

The Regional School District 13 Board of Education Policy Committee met in regular Session on Wednesday, November 18, 2020 at 6:00 PM remotely.

Committee members present: Mrs. Booth, Mrs. Caramanello, Mr. Hicks, Mr. Moore and Mr. Roraback
Committee members absent: Dr. Taylor and Mr. Yamartino
Administration present: Dr. Serino, Superintendent of Schools and Mr. Pietrasko, Director of Infrastructure and Security Technology

Mr. Hicks called the meeting to order at 6:00 PM.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Public Comment

None.

Approval of Agenda

Mr. Roraback made a motion, seconded by Mrs. Booth, to approve the agenda, as presented.

In favor of approving the agenda, as presented: Mrs. Booth, Mrs. Caramanello, Mr. Hicks, Mr. Moore and Mr. Roraback. Motion passed unanimously.

Approval of Minutes - September 23, 2020

Mrs. Booth made a motion, seconded by Mrs. Caramanello, to approve the minutes of September 23, 2020, as presented.

In favor of approving the minutes of September 23, 2020, as presented: Mrs. Booth, Mrs. Caramanello, Mr. Hicks, Mr. Moore and Mr. Roraback. Motion passed unanimously.

Policy Review

A. Policy Regarding Retention of Electronic Records and Information

Mr. Pietrasko explained that this policy was recommended by Shipman and Goodwin. The district needs to get rid of their old email server but cannot do that until this policy is enacted. Dr. Serino has contacted the State Department of Records and they await approval in order to get rid of the server. Electronic records now need to be treated the same as paper records. They are still working on a retention policy for keeping emails in the email system before they are automatically deleted, however it is the employee's responsibility to save anything important. Reasonable notice will be given before anything is deleted from an employee's email. Basically, email services should not be used for long-term storage.

Mr. Moore asked what "transitory" correspondence is and Mr. Pietrasko felt that it is an email that is not part of a student record, grant communication or anything that would be FOI-able or discoverable. Mr. Moore also asked what was meant by "routine" correspondence and Mr. Pietrasko felt that was something

like scheduling emails. He did feel that emails scheduling board meetings would likely fall under that definition. He then explained that the definitions are actually in section 2 of the policy. Mr. Moore also asked what the board members would be subject to and Mr. Pietrasko felt that it would fall under “other” but could ask for more clarification. Dr. Serino will verify that that is correct. Mr. Hicks cautioned that while the board members are not employees, they are subject to FOI. Dr. Serino felt that everyone would need a cheat sheet of what can be deleted and what needs to be kept.

The committee members agreed to bring this policy to the full board.

Discuss viewing and retention of surveillance recordings

Mr. Pietrasko reviewed that there is an existing policy about surveillance recordings, but guidelines on retention are missing from that policy. There is also no language about who is allowed to see the footage. Currently, the system overwrites the recordings at day 22. Mr. Pietrasko did mention that the longer the period of time, the larger the servers will need to be for storage. Mr. Hicks asked if there were guidelines from the state and Mr. Pietrasko felt that it was up to the district to determine.

Mr. Moore asked if the district has the ability to save specific footage and Mr. Pietrasko explained that the current system allows them to export specific footage to protect it from deletion. Mr. Moore asked if that needed to be stated in the policy and Mr. Pietrasko felt that that would be wise. He added that there are certain circumstances for viewing surveillance recordings and the recordings do not leave the district. Mr. Pietrasko is investigating software to redact faces from footage so that viewers only see who they need to see.

Dr. Serino added that external requests for footage are rare and it is also infrequent that they get an internal request. Mr. Pietrasko stated that he would prefer the time period to be as short as possible, but a lot of people have suggested 21 to 30 days. Dr. Serino suggested leaving it at 21 days. Mrs. Caramanella and other committee members agreed with the 21 days and to bring it to the full board.

Discuss financial responsibility of staff for district-owned technology devices

Mr. Pietrasko explained that the district holds students accountable for damage to technology and was wondering if they should add anything about staff. The most common and expensive damage the district has is spills on laptops that renders the laptops useless. The district currently foots the whole bill for that.

Mr. Hicks suggested they speak with other school districts to see what they do and Mr. Pietrasko agreed to do that. Mrs. Caramanella asked how often that happens and Mr. Pietrasko stated that it was at least four times a year. On average, an accident with a laptop costs around \$300. Mr. Moore asked if employees keep their laptop if they leave and Mr. Pietrasko explained that they are not able to give away or sell technology because of the discounts the district gets. He also mentioned that long-term subs use the teacher’s laptop. Mrs. Caramanella felt that that would make it difficult to ask teachers to pay for insurance or for repairs.

Mr. Pietrasko explained that he is not proposing insurance, but would want to know if staff could be held accountable the same way students are. Dr. Serino felt that there are always things that may happen, but that this could be added to the Acceptable Use policy with a percentage for which the employee would be responsible. Mrs. Booth stated that her laptop is issued to her as an employee and she does not pay for any repairs or replacement. She does feel though that spills are a separate issue. She added that maybe staff should sign the same type of agreement that the students sign. Mr. Roraback mentioned the insurance for the Google Chromebooks and Mrs. Booth noted that that does not cover spills. Mr. Pietrasko added that abuse also voids any insurance.

Dr. Serino summarized that they will gather information and bring it to the next Policy Committee meeting.

Discuss equity policy

Dr. Serino explained that they have gotten advice that the district really needs a policy to substantiate the in-district equity work. Her recommendation would be for a couple of the committee members to look at the sample equity policies and revise them to personalize them to the RSD 13 district. She felt that the New Britain policy is very good as is the Waterbury policy. Dr. Serino thought that the Well-Being Committee could take a look to see if the policy fits with the district's beliefs.

Dr. Serino does feel it's time for the district to have a policy on the books. She would hope to see a policy go to Well-Being in December, back to the Policy Committee in January and to the full board to be adopted before the end of the 2021 school year.

Mrs. Caramanello is willing to review the policies along with Mr. Moore. Mr. Moore felt that the hardest part will be to say why a policy is necessary. Dr. Serino felt that everything will eventually need to be looked at through an equity lens. She felt that it was important that the district is prepared. Mr. Hicks also volunteered to serve on the committee and Dr. Serino asked him to check with ACES about their equity policy. They will begin work the week after Thanksgiving.

Public Comment

None.

Adjournment

A motion was made and seconded to adjourn the meeting.

In favor of adjourning the meeting: Mrs. Booth, Mrs. Caramanello, Mr. Hicks, Mr. Moore and Mr. Roraback. Motion passed unanimously.

The meeting was adjourned at 6:32 PM.

Respectfully submitted,

Debi Waz

Debi Waz
Alwaz First