DANBURY BOARD OF EDUCATION MEETING  
WEDNESDAY, JANUARY 9, 2019- 7:00 PM 
Administrative Center, 63 Beaver Brook Road

MISSION STATEMENT
Our mission is to develop in all children the knowledge, skills, attitudes and values which will enable them to live a productive and self-fulfilling life and engage in responsible citizenship in a global society.

2018-2019 Superintendent/District Goals
Goal 1: Growth in Student Learning and Achievement and College and Career Readiness for All Students
Goal 2: Family and Community Engagement
Goal 3: Fiscal Responsibility and Planning for Growth
Goal 4: Professionalism, Accountability, and Organizational Learning

Board of Education Multi-Year Goals (adopted 11/28/18)
1. Strengthen communication with the public;
2. Provide Board with continuous Professional Development through a sub-committee;
3. Improve system for superintendent evaluation. The purpose of the Professional Development Committee will be to improve board effectiveness and its work will include: Board Orientation, Board Retreat, Self-Evaluation, and review ways to schedule information, review data and hold workshops.

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL
Rachel Chaleski, Gladys Cooper, Richard Jannelli, Patrick Johnston, Frederick Karrat, David Metrena, Kathleen Molinaro, Emanuela Palmares, Ralph Pietrafesa, Farley Santos, Amy Spallino

IV. RECOGNITIONS
- David Krafick “Hometown Hero” and Jeffrey Martinez “Emerging Hero” .................................................. 19-01(pg.4)
- SpreadMusicNow presented $40,000 check to VH1 Save the Music Foundation to support the group’s donation of musical instruments to Danbury schools ............................................................ 19-02(pg.5)

V. PUBLIC PARTICIPATION
The Board Welcomes Public Participation and asks that speakers please limit their comments to 3 minutes. Speakers may offer objective comments of school operations and programs that concern them. The Board will not permit any expression of personal complaints or defamatory comments about Board of Education personnel and students, or against any person connected with the Danbury Public School System.

VI. CONSENT CALENDAR

MOTION - that the Board of Education approves the items on the Consent Calendar, Exhibits 19-03 through 19-05, as recommended:

MINUTES
11/28/18 Board Workshop ............................................................... 19-03(pg.14)
11/28/18 Board Meeting ................................................................. 19-04(pg.15)
12/12/18 Annual Board Meeting ....................................................... 19-05(pg.22)
VII. EMPLOYEE REPRESENTATIVE
SPOTLIGHT YOUR SCHOOL (2nd Wednesday Board Meeting each month)
(Mill Ridge Primary rescheduled to another date)

VIII. STUDENT REPRESENTATIVES (4th Wednesday Board Meeting each month)
DHS Executive Board of Governors: Alisha Nagarsheth, Gabrielle D’Ostilio, Joanna Wenchell
ACE: Tamara Souza, Artazia Taft

IX. PRESENTATION
Strategic Plan Timeline .................................................................19-06(pg.24)

X. ACTION ITEMS
A. Child Abuse/Neglect Reporting Revisions
   MOTION: that the Board of Education accept for second reading and adoption
   Child Abuse/Neglect Reporting Revisions,
   Policy 7-234, in accordance with ..............................................19-07(pg.25)

B. Truancy Policy
   MOTION: that the Board of Education accept for second reading and adoption
   Truancy Policy 7-232 (replaces current policy in its entirety),
   in accordance with .................................................................19-08(pg.28)

C. Student Data Protection & Privacy/Cloud Based Issues (new Policy)
   MOTION: that the Board of Education accept for second reading and adoption
   a new policy 7-127, Student Data Protection &
   Privacy/Cloud Based ...............................................................19-09(pg.32)

XI. SUPERINTENDENT’S REPORT
A. Bus transportation options
B. Facilities update
C. Update on Goals - February

XII. DISCUSSION
A. 2019-2020 Budget
B. Enrollment Report

XIII. INFORMATION
A. Updated Regulations for Policy 7-143.1, Administration of Medicine by
    School Personnel ........................................................................19-10(pg.41)

B. Updated Regulations for Policy 7-237, Physical Restraint/Seclusion/
    Exclusionary Time Out ................................................................19-11(pg.42)

XIV. BOARD CHAIRPERSON’S REPORT
A. Board Committee List .....................................................................19-12(pg.46)
B. Board/PTO Liaison List .................................................................19-13(pg.47)
C. Board Vacancy posted until January 16th .................................19-14(pg.48)
FUTURE MEETINGS AND DATES TO REMEMBER

January 1       AIS Lottery Begins
January 1       New Year’s Day – Schools & Offices Closed
January 7       Citywide PTO Meeting, 6:30 pm
January 9       Board of Education Meeting, 7:00 pm
January 15      One-hour early release for students/PD
January 21      Martin Luther King Day, Schools & Offices Closed
January 23      Board of Education Meeting, 7:00 pm
January 29      One-hour early release for students/PD
February 1      WSMS Lottery Begins
February 4      Citywide PTO Meeting, 6:30 pm
February 12     One-hour early release for students/PD
February 13     Board of Education Meeting, 7:00 pm
February 18     Presidents’ Day, Schools & Offices Closed
February 26     One-hour early release for students/PD
February 27     Board of Education Meeting, 7:00 pm
FOR IMMEDIATE RELEASE
Date: Dec. 6, 2018
Contact: Robin Provey or Dr. Sal Pascarella, Danbury Board of Education
Phone: (203) 942-1302 or (203) 797-4701
E-mail: robineprovnev@aol.com or pascas@danbury.k12.ct.us

Park Avenue School principal named ‘Hometown Hero’
DHS senior named ‘Emerging Hero’

DANBURY, CONN. — David Krafik has been principal of Park Avenue School for the past 10 years and during that time he has shaped the school and the students into valuable parts of the community. Jerfrey Martinez, a senior at Danbury High School has also been an integral part of the school community as an exceptional member of the Danbury Early College Opportunity program at DHS.

On Dec. 1, both were recognized by the United Way of Western Connecticut at a dinner at the Amber Room Colonnade in Danbury. A dozen people from seven area towns were recognized as “Hometown Heroes” and “Emerging Heroes.”

Heroes are individuals in the community who distinguish themselves through philanthropy and volunteerism.

Krafik is a Danbury native who attended Hayestown Avenue School and Broadview Middle School before graduating from DHS and attending Western Connecticut State University. He started his career in education as a substitute teacher holding several positions before becoming principal at Park Avenue. At Park Avenue, Krafik has made great strides not only academically by teaming with United Way for the kindergarten readiness program, but in making the school an integral part of the community. In June 2017, Krafik and his staff completed a community garden with vegetable beds and walkways – the project encouraged participation from families, and has been a way of connecting the school with others in the community.

Martinez has been an integral part of his school’s DECO program, interning for an area business and maintaining a 3.5 GPA while earning more than 15 college credits while still in high school.

#Danbury Board of Education#
FOR IMMEDIATE RELEASE
Date: Dec. 19, 2018
Contact: Robin Provey or Dr. Sal Pascarella, Danbury Board of Education
Phone: (203) 942-1302 or (203) 797-4701
E-mail: robineprovey@aol.com or pascas@danbury.k12.ct.us

Non-profit music education organization presents $40K check at Danbury school holiday concert

DANBURY, CONN. — Tuesday morning at Ellsworth Avenue School was a time for celebration – not just for the holiday season, but for the gift of music.

Following the performances of elementary band students, directed by Brian Ho, and the second-grade chorus, directed by Skip Jennings, at a school assembly, Redding-based SpreadMusicNow presented a check for $40,000 to VH1 Save The Music Foundation to support the group’s donation of musical instruments to the Danbury schools. This fall, VH1 Save the Music donated $120,000 worth of musical instruments and supplies to support the elementary band programs at Ellsworth, Hayestown Avenue and Stadley Rough elementary schools. The National Association of Music Merchants (NAMM) donated $20,000 to the foundation, as well.

“With six Core Band Grants in place to date, we are well on our way to ensuring all Danbury students have access to a high quality musical instrument in school and can reach their full potential,” said Jaclyn Rudderow, VH1 Save The Music Foundation program director.

On Tuesday, many of the students at Ellsworth Avenue School were dressed up – some in colorful dresses, others in holiday-costumes or with reindeer headbands and other festive pieces.

“Our musical benefactors – Save The Music, SpreadMusicNow and NAMM – have made such a difference in the lives of our students,” said Superintendent Dr. Sal Pascarella. “As we face budget restrictions that limit our ability to provide enrichment through the arts to every student, it is nothing short of a miracle that these nonprofit groups step in and work very hard to make sure that children are offered musical education that can be the start of a lifelong passion. As we could tell by the music the students made today, they are grateful too.”

Ellsworth principal Marnie Durkin said that the number of instruments at the school has doubled with the donations this year.

“We are appreciative of everyone who has joined into make this happen at our school,” she said.

VH1 Save the Music Foundation partners with school districts and raises funds to restore music programs in public schools across the country. Since its founding in 1997, it has donated more than $56 million in new musical instruments to more than 2,100 schools in 261 districts. Jill Russell-Benner, the DPS K-8 music department head, is the liaison between the schools and nonprofit organizations.
Danbury Public Schools
December, 2018

K-8 Music VH1 Save The Music Foundation Partnership
Welcome to Danbury Public Schools- “A Community of Learners”

The Danbury Public Schools is an urban school district located in Western Connecticut. Just an hour outside of New York City, Danbury is home to approximately 11,400 students. There are 43 languages spoken across our schools. Danbury is the 7th largest school district in Connecticut. 51% of our students qualify for free and reduced lunch.

The scope of our music curriculum offers choral instruction from Kindergarten through 12th grade, string instruction in grades 3-12 and band instruction in grades 4-12. In addition, students may enroll in theatre arts and percussion classes in grades 7-12. Our school system offers a robust K-8 music program, however like many urban school districts, we struggle with providing appropriate resources for our students. Acquiring the necessary funding to provide instrumental access for our students proves to be most difficult for us. One of the most common reasons we lose students each year is because they cannot afford rental instruments. We do not have enough working instruments in our inventory to lend our students. Additionally, our families do not all have the means to provide transportation to rent instruments from local music stores. In order to best nurture our students with a well rounded music education, we need resources in the hands of our students to make this possible.

The K-12 Performing Arts staff is dedicated to each and every one of our students, regardless of their socioeconomic status or ability levels. This is evident in our diverse instruction, ongoing performances throughout the school year and our annual CoDA Festival “Celebration of Danbury Arts” held each spring. Here, we proudly display student work in the Arts K-12 and share this with thousands of community members who attend each year.

Our mission is to develop lifelong learners in the arts by providing creative opportunities accompanied by a rigorous standards based curriculum that meets the needs of all students. By ways of critical thinking and problem solving, we encourage our students to engage in discussion on a wide variety of music through performance based learning.

As educators of the arts, we believe the study of music is essential and allows our students to develop skills which will enrich their adult lives in both musical and non-musical careers.
Impact of the VH1 Save The Music Foundation Partnership

In 2017-2018, VH1 Save The Music Foundation restored core band programs at these K-5 schools:

South Street School
Morris Street School
Park Avenue Elementary School

<table>
<thead>
<tr>
<th>School</th>
<th>2016-2017 School Year</th>
<th>2017-2018 School Year</th>
<th>2018-2019 School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morris Street</td>
<td>17</td>
<td>45</td>
<td>33</td>
</tr>
<tr>
<td>South Street</td>
<td>11</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>Park Avenue</td>
<td>40</td>
<td>70</td>
<td>71</td>
</tr>
</tbody>
</table>

The dip in enrollment at Morris Street is evidenced by smaller class sizes this year in grades 4 & 5. Additionally, we had requests for flutes and trumpets and we did not have those available. Moving forward, the goal is to take the rental funding we have acquired and more inventory at the elementary schools.

In 2018-2019, VH1 Save The Music Foundation is rebuilding core band programs at these K-5 schools:

Ellsworth Avenue Elementary School
Hayestown Avenue School
Stadley Rough Elementary School

<table>
<thead>
<tr>
<th>School</th>
<th>2017-2018 School Year</th>
<th>2018-2019 School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ellsworth</td>
<td>28</td>
<td>43</td>
</tr>
<tr>
<td>Hayestown</td>
<td>24</td>
<td>26</td>
</tr>
<tr>
<td>Stadley Rough</td>
<td>63</td>
<td>70</td>
</tr>
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</table>
## K-8 Band

### Elementary Enrollment 2018-2019

<table>
<thead>
<tr>
<th>School</th>
<th>Teacher</th>
<th>Band Gr 4</th>
<th>Band Gr 5</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIS</td>
<td>Brian Ho</td>
<td>40</td>
<td>22</td>
<td>62</td>
</tr>
<tr>
<td>ELLS</td>
<td>Brian Ho</td>
<td>27</td>
<td>16</td>
<td>43</td>
</tr>
<tr>
<td>GP</td>
<td>Paul Mauro</td>
<td>17</td>
<td>5</td>
<td>22</td>
</tr>
<tr>
<td>HAYES</td>
<td>Richard Montag</td>
<td>16</td>
<td>10</td>
<td>26</td>
</tr>
<tr>
<td>KSP</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>KSI</td>
<td>Paul Mauro</td>
<td>42</td>
<td>39</td>
<td>81</td>
</tr>
<tr>
<td>MORRIS</td>
<td>Danielle Core</td>
<td>23</td>
<td>10</td>
<td>33</td>
</tr>
<tr>
<td>MRP</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PARK</td>
<td>Paul Mauro</td>
<td>47</td>
<td>24</td>
<td>71</td>
</tr>
<tr>
<td>PEM</td>
<td>Tom Sulzicki</td>
<td>18</td>
<td>18</td>
<td>36</td>
</tr>
<tr>
<td>SHELTER</td>
<td>Tom Sulzicki</td>
<td>36</td>
<td>11</td>
<td>47</td>
</tr>
<tr>
<td>SOUTH</td>
<td>Tom Sulzicki</td>
<td>10</td>
<td>17</td>
<td>27</td>
</tr>
<tr>
<td>STADLEY</td>
<td>Tom Sulzicki</td>
<td>43</td>
<td>27</td>
<td>70</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>319</td>
<td>199</td>
<td>502</td>
</tr>
</tbody>
</table>

## Middle School Enrollment 2018-2019

<table>
<thead>
<tr>
<th>School</th>
<th>Teacher</th>
<th>Band Gr 6</th>
<th>Band Gr 7</th>
<th>Band Gr 8</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMS</td>
<td>Robert Ondek</td>
<td>49</td>
<td>46</td>
<td>44</td>
<td>139</td>
</tr>
<tr>
<td>RPMS</td>
<td>Shannon Letts</td>
<td>52</td>
<td>15</td>
<td>19</td>
<td>86</td>
</tr>
<tr>
<td>WSMSA</td>
<td>Elizabeth Dandeneau</td>
<td>69</td>
<td>21</td>
<td>26</td>
<td>116</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>170</td>
<td>82</td>
<td>89</td>
<td>341</td>
</tr>
</tbody>
</table>

- **Impact at Rogers Park Middle School:**
  - 2017-2018 School Year: 26 incoming 6th graders
  - 2018-2019 School Year: 68 incoming 6th graders
  - Introduction of an Intro to Band Course at RPMS,
# K-8 Strings

## Elementary Enrollment 2018-2019

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Strings Gr 3</th>
<th>Strings Gr 4</th>
<th>Strings Gr 5</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian Ho</td>
<td>46</td>
<td>13</td>
<td>14</td>
<td>73</td>
</tr>
<tr>
<td>Brian Ho</td>
<td>62</td>
<td>21</td>
<td>15</td>
<td>98</td>
</tr>
<tr>
<td>Paul Mauro</td>
<td>16</td>
<td>9</td>
<td>3</td>
<td>28</td>
</tr>
<tr>
<td>Brian Ho</td>
<td>40</td>
<td>21</td>
<td>22</td>
<td>83</td>
</tr>
<tr>
<td>Julie Landers</td>
<td>58</td>
<td>0</td>
<td>0</td>
<td>58</td>
</tr>
<tr>
<td>Joey Walko-Robinson</td>
<td>0</td>
<td>47</td>
<td>25</td>
<td>72</td>
</tr>
<tr>
<td>Paul Mauro</td>
<td>29</td>
<td>5</td>
<td>10</td>
<td>44</td>
</tr>
<tr>
<td>Richard Montag</td>
<td>65</td>
<td>0</td>
<td>0</td>
<td>65</td>
</tr>
<tr>
<td>Paul Mauro</td>
<td>63</td>
<td>24</td>
<td>10</td>
<td>97</td>
</tr>
<tr>
<td>Brian Ho</td>
<td>26</td>
<td>12</td>
<td>9</td>
<td>47</td>
</tr>
<tr>
<td>Thomas Sulzicki</td>
<td>64</td>
<td>13</td>
<td>17</td>
<td>99</td>
</tr>
<tr>
<td>Joey Walko-Robinson</td>
<td>37</td>
<td>14</td>
<td>12</td>
<td>65</td>
</tr>
<tr>
<td>Thomas Sulzicki</td>
<td>39</td>
<td>14</td>
<td>12</td>
<td>65</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>545</strong></td>
<td><strong>197</strong></td>
<td><strong>143</strong></td>
<td><strong>885</strong></td>
</tr>
</tbody>
</table>

## Middle School Enrollment 2018-2019

<table>
<thead>
<tr>
<th>School</th>
<th>Teacher</th>
<th>Strings Gr 6</th>
<th>Strings Gr 7</th>
<th>Strings Gr 8</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMS</td>
<td>Mary Peters</td>
<td>39</td>
<td>32</td>
<td>31</td>
<td>102</td>
</tr>
<tr>
<td>RPMS</td>
<td>Joey Walko-Robinson</td>
<td>15</td>
<td>11</td>
<td>15</td>
<td>41</td>
</tr>
<tr>
<td>WSMSA</td>
<td>Elizabeth Dandeneau</td>
<td>41</td>
<td>15</td>
<td>26</td>
<td>82</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td><strong>95</strong></td>
<td><strong>58</strong></td>
<td><strong>72</strong></td>
<td><strong>225</strong></td>
</tr>
</tbody>
</table>
Future and Ongoing Commitments

VH1 Save The Music Foundation ongoing commitment:

→ 4 Core Band (K-5)
→ 2 Core Band (6-8)
→ 2 Intro to Music Grant (K-3)

In order to complete the VH1 Save The Music rebuild, Save The Music needs to raise $250,000

Current Danbury Public Schools Commitment:

→ Increased staffing for 2018-2019 School Year
→ Rental Fees affiliated with Save the Music Instruments - repair and replace grant instruments and build on current inventory
→ Professional Development that meets that aligns the music department with the district goals

Future Danbury Public Schools Commitment:

→ Increase in staffing for the 2018-2019 School Year
→ Create & ensure music classroom space at King Street and Mill Ridge Primary Schools for the two Intro to Music Grants
→ Supplement inventory at schools (i.e. more saxophones)
→ Continue relationships with community music stores (Bethel Music and Music Learning Center) to ensure ALL students have access to instrument rentals
→ Continue to write curriculum K-8 that reflective of the Core Arts Standards
→ VH1 Save The Music presence at annual CoDA Festival
→ Create and Implement a K-8 All City Band Program for the 2019-2020 School Year
→ Continue to report out to District/VH1 Save the Music Foundation the status of the programs in the Danbury Public Schools
# K-8 Music Courses Offered

<table>
<thead>
<tr>
<th>School</th>
<th># of general music classes each week</th>
<th># of band &amp; string lessons per week</th>
<th># of students enrolled</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Schools</td>
<td>25-30</td>
<td>45 minutes &quot;Vh1 Schools&quot;</td>
<td>Elementary school populations are between 348-800 students</td>
<td>Anne Marie Cardillo, Nicole Cardamone, Danielle Core, Benjamin Garner, Brian Ho, Debra Morris, Donna Hart, Jennifer Esposito, Joey Walko-Robinson, Julie Landers, Richard Montag, Paul Mauro, Peter Obre, Skip Jennings, Thomas Sulzicki</td>
</tr>
<tr>
<td>Broadview Middle School Gr. 6, 7, 8,</td>
<td>A/B days full year &amp; trimester</td>
<td>A/B days full year</td>
<td>General Music Band, Orchestra, Percussion, Theatre Arts, Modern Band, Chorus, Concert Choir</td>
<td>Bob Ondek, Lauren Brown, Mary Peters, Thomas Imre, Kathryn Orié, Jill Russell-Benner</td>
</tr>
<tr>
<td>Rogers Park Middle School</td>
<td>A/B days full year &amp; trimester</td>
<td>A/B days full year</td>
<td>General Music Band, Intro to Band, Orchestra Rock History, Guitar, Chorus, Pop Choir</td>
<td>Amanda Wood, Carlton Walden, Joey Walko-Robinson, Melissa Knees, Shannon Letts</td>
</tr>
<tr>
<td>Westside Middle School Academy</td>
<td>A/B days full year &amp; trimester</td>
<td>A/B days full year</td>
<td>Music Tech Band, Orchestra, Chorus</td>
<td>Elizabeth Dandeneau, Joseph Lewis, Richard Montag</td>
</tr>
</tbody>
</table>
Thank You For Supporting Danbury Public Schools!

VH1 SAVE THE MUSIC foundation

SPREAD MUSIC NOW

NAMM Foundation

Jill Russell-Benner, 2018
DANBURY BOARD OF EDUCATION
BOARD WORKSHOP MEETING MINUTES
NOVEMBER 28, 2018

Present: Rachel Chaleski, Gladys Cooper, Richard Jannelli, Patrick Johnston, Frederick Karrat, Emanuela Palmares, Ralph Pietrafesa (6:14 p.m.), Farley Santos, Amy Spallino

Absent: David Metrena, Kathleen Molinaro

Also Present: Robert Rader, CABE Executive Director, Dr. Sal Pascarella, Mr. Walston

The meeting was called to order at 5:05 p.m. and turned to Mr. Rader who reviewed the discussion and board goals developed from the Oct. 13 Board Workshop. Results of the CABE Self-Evaluation Surveys and Minutes of the Oct. 13 Board Workshop were distributed. Further discussion followed to clarify the distinction among goals of the Board, District and Superintendent. The District Goals and Outcomes, Superintendent’s Performance Evaluation Worksheets, and Evaluation Process and Timeline Flowchart were referenced and reviewed. Mr. Rader informed the board that most superintendent evaluations are based on a survey; however, he suggested the District Goals and Outcomes can be used as a benchmark for effectively completing the Superintendent’s Performance Evaluation Worksheets. Mr. Rader received board member feedback on the wording of the District Goals and Outcomes. He suggested holding an informal workshop for board members with the Superintendent to receive clarification and ask questions. Dr. Sal will provide the Board with plans of explicit work in place to achieve district goals. He explained the district goals guide the work that is being done.

Discussion followed on board work and goals. Mr. Rader suggested that the Board adopt a few board goals. Board consensus was to adopt the following board multi-year goals at the Nov. 28 Regular Board Meeting: (1) Strengthen communication with the public; (2) Provide Board with continuous Professional Development through a sub-committee; (3) Improve system for superintendent evaluation. The purpose of the Professional Development Committee will be to improve board effectiveness and its work will include: Board Orientation; Board Retreat; Self-Evaluation; and review ways to schedule information, review data and hold workshops.

P. Johnston moved, seconded by R. Chaleski to adjourn the November 28 Board Workshop Meeting. The motion passed and the meeting adjourned at 6:36 p.m.

________________________
Rachel Chaleski, Secretary

Exhibit # 19-03
CALL TO ORDER
The Chairperson, Patrick Johnston, call the meeting to order at 7:06 pm and those assembled recited the Pledge of Allegiance.

ROLL CALL
Present: Rachel Chaleski, Gladys Cooper, Richard Jannelli, Patrick Johnston, Frederick Karrat, Emanuela Palmares, Ralph Pietrafesa, Farley Santos, and Amy Spallino
Absent: Kathleen Molinaro and David Metrena
Also Present: Drs. Pascarella and Casimiro and, K. Walston, K. Truchsess, K. Thompson, J. Martino

RECOGNITIONS
Kim Moran, 2018 State Finalist for the Presidential Award for Excellence in Math & Science Teaching. Stacy Broden and Susan Palma from EdAdvance told the Board that in the fall to late winter the candidate goes through a rigorous process of reflection and answering a lot of essay questions, videotaping a lesson supporting their decision making and the reflection how it improves teaching. All the applications go before a state panel to be selected and then go through a rigorous review process with university staff. There is a scoring process for anyone who meets the criteria from the state as a finalist. The applications are now in Washington DC going through a national panel for review and to select an awardee from each state, if there is one. But there are no guarantees, as the applicants have to meet criteria from the national panel to be selected. The award is $10,000 and a trip to Washington, DC. It is a real honor to get to this stage and strenuous to get to state finalists. Tonight, we are here to present to Kim Moran with the state finalist certificate from the organization as well as an acclamation from Governor Malloy. In the Governor’s acclamation, it states that this award was established for teachers in 1983. She was presented with the certificates and a gift. It was mentioned it will probably be a year before the awardee is selected at the national level.

Kim Moran told the Board that she would like to take this opportunity to say thank you to her family and friends, colleagues and administrators for their continued support throughout the process and especially her husband and kids for being her greatest supporters at home. This was a challenging process at times but the greatest things come from hard work and perseverance no matter the outcome. This was an experience that I’ll never forget. I would not be where I am today without my colleagues across all three middle schools. We have a cohesive department that has made such an impact on me as a teacher. I am also very proud to have spent the last 14 years at RPMS. The staff and students are truly something special. Thank you to everyone who recognized my state finalist status and I want to say a special thank you to Stacy Broden and the department head for recommending me. The Board congratulated Ms. Moran and she received a standing ovation. Mr. Johnston congratulated Kim for her achievement.
DHS Girls Cross Country Team named “CT Cross Country Team of the Year”
Mr. Salvestrini, the Athletic Director, was unable to be present this evening. Marsha Turek, Head Coach, told the Board additional 2018 honors was FCIAC Western Division Champions, FCIAC Conference Champions, State LL Champions, State Open Champions, and a 5th place finish in the New England Championships. This is the first FCIAC Cross Country Championship in Danbury High School History. The girls’ individual introduced themselves to the Board and stated their grade level at DHS. Two team members were unable to attend. It was also mentioned that one team member, who is a senior, will be going to Sacred Heart University and one to the Naval Academy. The audience applauded and Mr. Johnston congratulated the team.

PUBLIC PARTICIPATION
Tricia Robinson told the Board that last week when AIS was under severe lockdown, the staff did a phenomenal job keeping the kids safe. I am so thankful to the staff and leadership. She also wanted to thank the Board for the follow up on the world language concern she had. I would like to bring to the Board’s attention the Western Connecticut Academy International Studies Operations Plan dated May 2013. I thought our principal, Christopher Roche, should have this document. I gave him a copy. He didn’t have one, so he was not aware of things like the Advisory Board Council comprised of 19 members. Since he has been the principal, we have not had a meeting. She urged the Board to reinstate the Advisory Council so that we can make sure that suburban districts are more involved with the school and ensure that we could continue to have an amazing school with district support.

Kathy Snow told the Board that she has a daughter at DHS and a son in middle school. She said that a scout troupe tried to hold a bake sale on Election Day at a school. She is here tonight on their behalf. They didn’t realize they needed to reserve a space through Liz Chiocchio. The other group that was there was not receptive to working on a solution. The scouts took the high road and did not have their bake sale. She feels that rental regulations should include bake sales. She realizes that preference is given to school groups at school-related activities, such as a dance or a school meeting, but Election Day has nothing to do with school activities and is only a polling location. I don’t think it is fair that one organization had been given 14 hours to fundraise. It doesn’t happen often, but Election Day bake sales should be posted.

MOTION TO AMEND THE AGENDA

MOTION: R. Chaleski made a motion to amend the Agenda, seconded by F. Santos, that the Board adopt the Goals that were derived from the Board’s Workshop Meeting on November 28, 2018

Motion carried at 7:30 pm.

MOTION: R. Chaleski moved, seconded by F. Santos, that the Board of Education adopt the following goals:

- **Goal #1** Strengthen communication with the public
- **Goal #2** Provide Board with continuous Professional Development through a sub-committee
- **Goal #3** Improve system for superintendent evaluation

Motion carried at 7:31 pm.

Mr. Johnston said the volunteers to be on the sub-committee for Goal #2 are Rachel Chaleski, Emanuela Palmares, Amy Spallino and Fred Karrat.
Ms. Cooper told Mr. Johnston this is only a suggestion, but you have three Republican volunteers and only one Democrat. Mr. Johnston asked her if she would like to volunteer and she declined. He also stated that it was done by volunteer not political and everybody had the opportunity to volunteer. Ms. Cooper feels the committee is lopsided. Mr. Johnston asked if a Democrat would like to be an alternate and Farley Santos volunteered.

CONSENT CALENDAR

MOTION - R. Chaleski moved, seconded by F. Santos, that the Board of Education approves the items on the Consent Calendar, Exhibits 18-138 through 18-140, as recommended:

MINUTES
11/14/18 Special Meeting Minutes
11/14/18 Policy Committee Meeting Minutes
11/14/18 Board Meeting Minutes

Motion carried at 7:35 pm.

EMPLOYEE REPRESENTATIVE

STUDENT REPRESENTATIVES (4th Wednesday Board Meeting each month)

DHS Executive Board of Governors: Alisha Nagarsheth, Gabrielle D’Ostilio, Joanna Wenchell

DHS student, Joanna Wenchell, told the Board the first quarter ended November 9th, and we are on our way with the second quarter. Parent-teacher conferences took place Monday, November 19th and were one of the busiest we’ve ever had. There were over 1,000 reservations made by parents which is the most we’ve had in a while. There was the fall National Honor Society induction this past Monday night, along with other ceremonies that night. In the new Black Box, there were about 20 new members inducted. Inductions and ceremonies such as this are just a few examples of what the new Black Box is used for. Also, DHS varsity Girls cross country won 2018 team of the year, and as of today, Tyler Warren of the varsity boys soccer team won the 2018 male player of the year. Finally, the other two officers and I created a poster for Thanksgiving which you see behind us. We put out a piece of paper in the cafeteria the two days prior to Thanksgiving and asked students to write what they were thankful for and these were our results.

ACE student, Tamara Souza, told the Board last Tuesday, ACE served 275 Thanksgiving dinners to members of the community, Board of Ed members, Central Administration members, Mayor Boughton, and ACE alumni to say ‘thank you’ for all their continued support for our program. On November 21st, ACE students sorted and boxed up clothing and backpack donations for the Thanksgiving Morning Coat Drive that happens annually on the corner of Main and Elm Streets at 7 am. We are going to have our Annual Breakfast with Santa event that also provides the opportunity for children to have their picture taken with Santa, do some holiday crafts, and spend time with their families. On November 5th, 16 ACE students participated in a focus group on Equity with Judy Coco.

On November 14th, students from Paul Thrasher’s Financial Literacy class attended a Financial Literacy Workshop at WCSU. On November 15th, seniors met with Scott Farrell from NVCC to begin the application process for enrolling in NVCC next fall. Today students interested in pursuing Job Corps met with Job Corps representatives at ACE. Our second parents’ night will be held at 6:00 pm on Monday, December 1st, where parents will be handed the First Quarter report cards and have an
opportunity to meet with staff. Lastly, the new ACE website is complete, and we invite all of you to check out what is happening this year at “our house.”

Mr. Santos told John Webber that he was very impressed with the Thanksgiving dinners. He said it was a great meal and a wonderful event for the students and the community. There were community members, alumni, and educators. The students did the serving and I want to thank you for a great community effort. Mr. Webber thanked Mr. Santos for his kind words. He then told the Board that Tamara Souza has made the honor roll and how proud he is of her. (The Board applauded Tamara.)

PRESENTATION

Terry Budlong, MCCA, Stand Together Make a Difference, Opioid PSA
Ms. Budlong explained how alcohol and drug addiction destroys a person’s family and soul. She spoke from a personal experience. She then gave the Board a power point presentation. The presentation covered how the funding works, who supplied the grant and the prevention director’s work with local prevention coalition. She explained that the local prevention coalition works to promote healthy life choices to change behaviors and attitudes. The assessment process of the SPF traditionally has been done every 5 years. Stand Together Make a Difference concluded: UAD was Danbury’s priority substance among youth; with social alcohol being a major risk factor. She told the Board that the student survey which is done every three years provides information on the number of developmental assets a child holds and maps behaviors and attitudes of students. The next survey will be in the spring. She invited the Board to phone her if they had any questions about the Program.

The Chairperson thanked Ms. Budlong for the informative presentation.

ACTION ITEMS

Seclusion/Restraint/Exclusionary Time Out Policy

MOTION: R. Chaleski moved, seconded by F. Santos that the Board of Education accept for second reading and adoption the Seclusion/Restraint/Exclusionary Time Out Policy 7-237.

Motion carried at 8:01 pm.

Student Records: Confidentiality Policy

MOTION: R. Chaleski moved, seconded by R. Pietrafesa that the Board of Education accept for second reading and adoption the Student Records; Confidentiality Policy 7-125.

Motion carried at 8:02 pm.

Child Abuse/Neglect Reporting Revisions

MOTION: R. Chaleski moved seconded by E. Palmares that the Board of Education accept for first reading Child Abuse/Neglect Reporting Revisions, Policy 7-234.

Motion carried at 8:03 pm.
Truancy Policy

MOTION: R. Chaleski moved, seconded by G. Cooper that the Board of Education accept for first reading Truancy Policy 7-232 (replaces current policy in its entirety).

Motion carried at 8:04 pm.

Student Data Protection & Privacy/Cloud-Based Issues (new Policy)

MOTION: R. Chaleski moved, seconded by A. Spallino that the Board of Education accept for first reading a new policy 7-127, Student Data Protection & Privacy/Cloud Based.

Motion carried at 8:05 pm.

October 2018 – Operating Results Analysis (General Fund/Grants/Projects)

MOTION: R. Chaleski moved, seconded by G. Cooper that the Board of Education accept the October 2018 Operating Results Analysis (General Fund/Grant/Projects).

Mr. Martino told the Board during the month of October 2018, the District expended $9,021,005 resulting in a fiscal year-to-date expenditure value of $27,526,898 which represents 20.8% of the General Fund total budget.

Mr. Martino told the Board during the month of October 2018, the District expended $1,836,455 resulting in a fiscal year-to-date expenditure value of $4,069,251 which represents 15.4% of the Grants budget.

Motion carried at 8:06 pm.

SUPERINTENDENT’S REPORT

School Calendar Update
The Superintendent said they had to revise the calendar. It was brought to their attention that there was an incorrect Thanksgiving date listed, so we had to make an adjustment. We have already sent out the corrected calendar for parents planning. Some feedback from the City-Wide PTO meeting was about the early release time. We are looking at that and also checking with a few districts that were mentioned to us. A Board member asked if we had to bring it back to the Board for approval. Dr. Pascarella said he was not sure if we needed a motion to amend the calendar, but we can bring it back.

Strategic Planning Update
Dr. Pascarella asked Kevin Walston to give the Board an update on Strategic Planning. He said that Phase 1 of the planning process is taking place on December 11th which is the process for stakeholders to develop a draft Mission Statement and Characteristics of a Portrait of a Graduate. At that meeting, we will be reviewing a survey that was sent out today. The survey will be closing on Friday, December 7th and the committee will have an opportunity to review the feedback from the community to further develop a process. Phase 2 of the planning process calls upon TDEC for the group to form an Advisory Committee to the Board and to expand members. This group will be charged with the development of
operational goals. We need to expand the membership to ensure that we have representation for all levels of the district in addition to inviting an additional Board member to that meeting. The TDEC group will meet on Monday, January 28, 2019.

R. Pietrafesa asked Mr. Walston if a group has already been selected. His response was no.

November 20th WCSU incident
Dr. Pascarella said as you know there was an incident on November 20th. I sent some information home to the parents today. After some debriefing, WCSU doesn’t know what happened. Someone had reported seeing a weapon. This happened right at the end of the day when students were to be dismissed. There were buses going into the zone and had to be turned around. Because it was on WCSU’s campus, this was handled by the State Police. We now have a command post in my office, just for the school system. There is also a command post in the City. The Mayor and the Police Chief is in charge of that. We will be communicating with a two-way radio so that the process is cleaner and also the notification of the Parochial schools and the vocational school need to play into it as well as the crossing guards. What we did agree to that day was that the Chief will provide an officer for the Administration building for the purpose of communications. If you go to your child’s school during a lockdown, we are not in charge it would be the police. There was a lot of bus communications and redirecting.

Ms. Chaleski told the Board that she had to stay in her car. She just happened to be picking up her two kids that day, normally they take the bus. I sat in my car as all the parents did and we kind of formed a blockade in the back of the Westside. I have to say waiting was awful. At AIS, I had to pick up from a different entrance of the school which is 15 minutes away from the front entrance. I saw both principals and safety staff. I was one of the first parents at the school to pick up so I offered my help and they said ‘no we’re a well-oiled machine’ and they certainly were. I just want to publicly say that I am grateful for the staff doing their due diligence.

R. Pietrafesa asked the Superintendent if there is a standard procedure when something like this happens at each school. Has a plan been developed so that each teacher and each student knows what to do? He asked about the kids on the bus. Are they supposed to go back to the school? Dr. Pascarella answered yes, they are to go back to the school because that is where the supervision is. The Chief and the Assistant Chief are creating a ‘central location’ where these busses can go in case they can’t come back to the school. The other thing that happened was contacting the buses for the out of town students. That is obviously not an easy road to deal with.

Ms. Thompson said there is a different plan in place for each school. The plan depends on the layout of the school. It is building specific.

There was a brief discussion about robocalls. Ms. Truchsess said they have the capability of sending out robocalls and can isolate data to different schools.

Mr. Martino said there is a grant for additional school security upgrades. The Board would be paying 40% of the cost of $79,000, but all this depends on approval. Mr. Santos asked if that was specific funding for certain upgrades? Mr. Martino responded yes, unsecured vestibules, cameras and all that sort of things.

Dr. Pascarella asked Mr. Martino to give the Board an update on several schools. Mr. Martino said at DHS in Rooms A207 and A208 that there was a deep window well and when the water table changed, the water came into the building through the wall and floor. The City is trenching and piping around the
window well. The elevator in D building at DHS will be fixed tomorrow. The portable classrooms at Westside are complete. Furniture will be delivered on Monday. The Superintendent asked if we are working on the front door at AIS. Mr. Martino said they hung the door but it is problematic; great design, but does not function all the time. At Pembroke, the front doors have been replaced. Upgrade at DHS; cameras and Honeywell. We had a small improvement grant.

DISCUSSION

INFORMATION
Community Screening & Conversation “Resilience”, the biology of stress & the science of hope, WCSU, December 10th, 6:30-9:00 p.m. Ms. Chaleski told the Board that it is free. They ask you to register but it is not required. It is sponsored by United Way and The Family Network of Western CT.

BOARD CHAIRPERSON'S REPORT
The Chairperson said the Annual Board Meeting which is scheduled for December 5th has been postponed until December 12th, due to a lack of a quorum on the date originally set. There was a discussion about changing the date. Ms. Thompson read the Board By-Law that covers the Annual Meeting. The December 12th meeting will be considered a Special Meeting and no motion is necessary to change the date it just needs to be posted 24 hours in advance.

BOARD REPORTS, COMMUNICATIONS AND COMMENTS
Ms. Cooper reminded the Board that on Sunday, December 9th, the New Hope Baptist Church will have a “Meet and Greet” for our Assistant Superintendent, Kevin Walston from 1:30-3:30 pm. I hope to see some Board members at the event. Please come out and support our Assistant Superintendent. I look forward to seeing you there.

Mr. Palmares said she will be going to Brazil and will not be in town during the holidays, therefore she wants to take this opportunity to wish everyone a happy holiday.

Mr. Santos asked, in regard to Ms. Robinson concern about the Advisory Council at AIS, can we get any information about the Advisory Council. Dr. Pascarella said he will check to see if they met last year and assured Mr. Santos he will give the Board information on the AIS Advisory Council.

EXECUTIVE SESSION - None

PUBLIC SESSION - None

ADJOURNMENT
R. Pietrafesa moved, seconded by R. Jannelli that the Board of Education adjourn its November 28, 2018 meeting and the meeting adjourned at 8:45 pm.

Rachel Chaleski, Secretary

(Meeting was videotaped)
MINUTES OF THE 2018 ANNUAL MEETING OF
THE DANBURY BOARD OF EDUCATION
Westside Middle School Academy – Media Center
December 12, 2018

Present: Rachel Chaleski, Gladys Cooper, Richard Jannelli, Patrick Johnston,
Frederick Karrat, David Metrena, Kathleen Molinaro, Emanuela Palmares,
Ralph Pietrafesa, Farley Santos, Amy Spallino

Also Present: Sal Pascarella, Kevin Walston, Joseph Martino, Kim Thompson,
Kelly Truchsess, Kara Casimiro

CALL TO ORDER

The Chairperson, Patrick Johnston, called the Annual Meeting to order at 5:57 pm.

APPOINTMENT OF RECORDING CLERK

Patrick Johnston moved, seconded by Ralph Pietrafesa, that Sandy Sanchez be appointed Recording Clerk for the Board of Education. All members present voted in favor. The motion carried unanimously at 5:57 pm.

ELECTION OF OFFICERS

CHAIRPERSON

The Chairperson, Patrick Johnston, asked for nominations from the floor for the Office of Chairperson.

Ralph Pietrafesa nominated Patrick Johnston, seconded by David Metrena

Richard Jannelli nominated Frederick Karrat, seconded by Farley Santos

Mr. Johnston asked if there were any other nominations from the floor. Being no other nominations, the nominations were closed.

In favor of Patrick Johnston: Rachel Chaleski, Patrick Johnston, David Metrena,
Emanuela Palmares, Ralph Pietrafesa, Amy Spallino

In favor of Frederick Karrat: Gladys Cooper, Richard Jannelli, Frederick Karrat,
Kathleen Molinaro, Farley Santos

With 6 votes Patrick Johnston was elected Chairperson at 6:00 pm
VICE CHAIRPERSON

The Chairperson, Patrick Johnston, asked for nominations from the floor for the Office of Vice Chairperson.

Emanuela Palmares nominated Rachel Chaleski, seconded by Amy Spallino

Kathleen Molinaro nominated Farley Santos, seconded by Gladys Cooper

The Chairperson, Patrick Johnston, asked if there were any other nominations from the floor. Being no other nominations, the nominations were closed.

In favor of Rachel Chaleski: Rachel Chaleski, Patrick Johnston, David Metrena, Emanuela Palmares, Ralph Pietrafesa, Amy Spallino

In favor of Farley Santos: Gladys Cooper, Richard Jannelli, Frederick Karrat, Kathleen Molinaro, Farley Santos

With 6 votes Rachel Chaleski was elected Vice Chairperson at 6:02 pm.

SECRETARY

The Chairperson, Patrick Johnston, asked for nominations from the floor for the Office of Secretary.

Kathleen Molinaro nominated Gladys Cooper, seconded by Farley Santos

The Chairperson, Patrick Johnston, asked if there were any other nominations from the floor. Being no other nominations, the nominations were closed.

In favor of Gladys Cooper: Rachel Chaleski, Gladys Cooper, Richard Jannelli, Patrick Johnston, Frederick Karrat, David Metrena, Kathleen Molinaro, Emanuela Palmares, Ralph Pietrafesa, Farley Santos, Amy Spallino

With unanimous votes Gladys Cooper was elected Secretary at 6:04 pm.

ADJOURNMENT

Ralph Pietrafesa moved, seconded by Frederick Karrat, to adjourn the December 12, 2018 meeting. The motion carried unanimously, and the meeting was adjourned at 6:04 pm.

Gladys Cooper, Secretary
## DANBURY PUBLIC SCHOOLS

### Strategic Planning Timeline

<table>
<thead>
<tr>
<th>Task</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data Synthesis</strong> Synthesize information from the Strategic Planning Session to identify themes and patterns that emerged across the various sub topics.</td>
<td>December 2018</td>
</tr>
<tr>
<td>Plan working sessions (two-three/two hours each) after 12/17 Ext. Cabinet mtg. to work on Guiding Principles for the District, Vision, Mission &amp; Portrait of a Graduate Characteristics.</td>
<td>January 2019</td>
</tr>
<tr>
<td>Review MAEC equity feedback to help us identify our blind spots relative to equity, deployment of resources and prioritizing of action steps</td>
<td>January 2019</td>
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<tr>
<td>Incorporate feedback collected from Strategic Planning Session and MAEC report to inform first draft of Guiding Principles, Vision, Mission and of Portrait of a Graduate Characteristics</td>
<td>January 2019</td>
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<tr>
<td><strong>Feedback</strong> TDEC to affirm the first draft of Vision and Mission by using the criteria for effective mission and visions statements</td>
<td>January 2019</td>
</tr>
<tr>
<td>Admin Council to review first draft of Vision, Mission, Guiding principles, and Portrait of a Graduate Characteristics</td>
<td>February 2019</td>
</tr>
<tr>
<td><strong>Adopting Strategic Direction</strong> Communicate Strategic Plan to the community and get affirmation from the Board of Education as to the general direction, authorizing Action Planning Teams to develop concrete, specific, action plans for each goal.</td>
<td>March 2019</td>
</tr>
<tr>
<td><strong>Develop Plan</strong> Committee of stakeholders develops a Strategic Planning document stating our Vision, Mission, Portrait of a Graduate, and Guiding Principles that will drive our district for the next 5 years. This will include the objectives for students' performance and the strategies that adults are committing to in order to support students in reaching these objectives.</td>
<td>March 2019-</td>
</tr>
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Exhibit # 19-06\(\text{revised}\) 1/9/19
# DANBURY PUBLIC SCHOOLS
Danbury, Connecticut

## POLICY

<table>
<thead>
<tr>
<th>CHILD ABUSE/NEGLECT REPORTING</th>
<th>Adopted: 5/10/2000</th>
<th>Revised: 11/28/18</th>
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### Reporting of Child Abuse, Neglect and Sexual Assault

The Danbury Board of Education recognizes its legal and ethical obligation in the reporting of suspected child abuse and neglect. Any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired. Mandated reporters include all school employees, specifically Superintendent, administrators, teachers, substitute teachers, guidance counselors, school counselors, paraprofessionals, coaches of intramural and interscholastic athletics, as well as licensed nurses, physicians, psychologists and social workers and licensed behavior analysts either employed by the Board or working in one of the District schools, or any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in District schools. Such individual(s) who have reasonable cause to suspect or believe that a child has been abused, neglected, placed in imminent risk of serious harm, or sexually assaulted, or is in danger of being abused, is mandated to report his or her suspicions to the Department of Children and Families (DCF).

A mandated reporter's suspicions may be based on factors including, but are not limited to, observations, allegations, facts by a child, victim or third party. Suspicion or belief does not require certainty or probably cause. It is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, or imminent risk of serious harm, in accordance with the procedures set forth in this policy.

Furthermore, the Board of Education requires all personnel who have reasonable cause to suspect or believe that a child, under the age of eighteen (18), except in the case of sexual assault by a school employee, has been abused, neglected, has had non-accidental physical injury, or injury which is at variance with the history given of such injury, is placed in imminent danger of serious harm or has been sexually abused by a school employee to report such cases in accordance with the law, Board policy and administrative regulations. The mandatory reporting requirement regarding the sexual assault of a student by a school employee applies based on the person's status as a student, rather than his or her age.

A mandated reporter shall make an oral report, by telephone or in person, to the Commissioner of Children and Families or a law enforcement agency as soon as possible, but no later than twelve (12) hours after the reporter has reasonable cause to suspect the child has been abused or neglected. In addition, the mandated reporter shall inform the building principal or his/her designee that he/she will be making such a report. Not later than forty-eight hours of making the oral report, the mandated reporter shall file a written report with the Commissioner of Children and Families or his/her designee. (The Department of Children and Families has established a 24-hour Child Abuse and Neglect Hotline at 1-800-842-2288 for the purpose of making such oral reports.)

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Exhibit #: 19-07
The oral and written reports shall include, if known: (1) the names and addresses of the child and his/her parents/guardians or other persons responsible for his/her care; (2) the child's age; (3) the child's gender; (4) the nature and extent of the child's injury or injuries, maltreatment or neglect; (5) the approximate date and time the injury or injuries, maltreatment or neglect occurred; (6) information concerning any previous injury or injuries to, or maltreatment or neglect of, the child or his/her siblings; (7) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter; (8) the name of the person(s) suspected to be responsible for causing such injury or injuries, maltreatment or neglect; (9) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect; (10) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and (11) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

(For purposes of this section pertaining to the required reporting, a child includes any victim under eighteen years of age educated in a technical high school or District school. Any person who intentionally and unreasonably interferes with or prevents the making of the required report or attempts to conspire to do so shall be guilty of a class D felony, unless such individual is under eighteen years of age or educated in the technical high school system or in a District school, other than part of an adult education program.)

If the report of abuse, neglect or sexual assault involves an employee of the District as the perpetrator, the District may conduct its own investigation into the allegation, provided that such investigation shall not interfere with or impede any investigation conducted by the Department of Children and Families or by a law enforcement agency.

Similarly, the Board of Education directs its staff to report to the Office of Protection and Advocacy for Persons with Disabilities when they have reason to suspect and believe that someone eighteen years of age or older has been abused or neglected.

The Board recognizes that the Department of Children and Families is required to disclose records to the Superintendent of Schools in response to a mandated reporter's written or oral report of abuse or neglect or if the Commissioner of Children and Families has reasonable belief that a school employee abused or neglected a student. Not later than five (5) working days after an investigation of child abuse or neglect by a school employee has been completed, DCF is required to notify the school employee and the Superintendent and the Commissioner of Education of the investigation's results. If DCF has reasonable cause, and recommends the employee be placed on DCF's Child Abuse and Neglect Registry, the Superintendent shall suspend such employee.

The Board, recognizing its responsibilities to protect children and in compliance with its statutory obligations, shall provide to each employee in-service training regarding the requirements and obligations of mandated reporters. District employees shall also participate in training offered by the Department of
DANBURY PUBLIC SCHOOLS  
Danbury, Connecticut  

POLICY  

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Children and Families. Each school employee is required to complete a refresher training program, not later than three years after completion of the initial training program and shall thereafter retake such refresher training course at least once every three years.

The Principal of each school in the district shall annually certify to the Superintendent that each school employee working at such school has completed the required initial training and the refresher training.

State law prohibits retaliation against a mandated reporter for fulfilling his/her obligations to report suspected child abuse or neglect. The Board shall not retaliate against any mandated reporter for his/her compliance with the law and Board policy pertaining to the reporting of suspected child abuse and neglect.

In accordance with the mandates of the law and consistent with its philosophy, the Board in establishing this policy directs the Superintendent of Schools to develop and formalize the necessary rules and regulations to comply fully with the intent of the law.

This policy will be distributed annually to all employees. Documentation shall be maintained that all employees have, in fact, received the written policy and completed the required initial and refresher training related to mandated reporting of child abuse and neglect as required by law.

The Board of Education will post the telephone number of the Department of Children and Families' child abuse hotline, Careline, and the Internet web address that provides information about the Careline in each District school in a conspicuous location frequented by students. Such posting shall be in various languages most appropriate for the students enrolled in the school.

**Hiring Prohibitions**

The Board of Education will not employ anyone who was terminated or resigned after a suspension based on DCF's investigation, if he or she has been convicted of (1) child abuse or neglect or (2) 1st, 2nd, 3rd, or 4th degree sexual assault; 1st degree aggravated sexual assault; or 3rd degree sexual assault with a firearm of a student who is not enrolled in adult education.

The Boards of Education will not employ an individual who was terminated or resigned, if he or she (1) failed to report the suspicion of such crimes when required to do so or (2) intentionally and unreasonably interfered with or prevented a mandated reporter from carrying out this obligation or conspired or attempted to do so. This applies regardless of whether an allegation of abuse, neglect, or sexual assault has been substantiated.

This policy and associated administrative regulations shall be reviewed annually by an advisory committee of school and community representatives under the direction of the Pupil Services Coordinator or his or her designee.
The district's policy on student truancy shall stress early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students. Referral to legal authorities normally shall be made only when local resources are exhausted. For purposes of implementing this policy and for reporting purposes regarding truancy, the District will utilize the State Board of Education approved definitions of "excused", "unexcused" and "disciplinary" absences.

"Truant" shall mean a student age five to eighteen, inclusive, who has four unexcused absences in any one month, or ten unexcused absences in one school year.

"In attendance" shall mean a student if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

"Chronically absent child" is an enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

"Absence" means an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to CGS 10-198b.

"District chronic absenteeism rate" means the total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

"School chronic absenteeism rate" means the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

**Remediation of Truancy**

School personnel shall seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy. The Superintendent of Schools shall develop regulations which will detail the following school district obligations under the district's truancy policy.

1.Notify parents annually of their obligations under the attendance policy.

2. Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the school day.
### POLICY

|---------|------------------------------------|------------------|

3. Establish a system to monitor student attendance.

4. Make a reasonable effort by telephone and by mail to notify parents or other persons having control of the child, enrolled in grades one through eight, inclusive, when a child does not arrive at school and there has been no previously approval or other indication which indicates parents are aware of the absence. (Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)

5. Identify a student as "truant" when the student accumulates four unexcused absences in any month or ten in a school year.

6. Identify a student as "chronically absent" when the student accumulates a total number of absences at any time during a school year that is equal to or greater than ten percent of the total number of days that such student has been enrolled at the school during the school year.

7. Appropriate school staff meet with parents of a child identified as truant or chronically absent to review and evaluate the situation, within ten days of such designation. Such meeting may involve the school or District Attendance Team.

Students so identified may be subject to:
(a) retention in the same grade to acquire necessary skills for promotion or retention.
(b) a requirement to complete a summer school program successfully before being promoted to the next grade.

8. When a petition is filed, an educational evaluation of the truant student shall be done by appropriate school personnel if no such evaluation has been performed within the preceding year.

9. Provide coordination of services and refer "truants" to community agencies which provide child and family services.

10. If in existence, refer the child to the children's probate court truancy clinic.

The Board, on or before 8/15/18, shall implement a truancy intervention model identified by the Connecticut State Department of Education (SDE) for any school within the District that has a disproportionately high rate of truancy, as identified by the Commissioner of Education. The intervention models must also address the needs of students with disabilities. Parents or other persons having control of each child shall be notified of such truancy model. (Note: The SDE is required to identify these effective truancy intervention models by 8/15/18.)
The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A District team must be established when the District's chronic absenteeism rate is 10 percent or higher.

2. A school team must be established when the school chronic absenteeism rate is 15 percent or higher.

3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

The membership of attendance review teams may consist of school administrators, guidance counselors, school counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available. Such plan must include the means for collecting and analyzing data relating to student attendance, truancy and chronic absenteeism. The data must be disaggregated by school district, school grades and subgroups such as race, ethnicity, gender, eligibility for free and reduced priced lunches, students whose primary language is not English, and students with disabilities.

The District shall annually include in information for the strategic school profile report for each school and the District that submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

The Principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. (An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)
<table>
<thead>
<tr>
<th>Truancy</th>
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<td>Revised: 11/9/18</td>
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Legal Reference: Connecticut General Statutes

10-184 Duties of parents. (as amended by PA 98-243, PA 00-157 and PA 18-15)
10-198a Policies and procedures concerning truants (as amended by PA 00-157, P.A. 11-136 and PA 16-147)
10-198b State Board of Education to define "excused absence," "unexcused absence," and "disciplinary absences"
10-198c Attendance review teams (as amended by PA 17-14)
10-198d Chronic absenteeism (as amended by PA 18-182)
10-198e Identification of truancy identification models (as amended by PA 18-182)
10-199 through 10-202 Attendance, truancy in general. (Revised, 1995, PA 95-304)
10-220(c) Duties of boards of education (as amended by PA 15-225)
10-202e(f) Policy on dropout prevention and grant program.
10-221(b) Board of education to prescribe rules. Campbell v New Milford, 193 Conn 93 (1984).

Action taken by the State Board of Education on January 2, 2008, to define "attendance."
Action taken by the State Board of Education on June 27, 2012, to define "excused" and "unexcused" absences.
The Board of Education (Board) may, pursuant to this policy, enter into a contract with a third party for either or both of the following purposes:

1. To provide services, including Cloud-based services, for the digital storage, management, and retrieval of student records.

2. To provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records in accordance with the contractual provisions listed below.

The Board when entering into a contract with a contractor for purposes listed above, shall ensure the contract includes, but is not limited to the following:

1. A statement that student records, student information and student generated content continues to be the property of and under the control of the Board. (They are not the property of, or under the control of a software or electronic service contractor.)

2. A description of the means by which the Board may request the deletion of any student information, student records or student-generated content in the possession of the contractor that is not (a) otherwise prohibited from deletion or required to be retained under state or federal law, or (b) stored as a copy of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the contractor, provided the Board of Education may request the deletion of any such student information, student records or student-generated content if such copy has been used by the operator to repopulate data following a disaster recovery.

3. A statement that the contractor will not use student information, student records, or student-generated content for any purposes except those the contract authorizes.

4. A description of the procedures by which a student, parent or legal guardian, of a student may review personally identifiable information (PII) contained in the student's record, student information or student-generated content and correct erroneous information, if any in such student material.

5. A statement that the contractor shall take actions designed to ensure the security and confidentiality of student records, student information, and student-generated content.
6. A description of the procedures that a contractor will follow for notifying the Board, in compliance with C.G.S. 10-234dd when there has been an unauthorized release, disclosure or acquisition of student information, student records or student-generated content.

7. A statement that a student's records, student information, or student-generated content shall not be retained or available to the contractor upon expiration of the contract between the contractor and the Board of Education except a student, parent or legal guardian of a student may choose to independently establish or maintain an electronic account with the contractor after the expiration of such contract for the purpose of storing student-generated content. (e.g., essays, research papers, portfolios, creative writing, music, audio files, or photographs, but not standardized assessment responses.)

8. A statement that the contractor and the Board shall ensure compliance with the federal Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g.

9. A statement that Connecticut laws shall govern the rights and duties of all parties to the contract, (contractor and the Board).

10. A statement that if any provision of the contract or the application of the contract is held invalid by a court of competent jurisdiction, the invalidity does not affect other provisions of the contract which can be given effect without the invalid provision or application.

11. A prohibition against the contractor using personally identifiable information contained in student records to engage in advertising or for any other purposes other than those authorized pursuant to the contract.

The Board of Education may use the uniform student data privacy terms-of-service agreement addendum, developed by the Commission for Educational Technology (CET), in contracts entered into pursuant to C.G.S. 10-234bb. Such amendment shall conform to the requirements for a contract listed above.

Any provision of a contract or the terms-of-service agreement addendum entered into between a contractor and the Board on or after July 1, 2018, that conflicts with the provisions listed above shall be void. Moreover, a contract is void if it lacks any of the above provisions. The Board will give the contractor reasonable notice to amend the contract or the terms-of-service agreement addendum to include the missing provisions.

Any contract entered into on and after July 1, 2018, or the terms-of-service agreement addendum that does not include the provisions listed above shall be void, provided the Board has given reasonable notice to the contractor and the contractor has failed within a reasonable time to amend the contract or the terms-of-
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service agreement addendum to include the required provisions.

The Board of Education shall maintain and update, as necessary, a website with information relating to all contracts entered into pursuant to this policy. Not later than five business days after executing a contract pursuant to this policy the Board shall post notice of such contract on the Board's website. The notice shall include the contract and (1) state that the contract has been executed and the date that such contract was executed, (2) provide a brief description of the contract and the purpose of the contract, and (3) state what student information, student records or student-generated content may be collected as a result of the contract.

On or before September 1st annually, the Board of Education shall electronically notify students and the parents/guardians of students of the address of the Internet website described in this policy.

The Board of Education and a contractor may include in any contract executed pursuant to this policy, the uniform student data privacy terms-of-service agreement addendum, previously described, to satisfy the requirements of this policy.

The Board of Education is not required to enter into a contract pursuant to this policy if the use of an Internet website, online service or mobile application operated by a consultant or an operator is unique and necessary to implement a child's individualized education program or plan pursuant to Section 504 of the Rehabilitation Act of 1973, as amended from time to time, and such Internet website, online service or mobile application is unable to comply with the provisions of this policy, provided (1) such Internet website, online service or mobile application complies with the Family Educational Rights and Privacy Act of 1974, 20 USC 1232g, as amended from time to time, and the Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, as amended from time to time, (2) the Board of Education can provide evidence that it has made a reasonable effort to (A) enter into a contract with such consultant or operator to use such Internet website, online service or mobile application, and (B) find an equivalent Internet website, online service or mobile application operated by a consultant or an operator that complies with the provisions of this section, (3) the consultant or operator complies with the provisions of section 10-234cc, as amended for such use, and (4) the parent/legal guardian of such child, and, in the case of a child with an individualized education program, a member of the planning and placement team, sign an agreement that (A) acknowledges such parent/legal guardian is aware that such Internet website, online service or mobile application is unable to comply with the provisions of this policy, and (B) authorizes the use of such Internet website, online service or mobile application. The Board of Education shall, upon the request of a child's parent/legal guardian, provide the evidence described above to such parent/legal guardian.

The Board expects that an operator shall implement and maintain security procedures and practices that meet or exceed industry standards and that are designed to protect student information, student records, and student-generated content from unauthorized access, destruction use, modification and disclosure; and delete any student information, student records or student-generated content within a reasonable amount of time if
a student, parent/guardian or Board requests deletion of such student information, student records or student-generated content unless:

1. state or federal law prohibits such deletion or otherwise requires the retention of such student information, student records or student-generated content, or

2. a copy of such student information, student records or student-generated content is in the possession of the operator as part of a disaster recovery storage system and is inaccessible to the public and unable to be used in the normal course of business by the operator, provided such student, parent/legal guardian of a student or the Board may request the deletion of any such student information, student records or student-generated content if such copy is used by the operator to repopulate accessible data following a disaster recovery.

The Board will utilize the written guidance developed by the Department of Education in consultation with the Commission for Educational Technology concerning the implementation of FERPA and the laws relating to student data privacy. Such written guidance includes, a plain language explanation of how such student data privacy laws are to be implemented, information about the uniform student data privacy terms-of-service agreement addendum, and (3) how such addendum may be incorporated into contracts executed pursuant to section 10-234bb, as amended.

Notice of Breach of Security/Data Breaches

Upon notice of a breach of security by a contractor, the Board shall, not later than two business days after receipt of such notice, notify the students and the parents/legal guardians of the students whose student information, student records, or student-generated content was involved in such breach. The Board shall also, as required, post notice of the breach on its website.

Upon the discovery of a breach of security that results in the unauthorized release of student information, excluding directory information, the contract shall contain the provision that the contractor must notify the Board of such breach without unreasonable delay, and in no case later than thirty (30) days from the discovery of the breach.

Upon the discovery of a breach of security that results in the unauthorized release of directory information, student records, or student-generated content, the contract shall contain the provision that the contractor must notify the Board without unreasonable delay and in no case later than sixty (60) days from the discovery of the breach.

Note: The Board may desire to contract for more prompt notice of a breach of security.
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Definitions

1. "Contractor" means an operator or consultant that is in possession of or has access to student information, student records or student-generated content as a result of a contract with a local or regional Board of Education.

2. "Operator" means the operator of an Internet website, online service, online application, (app) or mobile application with actual knowledge that such Internet website, service, or mobile application is used primarily for school purposes and was designed and marketed for school purposes and who collects, maintains or uses student information.

3. "Consultant" means a professional who provides non-instructional services, including administrative, planning, analytical, statistical, or research services to a board of education under a contract.

4. "Student" means a Connecticut resident enrolled in a preschool program participating in the statewide public school information system, pursuant to section 10-10a of the general statutes, or enrolled in grades K to 12, inclusive, in a public school, or receiving special education and related services under an individualized education program, or otherwise the responsibility of the Board.

5. "Deidentified information" means any information that has been altered to prevent the identification of an individual student.

6. "Eligible student" means a student who has reached 18 years of age.

7. "Student-generated content" means materials created by a student, including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, or photographs. "Student-generated content" does not include student responses to a standardized assessment.

8. "Student records" means any information directly related to a student that is maintained by the school district, the State Board of Education or the Department of Education or any information acquired from a student through the use of educational software assigned to the student by a teacher or other district employee.

"Student records" does not mean any of the following:

a. Deidentified information, allowed under the contract to be used by the contractor to improve educational products for adaptive learning purposes and for customizing student learning.

b. Deidentified information, used to demonstrate the effectiveness of the contractor's products in
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<td>the marketing of such products.</td>
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<td>c. Deidentified information, used for the development and improvement of the contractor's products and services.</td>
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<td>9. &quot;Online service&quot; includes Cloud computing services, which must comply with this policy if they otherwise meet the definition of an operator.</td>
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<td>10. &quot;Student information&quot; is personally identifiable information regarding a student that in any media or format that is not publicly available that meets any of the following:</td>
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<td>a. Is created or provided by a student, or the student's parent or legal guardian, by using an operators' website, online service, or mobile application (app) for school purposes.</td>
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<td>b. Is created or provided by an employee or agent of the board of education, to an operator for school purposes.</td>
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<td>c. Is gathered by an operator through the operation of the operator's Internet website, online service, or mobile application (app) and identifies a student including but not limited to information in the student's educational record or email account, first and last name, home address, telephone number, date of birth, email address, or other information that allows physical or online contact, discipline records, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security number, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, or behavioral assessments.</td>
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<td>11. &quot;School purposes&quot; means purposes that customarily take place at the direction of a teacher, or a board of education 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/legal guardians.</td>
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<td>12. &quot;Targeted advertising&quot; means presenting an advertisement to a student where the selection of the advertisement is based on student information, student records or student-generated content or inferred from the usage of the operator's Internet website, online service or mobile application by such student. It does not include any advertising to a student on a website that the student accesses at the time or in response to a student's response or request for information or feedback.</td>
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The Board, through this policy, places restrictions on an "operator" as defined in this policy. An operator shall not knowingly engage in any of the following activities with respect to their internet website, online
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Service or mobile application:

1. Engage in targeted advertising on the operator's site, service, or application, or on any other Internet website, online service or mobile application;

2. Use student information to create a profile of a student for purposes other than the furtherance of school purposes;

3. Sell student information, unless the sale is part of the purchase, merger, or acquisition of an operator by a successor operator and the operator and the successor operator continue to be subject to the provisions of this policy regarding student information; or

4. Disclose student information, unless the disclosure is made (a) in furtherance of school purposes of the Internet website, online service or mobile application, provided the recipient of the student information uses such student information to improve the operability and functionality of the Internet website, online service or mobile application and complies with this policy; (b) to ensure compliance with federal or state law; (c) in response to a judicial order; (d) to protect the safety of users or others, or the security of the Internet website, online service or mobile application; or (e) to an entity hired by the operator to provide services for the operator's Internet website, online service or mobile application, provided the operator contractually (i) prohibits the entity from using student information for any purpose other than providing the contracted service to, or on behalf of, the operator, (ii) prohibits the entity from disclosing student information provided by the operator to subsequent third parties, and (iii) requires the entity to comply with this policy.

The Board recognizes that an operator may:

1. Use student information (1) to maintain, support, evaluate or diagnose the operator's Internet website, online service or mobile application (app), or (2) for adaptive learning purposes or customized student learning.

2. Use de-identified student information (1) to develop or improve the operator's Internet website, online service or mobile application (app), or other Internet websites, online services or mobile applications owned by the operator, or (2) to demonstrate or market the effectiveness of the operator's Internet website, online service or mobile application.

3. Share aggregated de-identified student information for the improvement and development of Internet websites, online services or mobile applications designed for school purposes.
Nothing in this policy shall be construed to:

1. limit the ability of a law enforcement agency to obtain student information from an operator as authorized by law or pursuant to a court order;

2. limit the ability of a student or the parent or legal guardian of a student to download, transfer or otherwise save or maintain student information;

3. impose a duty upon a provider of an interactive computer service, as defined in 47 USC 230, as amended from time to time, to ensure compliance with this section by third-party information content providers, as defined in 47 USC 230, as amended from time to time;

4. impose a duty upon a seller or provider of online services or mobile applications to ensure compliance with this policy with regard to such online services or mobile applications;

5. limit an Internet service provider from providing a student, parent or legal guardian of a student or local or regional Board of Education with the ability to connect to the Internet;

6. prohibit an operator from advertising other Internet websites, online services or mobile applications that are used for school purposes to parents or legal guardians of students, provided such advertising does not result from the operator’s use of student information;

7. apply to Internet websites, online services or mobile applications that are designed and marketed for use by individuals generally, even if the account credentials created for an operator’s Internet website, online service or mobile application may be used to access Internet websites, online services or mobile applications that are designed and marketed for school purposes.

The Board, upon determination that a request for directory information is related to school purposes, may disclose directory information to any person requesting such directory information. If the Board determines that a request for directory information is not related to school purposes, the Board shall not disclose such directory information.
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(cf. 3520.1 - Information Security Breach and Notification)
(cf. 3520.11 - Electronic Information Security)
(cf. 3520.12 - Data-Based Information Management System Confidentiality Policy)
(cf. 5125 - Student Records)
(cf. 5145.15 - Directory Information)
(cf. 6162.51 - Surveys of Students/Student Privacy)

Legal Reference: Connecticut General Statutes
- 7-109 Destruction of documents.
- 10-15b Access of parent or guardians to student's records.
- 10-209 Records not to be public.
- 10-234aa Definitions
- 10-234bb Contracts between boards of education and contractors re student data.
- Requirements. (as amended by PA 18-125)
- 10-234cc Requirements for operators re student data
- 10-234dd Duties re unauthorized release, disclosure or acquisition of student data (as amended by PA 18-125)
- 11-8a Retention, destruction and transfer of documents
- 11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
- 46b-56(e) Access to Records of Minors.
- P.A. 16-189 An Act Concerning Student Privacy
- PA 17-200 An Act Making Revisions to the Student Data Privacy Act of 2016
- PA 18-125 An Act Concerning Revisions to the Student Data Privacy Act
- Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232g (2014)
5. Complete the following tasks prior to a student receiving medication in school:

- review the medication authorization form;
- check the medication bottle for the proper labeling;
- check the contents of the bottle to be sure it is the proper medication and document the amount of medication on the medication log;
- initiate the individual medication log;
- set up the schedule for giving the medication;
- knowledge of the schedule shall include the person responsible for administering the medication, the teacher and the student.

(Legal Reference: Connecticut General Statutes 10-212a7)

**SELF ADMINISTRATION OF MEDICATIONS**

The Board of Education shall permit those students who have a verified chronic medical condition and are deemed capable to self-administer prescribed emergency medication, including rescue asthma inhalers and cartridge injectors for medically-diagnosed allergies, to self-administer such medication, and may permit such students to self-administer other medications as defined in section 10-212a-4 of the Regulations of Connecticut State Agencies, provided:

A. An authorized prescriber provides a written medication order including the recommendation for self-administration.

B. Written permission is provided from the parent or guardian or eligible student, allowing self-administration.

C. In the case of a student with a medically diagnosed life threatening allergic condition, (A) With the written authorization of such student’s parent or guardian, and (B) pursuant to the written order of qualified medical personnel, such students may possess, self-administer or possess and self-administer medication including, but not limited to, medication administered with a cartridge injector containing epinephrine. (Public Act No 18-185 Section 6)
Connecticut State Department of Education
Incident Report of Physical Restraint

Note: Any use of physical restraint is to be documented in the child's educational record and, if appropriate, in the child's school health record. Use of the CSDE Incident Report of Physical Restraint is required and should be completed as soon after the incident as possible or within 24 hours of the incident.

**Physical Restraint** means any mechanical or personal restriction that immobilizes or reduces the free movement of a child's arms, legs or head. It does not include: (1) briefly holding a child in order to calm or comfort the child; (2) restraint involving the minimum contact necessary to safely escort a child from one area to another; (3) medication devices, including supports prescribed by a health care provider to achieve proper body position or balance; (4) helmets or other protective gear used to protect a child from injuries due to a fall; or (5) helmets, mitts and similar devices used to prevent self-injury when the device is part of a documented treatment plan or IEP and is the least restrictive means available to prevent self-injury.

---

**District Information**

School District: ____________  Address: _______________  Phone: ____________  
School: _______________  Address: _______________  Phone: ____________  
Date of Restraint: ____________  Date of Report: ____________  
Person preparing the report: ____________________________  
Time restraint initiated ______  Time restraint ended ______  Total time of restraint ______

---

**Student Information**

Student's Name: ____________________  SASID #: ____________  Date of Birth: ____________  
Age: _____  Gender (M/F): _____  Grade: _____  Race: _____  Disability: _____

___ The student currently receives special education services.

___ The student is being evaluated or considered for eligibility for special education services.

---

**Staff Information**

Name of staff administering restraint: ____________________  Title: ______
Name of staff monitoring/witnessing restraint: ____________________  Title: ______

---

**Student activity/behavior precipitating use of restraint**

Describe the location and activity in which the student was engaged just prior to the restraint:

________________________  
________________________  
________________________  
________________________  

---

*Exhibit # 19-11*
Describe the risk of immediate or imminent injury to the student restrained or to others that required the use of restraint: 

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Staff activity/response
Describe other steps, including de-escalation strategies implemented to prevent the emergency, which necessitated the use of restraint: 

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Describe the nature of the physical restraint: (include the type of hold/restraint and the number of persons required): 

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Did the student demonstrate physical distress during the restraint? _____ Yes _____ No
Indicate times student was monitored for physical distress and if any signs of physical distress were noted: 

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Describe the disposition of the student following the restraint: 

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Was the student injured during the emergency use of restraint? _____ Yes _____ No
If “yes,” complete and attach a Report of Injury.

Parent/Guardian Notification
Was parent/guardian notified within 24 hours of the incident?
_____ Yes (indicate manner) 

_____ No
Was a copy of the Incident Report sent to parent/guardian within two business days?

_____ Yes ____ No

Is a PPT recommended to modify the IEP? _____ Yes _____ No If “yes,” indicate date ____
Connecticut State Department of Education
Incident Report of Seclusion

Note: Any use of seclusion is to be documented in the child’s educational record and, if appropriate, in the child’s school health record. Use of the CSDE Incident Report of Seclusion is required and should be completed as soon after the incident as possible or within 24 hours of the incident.

**Seclusion:** The confinement of a person in a room, whether it be alone or with supervision in a manner that prevents the person from leaving the room. In a public school, seclusion does not mean any confinement of a child where the child is physically able to leave the area of confinement including in-school suspension and time-out.

---

**District Information**
School District: ____________  Address: ____________  Phone: ____________
School: ____________  Address: ____________  Phone: ____________
Date of Seclusion: ____________  Date of Report: ____________
Person preparing the report: ____________
Time seclusion initiated ______  Time seclusion ended ______  Total time of seclusion ______

---

**Student Information**
Student’s Name: ____________  SASID #: ____________  Date of Birth: ____________
Age: ______  Gender (M/F): ______  Grade: ______  Race: ______  Disability: ______
___ The student currently receives special education services.
___ The student is being evaluated or considered for eligibility for special education services.

---

**Staff Information**
Name of staff administering seclusion: ____________  Title: ____________
Name of staff monitoring/witnessing seclusion: ____________  Title: ____________

---

**Student activity/behavior precipitating use of seclusion**
Describe the location and activity in which the student was engaged just prior to the seclusion:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
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Describe the risk of immediate or imminent injury to the student secluded or to others that required the use of seclusion:

___________________________________________________________________________
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___________________________________________________________________________
Staff activity/response
Describe other steps, including de-escalation strategies implemented to prevent the emergency, which necessitated the use of seclusion:


Describe the nature of the seclusion: (Was it used as an emergency procedure to prevent immediate or imminent injury to the student or others? Was it used as a behavior intervention as indicated in the IEP? If in the IEP, did the situation/emergency meet the criteria as outlined?):


Did the student demonstrate physical distress while in seclusion? _____ Yes _____ No
Indicate times student was monitored for physical distress and if any signs of physical distress were noted:


Describe the disposition of the student following the use of seclusion:


Was the student injured during the emergency use of seclusion? _____ Yes _____ No
If "yes," complete and attach a Report of Injury.

Parent/Guardian Notification
Was parent/guardian notified within 24 hours of the incident?
_____ Yes (indicate manner) 
_____ No
Was a copy of the Incident Report sent to parent/guardian within two business days?
______ Yes ______ No

Is a PPT recommended to modify the IEP? _____ Yes _____ No  If "yes," indicate date ___
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<th>BOE COMMITTEES</th>
<th>R.Chaleski</th>
<th>G.Cooper</th>
<th>R.Jannelli</th>
<th>P.Johnston</th>
<th>F.Karrat</th>
<th>D.Metrena</th>
<th>K.Molinaro</th>
<th>E.Palmares</th>
<th>R.Pietrafesa</th>
<th>F.Santos</th>
<th>A.Spallino</th>
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Exhibit # 19-12
Guidelines for Scheduling School Events:
Monday – High School
First Monday each month – Citywide PTO
Tuesday – Elementary Schools
Wednesday (second & fourth) – Board of Education Meetings
Thursday – Middle Schools

<table>
<thead>
<tr>
<th>SCHOOL PTO</th>
<th>MEETING DATE &amp; TIME</th>
<th>CURRENT BOARD MEMBER ASSIGNED</th>
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</table>
| Danbury High School PAC           | Last Monday of each month, 7:00 p.m.                    | R. Chaleski
| Alternative Center for Excellence |                                                          | A. Spallino
| Broadview Middle                  | 3rd Thursday of each month, 7:00 p.m.                   | E. Palmares
| Rogers Park Middle                | 3rd Thursday of each month, 7:00 p.m.                   | K. Molinaro
| AIS Magnet School                 | 2nd Tuesday of each month, alternate 7:00 p.m. or 9:00 am | D. Metrena
| Ellsworth Avenue                  | 3rd Wednesday of each month, 7:00 p.m.                  | K. Molinaro
| Great Plain                       | 2nd Tuesday of each month, 6:00 p.m.                    | F. Karrat
| Hayestown Avenue                  | 4th Tuesday every other month, 6:00 p.m.                 | R. Pietrafesa
| King Street Primary & Intermediate| 3rd Tuesday of each month, 7:00 p.m.                    | D. Metrena
| Mill Ridge Primary                | 2nd Tuesday of each month, 7:00 p.m.                    | K. Molinaro
| Morris Street                     | 2nd Tuesday of each month, 6:30 p.m.                    | R. Jannelli
| Park Avenue                       | 4th Tuesday of each month, 7:00 p.m.                    | R. Jannelli
| Pembroke                          | 4th Tuesday of each month, 7:00 p.m.                    | R. Jannelli
| Shelter Rock                      | 3rd Monday of each month, alternate afterschool and evening | R. Pietrafesa
| South Street                      | 1st Tuesday every month, 6:00 p.m.                      | F. Santos
| Stadley Rough                     | 1st Tuesday of every other month, 7:00 p.m.              | A. Spallino
| Westside Middle School Academy    | 1st Thursday of each month, 7:00 p.m.                   | P. Johnston

1/2/19 (revised)
DANBURY BOARD OF EDUCATION

FOR IMMEDIATE RELEASE

January 2, 2019

BOARD OF EDUCATION VACANCY

Due to the resignation of Kathleen Molinaro, a member of the Democratic Party, there is a vacancy on the Board of Education.

Danbury residents interested in applying for this vacancy should send a letter of application to:

Gladys Cooper, Secretary
Danbury Board of Education
63 Beaver Brook Road
Danbury, CT 06810

This term of office will be until the next regular election in November 2019. Residents must be at least 18 years old and a United States Citizen. It is not required that candidates apply to the political party for this appointment but since candidates are expected to run in November 2019, it would be beneficial.

Applications will be accepted until January 16, 2019.