Board of Education Policy Committee Members Present:

Sheila Daniels, Chair

Also Present:

Dr. Patricia Charles, Superintendent, Mike Skott, Director of Technology, Kathleen F. Bengtson, Administrative Assistant, and Meg Susi, Community Member.

The following policies were discussed at the last Policy Committee Meeting.

#5125 – Student Educational Records/Annual Notification of Parental/Student Rights (FERPA)

This is a mandated policy and required updating. At the last Policy Committee meeting, there was a lengthy discussion regarding this policy and also Policy #5145.15 – Directory Information and how they may conflict and that both policies would not be required, it was noted only Policy #5125 is mandated.

Directory Information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose any of the items listed as “Directory Information” without prior written consent of parent/guardian, unless notified in writing to the contrary. At the last meeting, Dr. Charles stated she would speak to Attorney Ann Littlefield of Shipman and Goodwin to get her opinion on how this policy should be handled.

Attorney Littlefield forwarded the policy, along with her opinion on the subject recommending we use the Shipman and Goodwin - Directory Information/Student Confidentiality policy and pointed out some inaccuracies in the CABE policy. She also recommended that parents either opt in or out of the whole list of Directory Information; and clarified that videos are implied with photo wording. She agreed with the Committee that we do not need both Directory information policies.

Because Policy #5125 received from Attorney Ann Littlefield at Shipman and Goodwin is such a lengthy policy, the Committee felt it was necessary to call a special meeting to review it further before forwarding it to the Regular BOE meeting for adoption.

There were certain options on the Shipman’s version of the policy, which needed to be addressed:

- Directory Information will be bolded and highlighted in color for easy reference.
The committee discussed the section on Law Enforcement Unit (5125(c) item #J.) and decided it should be included in our policy.

Ann Perzan had told Kathy the name of the district’s guide to Pupil Personal should be called Special Education Policies and Procedures Manual. (5125(d) item #A)

Note on special education fees for copies was removed and it is the same charge for regular students. (#5125(g) Item #K.1 and #3)

In the section concerning HIV-related information. Disclosures Pursuant to a Release were clarified to be a HIV-related Release. (5125(u) item E)

XIII. Child Abuse Reporting. The Policy number #5141.4 was added for reference to child abuse reporting. (#5125(v)

Mike Skott clarified how the information will be collected through the new InfoSnap program for registration of new and returning students for the next school year.

Attorney Littlefield had told Dr. Charles a regulation was not needed for this policy and the Committee agreed.

The following notice and forms will be posted on the website:

- The Notification of Rights Under FERPA for Elementary and Secondary Institutions.
- Release of Confidential HIV-Related Information
- Transfer of Confidential Student Information

**The Committee discussed the matter and recommended this mandated revised policy #5125 be brought forward to the Board at its next meeting for its First and Final reading.**

**#5145.15 – Directory Information** – At Attorney Littlefield’s suggestion, the Policy Committee agreed we do not need this policy as directory information is addressed in Policy #5125 – Student Educational Records/Annual Notification of Parental/Student Rights (FERPA)

**The Committee discussed the matter and recommended this policy be DELETED and brought forward to the Board at its next meeting for its First and Final reading.**

The next Policy Committee meeting is scheduled tentatively for Tuesday, May 17, 2016, at 8:00 A.M. in the Board Room of the Dr. Alfred B. Tychsen Administration Building.

/kfb