

**CITY OF NORWALK  
BOARD OF EDUCATION  
POLICY COMMITTEE MEETING  
AUGUST 18, 2015**

ATTENDANCE: Heidi Keyes, Chair; Sherelle Harris, Artie Kassimis, Shirley Mosby

STAFF: Brenda Williams, Director of Communications;  
Ralph Valenzisi, Director of Information/Technology

OTHER Bruce Mellion, NFT; Joe Giandurco, Ponus;

Call to Order

Ms. Keyes called the meeting to order at 6:00 p.m. and stated that Committee members were in attendance as listed above, and a quorum was present.

Discussion and Possible Action: Student Records/Directory of Information – Policy 5125

Ms. Williams presented the proposed draft outline with recommended changes.

Parents and PTO representatives from Rowayton Elementary, Roton Middle, and Brien McMahon High Schools were in attendance to comment on the policy changes.

There was discussion over concerns with releasing of information and methods of opt-in or providing parent consent or permission agreements. It was agreed to only release student name and to remove the address and phone number from the “directory information” release form.

There was further discussion on making modifications to the emergency card form to include a specific section for sharing of e-mail addresses.

Mr. Giandurco explained the time consuming job of verification and entering all of the emergency card information and the cumbersome process involved.

Mr. Valenzisi suggested that a more efficient method would be to print out the information that is in Power School and mail home to parents for changes to be made.

There was discussion on the timing involved and whether this can be done with the opening of school mailing. It was agreed that a separate mailing would elevate the importance of the new policy and encourage more parents to sign up of emails and authorize the release of information.

Ms. Keyes spoke about the importance of having an approved policy, and due to the complex nature of the language, further modifications can be made as the presentations are made to PTOs.

Ms. Keyes suggested that the motions be separate for each sub policy.

**\*\* MR. KASSIMIS MOVED TO APPROVE THE MODIFICATIONS TO POLICY 5125 STUDENT RECORDS AS PRESENTED.**  
**\*\* THE MOTION PASSED WITH THREE VOTES IN FAVOR, NONE OPPOSED AND ONE ABSTENTION (MOSBY)**

**\*\* MR. KASSIMIS MOVED TO APPROVE THE MODIFICATIONS TO POLICY 5125 DIRECTORY INFORMATION AS PRESENTED.**  
**\*\* THE MOTION PASSED UNANIMOUSLY.**

**\*\* MR. KASSIMIS MOVED TO APPROVE THE MODIFICATIONS TO POLICY 5125 DIRECTORY INFORMATION OPT OUT FORM AS PRESENTED.**  
**\*\* THE MOTION PASSED UNANIMOUSLY.**

Ms. Keyes explained that the policies will come to the full Board on September 1 for discussion and September 15 for action. She suggested that they while the Committee has approved the modified policies, work will continue on further modifications on language tweaking to these policies as they are very detailed and comprehensive.

#### Discussion: Information Technology Policies

Protocol for the Use of Technology in the Schools: Bring Your Own Device BYOD-  
Policy Computers: Websites/Pages (6141.322)  
Updates to Telecommunications/Internet – Acceptable Use (6141.321);  
Internet Acceptable Use: Filtering (6141.323) Electronic Resources.

Mr. Valenzisi presented the proposed changes to the policy as outlined. There was discussion of situations of legal nature and acceptable behavior within the code of conduct.

Mr. Valenzisi explained the complications involving use of the internet, complications of security and filters with the addition of a reference to the Code of Conduct and Student Handbook.

Ms. Keyes suggested that due to the limited amount of time, that the focus be kept on computer devices.

Mr. Valenzisi suggested that a more efficient method would be to print out the information that is in Power School and mail home to parents for changes to be made.

There was discussion on the timing involved and the need to have a policy in place for the school year.

Ms. Keyes spoke about the importance of having an approved policy, and due to the complex nature of the language, further modifications can be made as the presentations are made to the school staff and PTOs.

**\*\* MR. KASSIMIS MOVED TO APPROVE THE MODIFICATIONS TO  
POLICY 6141 PROTOCOL FOR USE OF TECHNOLOGY IN SCHOOLS.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

Ms. Keyes explained that the policies will come to the full Board on September 1 for discussion and September 15 for action. She suggested that they while the Committee has approved the modified policies, work will continue on further modifications on language tweaking to these policies as they are very detailed and comprehensive.

It was agreed that, further modifications would be made, and the item will remain on the agenda for further work in progress and recommended changes for next month.

#### Adjournment

**\*\* MR. KASSIMIS MOVED TO ADJOURN.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 6:55 p.m.

Respectfully submitted,  
Marilyn Knox,  
Telesco Secretarial Services