

**POLICY SUB-COMMITTEE MEETING**

**Regular Meeting**

**Griswold Board of Education**

**Superintendent's Office**

**211 Slater Avenue**

**Griswold, CT 06351**

**TUESDAY,  
January 9<sup>th</sup>, 2024  
5:00 PM**

1. Call to Order
2. Approval of the Minutes—October 24<sup>th</sup>, 2023
3. Review, Discussion, and Possible Action to Revise Policy 1110.2 Community Relations—Media of Communication—Parent Involvement
4. Review, Discussion, and Possible Action to Revise Bylaw 9323—Bylaws of the Board—Construction of the Agenda
5. Review, Discussion, and Possible Action to Revise Bylaw 9324—Bylaws of the Board—Advance Delivery of Meeting Materials
6. Any Other Topic that May Properly Come Before the Committee
7. Next Meeting: Tuesday, February 6<sup>th</sup>, 2024
8. Adjourn

**POLICY SUB-COMMITTEE MEETING  
GRISWOLD BOARD OF EDUCATION**

**TUESDAY,  
October 24<sup>th</sup>, 2023**

**DRAFT**

1. A special meeting of the Griswold Board of Education's Policy Subcommittee took place on Tuesday, October 24<sup>th</sup>, 2023, through a Zoom Platform online meeting. The Policy Subcommittee meeting was called to order at 4:00 PM by Yvonne Palasky, Policy Subcommittee Chair. The meeting access information was as follows:

<https://us06web.zoom.us/j/88078021170?pwd=PwjUQbr7MrN3v49rbB6PbjaX227bMl.1>

Meeting ID: 880 7802 1170

Passcode: 486337

One tap mobile

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**PRESENT** Yvonne Palasky, Policy Subcommittee Chair; Mary Beth Malin and Joyce Rice, Policy Subcommittee Members.

**ALSO PRESENT** Sean McKenna, GPS Superintendent of Schools.

**ABSENT**

2. Approval of the Minutes—October 3<sup>rd</sup>, 2023

**MOTION**

By Mary Beth Malin

Seconded by Yvonne Palasky

To approve the Policy subcommittee minutes of October 3<sup>rd</sup>, 2023, as presented.

Ayes – Yvonne Palasky and Mary Beth Malin

Nays –

Abstain – Joyce Rice

Motion carried.

3. Review, Discussion, and Possible Action to Revise Policy 6140 – Instruction – Curriculum – The Policy subcommittee reviewed and revised policy #6140 and voted to move it forward to the full Board for review and action.

**MOTION**

By Mary Beth Malin

Seconded by Yvonne Palasky

To move forward this revised policy # 6140 to the full BOE for review and action.

Motion unanimously carried.

4. Next Meeting: Tuesday, November 7<sup>th</sup>, 2023 – The Policy subcommittee agreed to cancel the November 7<sup>th</sup>, 2023, Policy subcommittee meeting because of Election Day.
5. Adjourn

**MOTION**

By Mary Beth Malin  
Seconded by Joyce Rice  
To adjourn the Policy subcommittee meeting at 4:40 PM.  
Motion unanimously carried.

Minutes prepared by: Sean McKenna/Robin Drobiak

## Community Relations

### Media of Communication

### Parent Involvement

#### ~~Parent Portal~~ **Student Information System** Acceptable Use and Safety Policy

The Griswold Public Schools uses “~~Administrator’s Plus~~” **Infinite Campus** for ~~the district’s student information management~~ **student information system**. This program has developed a ~~parent portal tool~~ **24/7 online access for parents and students** to allow parents/guardians to view the records of their child(ren) ~~via the Internet~~. Griswold Public Schools will provide parents/guardians of currently enrolled students the privilege of free access to **the student information system** ~~the Parent Portal~~. Only parents or guardians of students enrolled in the District will be allowed access to **the student information system** ~~the Parent Portal~~. The District reserves the right to deny or cease access to the **student information system** ~~Parent Portal~~ due to the abuse of ~~the Portal~~, court orders, **and/or** any other legal proceedings that limit the availability of private educational data.

### Purpose

The District has opened the **student information system** ~~Parent Portal~~ to enhance communication between the District and parents/guardians. Users of **the student information** ~~the Parent Portal~~ will have access to the following information about their children:

- Attendance
- Student schedule
- Grade book and assignments

The District reserves the right to add or remove any of the above functions from **the student information system** ~~the Parent Portal~~ at any time.

### Use of the ~~Parent Portal~~ **Student Information System**

Access to the **Student Information System** ~~Parent Portal~~ on the District’s system is a privilege, not a right. Users of the **Student Information System** ~~Parent Portal~~ are required to adhere to the following guidelines:

- Users will act in a responsible, legal, and ethical manner.
- Users will not attempt to harm or destroy data, the school, or the District network.
- Users will not attempt to access data or any other account owned by another user.
- Users will not use the **Student Information System** ~~Parent Portal~~ for any illegal activity, including violation of data privacy laws.
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## Community Relations

### Media of Communication

### Parent Involvement

#### ~~Parent Portal~~ **Student Information System** Acceptable Use and Safety Policy

- Users who identify a security problem with the **Student information** ~~Parent Portal~~ must notify the District's Technology Department/Central Office Administration immediately without demonstrating the problem to someone else.
- Users will not share their password with anyone.
- Users identified as a security risk to the **student information system** ~~Parent Portal~~ or District's network will be denied access ~~to the Parent Portal~~.

Anyone found to be in violation of these laws may be subject to civil and/or criminal prosecution.

Legal Reference: Connecticut General Statutes

10-15b Access of parent or guardians to student's records.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors. Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Statutes

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

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

Policy adopted: November 25, 2013

GRISWOLD PUBLIC SCHOOLS  
Griswold, Connecticut

## Bylaws of the Board

### Construction of the Agenda

The Superintendent in cooperation with the Chairperson of the Board of Education shall prepare an agenda for each regular meeting. Any member of the Board of Education may call the Superintendent and request any item to be placed on the agenda no later than the Wednesday of the week before the regular meeting.

### Posting of the Agenda

At least 24 hours prior to the time of the regular meeting, the agenda will be submitted to the Town Clerk, posted on the District's website, and shall be filed in the Superintendent's office.

In addition to posting Board of Education meeting agendas on its website 24 hours prior to the meeting, any associated documents that may be reviewed by members of the Board at such meeting will be made available on the Board's website prior to the meeting.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public.

Public Act 23-160 An Act Concerning Education Mandate Relief and Other Technical and Assorted Revisions and Additions to the Education and Early Childhood Education Statutes

Bylaw adopted by the Board: May 28, 2013  
Bylaw revised by the Board: June 10, 2019

GRISWOLD PUBLIC SCHOOLS  
Griswold, Connecticut

## Bylaws of the Board

### Advance Delivery of Meeting Materials

The Board meeting materials shall be disseminated as follows:

1. The complete Board of Education agenda and the appropriate materials pertaining thereto shall be sent to each Board member.

The agenda will be available to the public at the Central Office and the district website after 3:00 P.M. on Fridays preceding each regular Board of Education meeting. An agenda will also be available to each member of the press on Friday afternoons.

In addition to posting the Board of Education meeting agendas on the district website 24 hours prior to the meeting, any associated documents that may be reviewed by members of the Board at such meeting will be made available on the Board's website prior to the meeting.

2. Electronic copies of the agenda shall be forwarded to presidents of each bargaining unit.

(cf. 9323 - Construction/Posting of Agenda)

**Legal Reference:** Public Act 23-160 An Act Concerning Education Mandate Relief and Other Technical and Assorted Revisions and Additions to the Education and Early Childhood Education Statutes

Bylaw adopted by the Board: May 28, 2013

GRISWOLD PUBLIC SCHOOLS  
Griswold, Connecticut