile environment at school for such student, (4) infringes on the rights of such student at school, or (5) substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

“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 assigned sex at birth, which gender-related identity can be shown by 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.

Students

Transgender and Gender Non-Conforming Youth (continued)

Definitions (continued)

“Gender Non-conforming” describes people whose gender expression differs from stereotypical expectations. This includes people who identify outside traditional gender categories or identify both genders.

“Harassment” means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school’s educational programs or activities because the conduct is so severe, persistent or pervasive. This includes conduct that is based on a student’s actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, or religion. This also includes conduct that targets a student because of a characteristic of a friend, family member or other person or group with whom a student associates.

“Transgender” describes people whose gender identity or expression is different from that traditionally associated with an assigned sex at birth.

“Transition” is the process in which a person changes their gender expression to better reflect their gender identity. In order to feel comfortable and to express their gender identity to other people, transgender people may take a variety of steps such as using a nickname or legally changing their name; choosing clothes and hairstyles to reflect their gender identity; and generally living and presenting themselves to others consistently with their gender identity. Some, but not all, transgender people take hormones or undergo surgical procedures to change their bodies to better reflect their gender identity.

Privacy

The Board takes very seriously a student’s right to confidentiality, in accordance with applicable federal and state laws. This includes the right to keep private one’s transgender status or gender non-conforming presentation at school. The confidentiality of information about a student’s transgender status, legal name, or gender assigned at birth shall be maintained, in accordance with all applicable laws. School personnel should not disclose information that may reveal a student’s transgender status or gender non-conforming presentation to others, including parents and other school personnel, unless legally required to do so or unless the student’s parent, or student if over the age of eighteen, has authorized such disclosure. Transgender and gender non-conforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information, decisions that shall be made in conjunction with the student’s parent when appropriate.

Students

Transgender and Gender Non-Conforming Youth (continued)

Official Records

The District is required to maintain a mandatory permanent student record (“official record”) that includes a student’s legal name and legal gender. However, the District is not required to use a student’s legal name and gender on other school records or documents. The District will change a student’s official record to reflect a change in name or gender upon written request by a transgender or gender non-conforming student’s parent, or the student if over the age of eighteen. Records containing a transgender or gender non-conforming student’s birth name and gender shall be maintained in a confidential manner and protected from disclosure, unless such disclosure is required by law. In situations where school staff or administrators are required by law to use or to report a transgender student’s legal name or gender, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

Names/Pronouns

A student has the right to be addressed by a name and pronoun that corresponds to the student’s gender identity or expression, if so requested. A court-ordered name or gender change is not required, and the student need not change his or her official records.

The intentional or persistent refusal to respect a student’s gender identity (for example, intentionally referring to the student by a name or pronoun that does not correspond to the student’s gender identity) is a violation of this policy and individuals intentionally engaging in such conduct are subject to discipline.

Gender-Segregated Activities

To the extent possible, schools should reduce or eliminate the practice of segregating students by gender. In situations where students are segregated by gender, such as for selected health education classes, students should be included in the group in which they feel most comfortable.

Restroom/Locker Room Accessibility

Decisions concerning restroom and locker room accessibility shall be determined on a case-by-case basis through a collaborative discussion between the school and the transgender or gender non-conforming student and their parent. Students shall have access to the restroom and locker room that correspond to their gender identity or expression consistently asserted at school. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided access to a more private facility. However, no student shall be required to use a private restroom or changing facility because he or she is transgender or gender non-conforming. Any alternative arrangement should be provided in a way that protects the student’s ability to keep their transgender or gender non-conforming status confidential. In no case shall a transgender or gender non-conforming student be required to use a restroom or locker room that conflicts with the student’s gender identity or expression.

Students

Transgender and Gender Non-Conforming Youth (continued)

Physical Education Classes & Intramural Sports

Transgender and gender non-conforming students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity or expression.

Interscholastic Competitive Sports Teams

Transgender and gender non-conforming students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity or expression and in compliance with the applicable regulations of the Connecticut Interscholastic Athletic Conference (CIAC).

Dress Codes

Transgender and gender non-conforming students have the right to dress in a manner consistent with their gender identity or expression. In general, District schools may not adopt dress codes that restrict students' clothing or appearance on the basis of gender.

Discrimination/Harassment

It is the responsibility of each school and the District to ensure that transgender and gender non-conforming students have a safe school environment. This includes ensuring that any incident of discrimination, harassment, bullying or violence is given prompt attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources.

Complaints alleging discrimination or harassment based on a person's actual or perceived transgender status or gender nonconformity are to be handled in the same manner as other discrimination or harassment complaints.

- (cf. 0521 – Nondiscrimination)
- (cf. 4131 – Staff Development)
- (cf. 5131 – Conduct)
- (cf. 5131.21 – Violent and Aggressive Behavior)
- (cf. 5131.8 – Out-of-School Misconduct)
- (cf. 5131.912 – Aggressive Behavior)
- (cf. 5131.913 – Cyberbullying)
- (cf. 5131.91 – Hazing)
- (cf. 5144 – Discipline/Punishment)
- (cf. 5145.4 – Nondiscrimination)
- (cf. 5145.5 – Sexual Harassment)
- (cf. 5145.51 – Peer Sexual Harassment)
- (cf. 5145.52 – Harassment)
- (cf. 5145.6 – Student Grievance Procedure)
- (cf. 6121 – Nondiscrimination)
- (cf. 6121.1 – Equal Educational Opportunity)

Students

Transgender and Gender Non-Conforming Youth (continued)

Legal Reference: Connecticut General Statutes
10-15c Discrimination in public school prohibited.
10-209 Records not to be public.

Federal Laws and Regulations
Section 504 of the-Rehabilitation Act of 1973, 20 U.S.C. 706(7)(b).
Title IX of the Education Amendments of 1972, 34 CFR Section
106.

Federal Guidance
Dear Colleague Letter on Transgender Students, Office of Civil
Rights (May13, 2016)

Students

Student Records: Confidentiality

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.

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. Directly information 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 education records or data.

Students

Student Records: Confidentiality

Definitions (continued)

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

Students

Student Records: Confidentiality

Definitions (continued)

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.

Students

Student Records: Confidentiality

Definitions (continued)

- 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.

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.

Students

Student Records: Confidentiality

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.

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.

Students

Student Records: Confidentiality

Access to Education Records (continued)

- 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 review and inspect the child's education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing or resolution session held in accordance with the 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 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, 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 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.

Students

Student Records: Confidentiality

Access to Education Records (continued)

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.

Students

Student Records: Confidentiality

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.

Students

Student Records: Confidentiality

Record Keeping Requirements/Documentation of Access to Education Records (continued)

- 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.

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.

Students

Student Records: Confidentiality

The Release of Records or Personally Identifiable Information (continued)

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 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 education records for the student, including, but not limited to, the student's individualized education 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

Students

Student Records: Confidentiality

The Release of Records or Personally Identifiable Information (continued)

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 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.

Students

Student Records: Confidentiality

The Release of Records or Personally Identifiable Information (continued)

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.

Students

Student Records: Confidentiality

The Release of Records or Personally Identifiable Information (continued)

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 Department of Children and Families (“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.

Students

Student Records: Confidentiality

The Release of Records or Personally Identifiable Information (continued)

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.

Students

Student Records: Confidentiality

The Release of Records or Personally Identifiable Information (continued)

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 DCF child abuse and/or neglect investigations that are maintained by the Board are considered education records under the 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.

Students

Student Records: Confidentiality

The Release of Records or Personally Identifiable Information (continued)

- 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 the effective date of this policy.
 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.
 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.

Students

Student Records: Confidentiality

The Release of Records or Personally Identifiable Information (continued)

- 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:

Students

Student Records: Confidentiality

The Release of Records or Personally Identifiable Information (continued)

- 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.

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.

Students

Student Records: Confidentiality

Redisclosure of Education Records (continued)

- 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.

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.

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.

Students

Student Records: Confidentiality

Hearing Rights and Procedures (continued)

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.

Students

Student Records: Confidentiality

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 district as a condition of admission to or receipt of any other service or benefit from the 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.

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 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.

Students

Student Records: Confidentiality

Special Confidentiality Procedures for HIV-Related Information (continued)

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.

Students

Student Records: Confidentiality

Special Confidentiality Procedures for HIV-Related Information (continued)

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.

Students

Student Records: Confidentiality

Special Confidentiality Procedures for HIV-Related Information (continued)

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.

Students

Student Records: Confidentiality

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.

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 16-189, An Act Concerning Student Data Privacy

Office of the Public Records Administrator, Retention Schedule M8-Education Records, Revised 2/2005, available at
<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
Every Student Succeeds Act, Pub. L. No. 114-95
Healthy, Hunger-Free Kids Act of 2010, Pub. L. 111-296
34 CFR 99.1 - 99.67 (as amended)
34 CFR 300.560-300.576

Students

Student Records: Confidentiality

Legal References: 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, U.S. Department of Education (October 2007), available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/>.

Students

Student Records: Confidentiality

Administrative Regulation Regarding Classification of Education Records

The School District will appoint a Custodian of Records who will ensure that student education records are kept as follows:

A. Category "A" Records

1. Category A includes official administrative records that constitute the minimum personal data necessary for the operation of the educational system.
2. Category A records shall be maintained for at least fifty (50) years after the student leaves the school district or graduates.
3. All Category A records created by the district shall include the student's state-assigned student identifier (SASID).
4. Notice of a student's suspension or expulsion shall be expunged from the student's cumulative education record if the student graduates from high school, except for notice of an expulsion of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon.
5. *In cases where a student is suspended or expelled for the first time, and the Administration or the Board, respectively, has shortened or waived the period of suspension or expulsion in accordance with the Board's disciplinary policy relating to first time offenses, the Administration or the Board, respectively, may choose to expunge such notice of suspension or expulsion from the student's cumulative record at the time the student completes the specified program and any other conditions imposed by the Administration/Board, rather than upon graduation. The Board may choose to expunge an expulsion notice from a student's cumulative record prior to graduation if such student has demonstrated to the Board that the
6. student's conduct and behavior in the years following such expulsion warrants an expungement. Should the notice be expunged in accordance with one of these provisions, a record of the fact that the student had been suspended or expelled shall be maintained apart from the student's cumulative record, for the limited purpose of determining whether any subsequent offenses by the student would constitute the student's first suspension or expulsion.

Students

Student Records: Confidentiality

Administrative Regulation Regarding Classification of Education Records (continued)

7. Category A records shall include, at a minimum, the following:

<u>RECORD</u>	<u>LOCATION</u>
a. Basic biographical information	Cumulative/Health File
b. Academic achievement (grades/transcripts)	Cumulative File
c. Date of high school graduation or equivalent	Cumulative File
d. Records of immunizations	Cumulative/Health/Pupil Personnel File
e. Attendance records (days absent/present/tardy)	Cumulative File
f. *Notice of Expulsion for Firearm or Deadly Weapon (C.G.S. 10-233c(e) , 10-233d(f))	Cumulative File

B. Category "B" Records

1. This includes verified information for the formulation of education programs for all students, but not absolutely necessary over an indefinite period of time.
2. Data in Category B must be accurate, clearly understood, and verified before becoming part of any continuing record. There should be no anonymous entries in a student's education record.
3. Category B records must be maintained for at least six (6) years after the student leaves the school district or graduates from high school.
4. Notice of a student's suspension or expulsion shall be expunged from the student's cumulative education record if the student graduates from high school, except for notice of an expulsion of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon.

Students

Student Records: Confidentiality

Administrative Regulation Regarding Classification of Education Records (continued)

5. *In cases where a student is suspended or expelled for the first time, and the Administration or the Board, respectively, has shortened or waived the period of suspension or expulsion in accordance with the Board's disciplinary policy relating to first time offenses, the Administration or the Board, respectively, may choose to expunge such notice of suspension or expulsion from the student's cumulative record at the time the student completes the specified program and any other conditions imposed by the Administration/Board, rather than upon graduation. The Board may choose to expunge an expulsion notice from a student's cumulative record prior to graduation if such student has demonstrated to the Board that the student's conduct and behavior in the years following such expulsion warrants an expungement. Should the notice be expunged in accordance with one of these provisions, a record of the fact that the student had been suspended or expelled shall be maintained apart from the student's cumulative record, for the limited purpose of determining whether any subsequent offenses by the student would constitute the student's first suspension or expulsion.
6. Records containing information pertaining to child abuse/neglect referrals or reports; or containing confidential HIV-related information should be kept separate from the student's cumulative folder, in confidential files.
7. Confidential HIV-related information contained in the confidential file should only be disclosed pursuant to district policy.
8. Information contained in documents related to any Department of Children and Families ("DCF") child abuse and/or neglect investigation, or any such investigation conducted by local law enforcement officials, shall be kept confidential in a central location. Such records shall only be disclosed in accordance with the Board's policy regarding Confidentiality and Access to Education Records.

Students

Student Records: Confidentiality

Administrative Regulation Regarding Classification of Education Records (continued)

9. Category B records shall include the following (if applicable):

<u>RECORD</u>	<u>LOCATION</u>
a. Child-Study Team Records / Student Assistance Team Records	Cumulative/Pupil Personnel File
b. Standardized group test scores (CAPT, CMT etc.)	Cumulative/Pupil Personnel File
c. Diagnostic reading/math test results (not special education)	Cumulative File
d. Educational and/or vocational interest	Cumulative File
e. Speech/language and hearing evaluations (not special education)	Cumulative/Health File
f. Comprehensive health records	Cumulative/Health/Pupil Personnel File
g. Correspondence relating to the student	Cumulative/Health/Pupil Personnel File
h. Suspensions/expulsions, which shall include the student's state-assigned student identifier (SASID)	Cumulative File*
i. Parent/eligible student's signed release forms	Cumulative/Health/Pupil Personnel File
j. Truancy Records (including record of parent conferences and referrals)	Cumulative File
k. Child Abuse/Neglect Forms	CONFIDENTIAL FILE IN CENTRAL LOCATION
l. Reports Containing Confidential HIV-Related Information	CONFIDENTIAL FILE
m. Awards	Cumulative File

Students

Student Records: Confidentiality

Administrative Regulation Regarding Classification of Education Records (continued)

n. Diagnostic test results (non special education)	Cumulative File/Pupil Personnel
o. Extracurricular Activities	Cumulative File
p. Letters of Recommendation	Cumulative File
q. Parent's/Eligible Student's signed release forms (permitting disclosure of records)	Cumulative File/Health/Pupil Personnel File
r. Diploma (if not picked up by student)	Cumulative File
s. Accident Reports	Cumulative File
t. Basic school entrance health histories	Cumulative/Health File
u. Cumulative Health Record (CHR-1, original or copy)	Health File (*copy remains with district/original follows student)
v. Individualized Health Care Plans / Emergency Care Plans	Cumulative/Health/Pupil Personnel File
w. Health Assessment Records (HAR-3)	Health File
x. Incident Reports	Cumulative File
y. Medication administration records (*6 yrs OR until superseded by yearly summary on CHR-1), which shall include the student's state-assigned student identifier (SASID)	Health File
z. Parent authorization for medications/treatments	Health File
aa. Physician's orders for medications treatments	Health File

Students

Student Records: Confidentiality

Administrative Regulation Regarding Classification of Education Records (continued)

bb. Referral forms for services based on results of mandated screenings	Health/Pupil Personnel File
cc. Sports histories and physical-examination reports	Health File
dd. Nursing Records (Health assessment data; Nursing process notes; 3 rd party health records)	Health File
ee. Correspondence to parents related to verified acts of bullying; intervention plans and safety plans, as may be required under state law	Cumulative File

C. Category “C” Records – Special Education

1. Category C includes verified information necessary for the formulation of prescriptive educational plans designed to meet the unique needs of selected students.
2. Category C information should be kept separate from the student's cumulative folder, in the Pupil Personnel File.
3. Category C records must be maintained for at least six (6) years after the student leaves the school district or graduates from high school.
4. Prior to the destruction of Category C information, notification to parents and/or eligible students via media will be made and opportunity provided to copy said records.

Category C shall include (where applicable):

<u>RECORD</u>	<u>LOCATIONS</u>
a. PPT referral forms	Pupil Personnel File
b. School counselor case records	Cumulative/ Pupil Personnel File

Students

Student Records: Confidentiality

Administrative Regulation Regarding Classification of Education Records (continued)

c. School psychologists case records	Cumulative/Pupil Personnel File
d. School social-work case records	Cumulative/Pupil Personnel File
e. School speech/language pathology case records	Cumulative/Pupil Personnel File
f. Section 504 Records	Cumulative/Pupil Personnel File
g. Special Education assessment/evaluation reports	Pupil Personnel File
h. Due process records (including complaints, mediations, and hearings)	Pupil Personnel File
i. Individual Transition Plan	Pupil Personnel File
j. Individualized Education Program (“IEP”) Records	Pupil Personnel File
k. Planning and Placement Team (“PPT”) records (including notices, meetings, consent forms)	Pupil Personnel File
l. Individualized Family Service Plans (“IFSPs”)	Pupil Personnel File
m. Incident Reports of Seclusion	Pupil Personnel File
n. Incident Reports of Physical Restraint	Pupil Personnel File

Students

Student Records: Confidentiality

Administrative Regulation Regarding Classification of Education Records (continued)

D. Category “D” Records

1. Category D records must be maintained for minimum retention period specified below.

Category “D” shall include (if applicable):

<u>RECORD</u>	<u>MINIMUM RETENTION REQUIRED</u>	<u>LOCATION</u>
a. Sports Contract/Student Contract (including signature sheet for student handbook)	End of school year in which signed	Cumulative File
b. Permission slips / waivers	3 years	Cumulative File
c. Free/reduced meal application and documentation	3 years	Cumulative File
d. Annual Notification to Parents (Student behavior and Discipline, Bus Conduct, Electronic Communications Systems, and the National School Lunch Program)	1 year	Cumulative File
e. Adult education Registration Records	3 years or until audited, whichever comes first	Cumulative File
f. After school program registration records	1 year	Cumulative File
g. Pesticide application notification registration form	5 years	Cumulative File
h. School registration records including residency documentation	3 years or until audited, whichever comes later	Cumulative File
i. Student portfolio work (student produced work for grading assessment)	End of year in which student received grade	May be Maintained by Individual Teachers
j. Tardy slips from parents/guardians	End of school year	Cumulative File
k. Physician’s Standing orders	Permanent; revise as required. Keep old copy separately.	Health File

Students

Student Records: Confidentiality

Administrative Regulation Regarding Classification of Education Records (continued)

l. Student's emergency information card	Until superseded or student leaves school district	Cumulative/Health File
m. Test Protocols	Discretion of district	Cumulative/Pupil Personnel File
n. Surveillance videotapes made on school bus (*if maintained by district)	2 weeks	N/A
o. Log of access to education records	Maintained for same retention period as required for the record	Cumulative/Health/Pupil Personnel

E. Duration of Education Records

1. Records shall be destroyed in accordance with district policy and the Records Retention Schedule of the Public Records Administrator.
2. Records may be maintained for longer periods of time whenever valid cause for the retention of records is shown to the custodian of records.
3. Notwithstanding the applicable retention schedule, the school district shall not destroy any education record if a parent or eligible student has an outstanding request to inspect and review the education record.

F. Maintenance of Education Records of Transgender and Gender Non-Conforming Students

1. The Administration shall comply with all processes and procedures relative to the amendment of education records when presented with a request to change a student's name, gender, or any other information contained in education records.
2. If the Administration changes the name and/or gender in a transgender or gender non-conforming student's education record, all education records containing the student's birth name and gender shall be maintained, if so required under federal and/or state law and regulations, separately from other education records and in a strictly confidential location and manner.

Students

Student Records: Confidentiality

Administrative Regulation Regarding Classification of Education Records (continued)

G. Responsibility for Maintenance of Education Records

1. The Director of Pupil Personnel is the Custodian of Records.
2. In addition, the following personnel are designated as the guardians of records for each of the schools:
 - a) Categories A, B & D: Principal at each school.
 - b) Category C: Case Manager at each school.
 - c) With respect to confidential HIV-related information, if the Principal is a recipient of an HIV-related disclosure, the Principal shall be the guardian of records. If not, whoever was the recipient of the HIV-related disclosure shall be the guardian of the records.
 - d) With respect to child abuse and neglect investigation material, the Superintendent of Schools or designee shall be the guardian of the records.
3. The chief custodian of records will annually list for public inspection the names and positions of the custodians of records in each of the schools.
4. Each of the custodians of records shall supply parents, on request, a list of the types and locations of education records collected, maintained, or used within the Newtown Public Schools.
5. The custodians of records is responsible for ensuring compliance with the confidentiality and access provisions of this Board policy and these administrative regulations.

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, *et seq.*, affords parents and eligible students (*i.e.*, students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violate the student's privacy rights.

Parents or eligible students who wish to ask the District to amend a record should write the school principal, clearly identify the part of the record the parents or eligible student want changed, and specify why it should be changed.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

- (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A 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 outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses a student's education record without consent 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 is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Further, and in accordance with state and federal law and guidance, the District may disclose education records to another school for enrollment purposes, which may include exploration of educational placement options by the District or educational placement decisions made by a planning and placement or Section 504 team, or in order to explore placement options for the provision of alternative educational opportunities.

- (4) 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

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student, without the consent of a parent or eligible student. 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 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.

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.

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.

The written objection to the disclosure of directory information shall be good for only one school year. School districts are legally obligated to provide military recruiters and institutions of higher learning, 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 shall be in writing and shall be effective for one school year. 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.

RELEASE OF CONFIDENTIAL HIV-RELATED INFORMATION

I hereby authorize _____
to release confidential HIV-related information, as defined in Conn. Gen. Stat. § 19a-581,
concerning _____, to the following personnel:

- _____ 1) School Nurse
- _____ 2) School Administrator(s)
 - a) _____
 - b) _____
- _____ 3) Student's Teacher(s)
 - a) _____
 - b) _____
- _____ 4) Paraprofessional(s)
- _____ 5) Director of Pupil Personnel Services
- _____ 6) Other(s)
 - a) _____
 - b) _____

This authorization shall be valid for

- _____ 1) The student's stay at _____ School.
- _____ 2) The current school year.
- _____ 3) Other _____
specify period

I provide this information based on my responsibility to consent for the health care of
_____. I understand that such information shall be held confidential
by the persons authorized here to receive such information, except as otherwise provided by law.

[Name]

[Relationship to Student]

[Date]

Insert Date Approved

TRANSFER OF CONFIDENTIAL STUDENT INFORMATION

Date: _____

Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), I hereby authorize the Newtown Public Schools to **release** and/or **obtain** (please circle) the following confidential records regarding my child for the purpose of _____:

Name of Child: _____

Address: _____

DOB: _____

Parent(s)/Guardian(s): _____

School: _____

(Please check all that apply)

	<u>Obtain</u>	<u>Release</u>
All Records	<input type="checkbox"/>	<input type="checkbox"/>
Cumulative File	<input type="checkbox"/>	<input type="checkbox"/>
Pupil Personnel/Special Education	<input type="checkbox"/>	<input type="checkbox"/>
Disciplinary	<input type="checkbox"/>	<input type="checkbox"/>
Health/Medical*	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

To/From: _____

Name

Address: _____

Street

Town

State/Zip Code

Telephone: (_____) _____ Fax: (_____) _____

I understand that the information to be disclosed is protected as an "education record" under FERPA, and that such information shall not be redisclosed unless permitted under FERPA. I further understand that the officers, employees, and agents of any party that receives protected information under FERPA may use such information only for purposes for which the disclosure is made.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

***If this authorization is being used to obtain Protected Health Information from a child’s physician or other covered entity under HIPAA, the following section must also be completed:**

I, the undersigned, specifically authorize _____ to disclose my child’s
Name of Physician

medical information, as specified above, to my child’s school, _____,
Name of School

at the above address for the purposes described below (i.e. health assessment for school entry, special education evaluation etc.):

By signing below, I agree that a photocopy of this authorization will be valid as the original. This authorization will be valid for a period of one year from the date below. I understand that I may revoke this authorization at any time by notifying the physician’s office in writing, but if I do, it will not have any effect on actions taken by the Physician prior to receiving such revocation.

I understand that under applicable law, the information disclosed under this authorization may be subject to further disclosure by the recipient and thus, may no longer be protected by federal privacy regulations.

I understand that my child’s treatment or continued treatment with any health care provider or enrollment or eligibility for benefits with any health plan may not be conditioned upon whether or not I sign this authorization and that I may refuse to sign it.

Any information received by the school pursuant to this authorization is subject to all applicable state and federal confidentiality laws governing further use and disclosure of such information.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Insert Date Approved