

**Regular Board of Education Meeting
Wednesday, March 16, 2011 7:00 PM
Central Services - Cancelled**

I. Public Comment

II. Administrative Reports

A. Superintendent's Announcements

Rationale: Mr. Addley will provide district updates.

B. Student Representative Reports

Rationale: Ms. Sara Miltenberger and Ms. Jennifer Lengvarsky will report on activities taking place at the high school.

C. Business Manager's Report

Rationale: Mr. Harry Traver, Business Manager, will present the February statement of accounts.

D. Teaching & Learning

Rationale: Ms. Diane Dugas, Director of Curriculum, Teaching & Learning, will discuss the learning principles being developed by the district.

III. Consent Agenda

A. Minutes

Attachments:

Draft Minutes 3-2-11	3
Draft Minutes 3-9-11	8

Rationale: The Board will approve/amend the minutes of the March 2, 2011 Board of Education meeting as well as the March 9, 2011 Budget Workshop.

IV. Old Business

A. Third Reading of the following policies: Policy 2120 - Organization Chart; Policy 3511 -

Compliance with 504 Regulations; Policy 4118.5/4218.5 - Acceptable Computer Network Use; and Policy 4118.51/4218.51 - Use of Social Media

Attachments:

Draft Policy 2120 - Organization Chart	10
Draft Policy 3511 - 504 Compliance	12
Draft Policy 4118.5 - Staff Technology Acceptable Use Policy	21
Draft Policy 4118.51 - Staff Social Networking Policy	23

Rationale: The Curriculum/Policy/Technology/Communication Subcommittee recommends the above-mentioned policies to the Board for a third reading and adoption.

B. Legislative Update

Rationale: Mr. Addley and Mr. Heminway will update the Board on legislative issues.

C. FY12 Administrative Budget

Rationale: Mr. Addley will present the revised FY12 Administrative budget for the Board's approval.

V. New Business

Rationale: There is no New Business to report.

VI. Miscellaneous

A. Board Standing Committee Reports

1. Curriculum/Policy/Technology/Communication

Attachments:

Curriculum Subcommittee Minutes 3-2-11

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2. Finance/Personnel/Facilities

B. Other Board-Related Reports

1. CPPAC

2. CREC/CABE

3. Granby Education Foundation

4. District Efficiency Initiatives

C. Calendar of Events

Attachments:

Calendar of Events

28

D. Board Member Announcements

VII. Executive Session/Non-Meeting

Regular Board of Education Meeting – Draft Minutes
March 2, 2011 7:00 p.m.
Central Services

Attendance Taken at 6:58 p.m.:

Present Board Members:

Cal Heminway
John O'Connor
Edward Ohannessian
Deborah Torgersen
Ronald Walther
Matthew Wutka

Absent Board Members:

Marie Nicholls

Mr. Heminway called the meeting to order at 7:00 p.m.

I. Public Comment

There were no public comments this evening.

II. Administrative Reports

II.A. Superintendent's Announcements

- Mr. Addley stated that March is Board Appreciation Month and thanked the Board for their many contributions. A short video was shown of Mrs. Kortis's 1st grade class reading cards they made for the Board.
- Mr. Addley extended a warm welcome to Sue Vacek and some of her students who were in attendance to make a presentation on Adventure Club at the middle school.
- Thank you to administration and teachers for attending tonight's budget presentation.
- Mr. Addley gave an update on snow days used thus far. All five emergency days have been used and additionally May 31st which will now be a full day of school for students. Graduation will be held on June 16th. Should any additional snow days be needed, they will be taken from the April break beginning with Monday, April 18th.
- The FY12 budget presented this evening will be available on-line this evening. A budget workshop will be held next Wednesday, March 9th at 7:00 p.m. here at Central Services.
- Thank you to parents for completing the early childhood survey. 50% of parents completed the survey.
- A letter and brochure was sent to parents regarding the GEF Global Summer Academy for Grades 3-8 beginning on June 20. Information regarding this opportunity is also available on our website, Patch.com and will be advertised in local papers.
- Friday, March 4th, will be an early release for professional development. Teachers will focus on developing learning principles across the district as part of our instructional plan.
- Preventing homework headaches has been rescheduled for Monday, March 7th.
- CAPT and CMT begins next week.

- Four high school students will be attending A Day on the Hill next Wednesday, March 9th, where students gain a first-hand experience in civics.
- March 10th will be an early release for secondary school conferences.
- Thank you to parents for completing the early childhood survey. The feedback will be built into recommendations that will go to the Board at the end of the school year.

II.B. Student Representative Reports (LISTEN TO TAPE)

- CAPT begins next week. Juniors and Seniors will attend their AP classes, mock SATs will be given and the student support center will be open.
- For Black History Month, African American writers were discussed during advisory today.
- On March 16th the Connecticut Library Association will come to discuss African American soldiers during the Civil War.
- Smoothies are being sold during PLC to support healthy lifestyles.
- The drama play, *Music Man*, will be held on March 25th and March 26th.
- The boys' basketball team lost to Enfield last night. They had great season.
- Spring sports will be starting soon. Students are ready for spring.

II.C. Schools in the Spotlight

Sue Vacek, Science Teacher at the Middle School, spoke to the Board about Adventure Club and gave an overview as to how it started. She stated that the club started in 1998 back with the Character Counts Grant from Karen Richards. The club was built on the premise of team building, character and diversity all rolled into one. Ms. Vacek stated that this is one of the longest continually-run clubs in the district and that she has 33 students in the club this year. Some middle school students spoke about the club. Kayleigh spoke about initiatives (games) that teach students to work together. Emily spoke about the club's objectives: builds confidence, trust in classmates, work cooperatively, gain a better perspective on how the community works and awareness of social abilities. Kayla talked about the format of a typical adventure club meeting – students talk about the initiative (game), debrief about success/failure of the game, and trust building. Paige stated that Adventure Club has seen over 500 Granby student and that there is a mentor program where high school students come back to show students how they can do things to work better as a team and that this is an accepted community service project for high school students. Paige also spoke about the Character Inc. class and how it targets bullying. She stated that she has seen improvement and how class has bonded. Cheri Berggren, co-advisor for the club, has been with Ms. Vacek for 10 years. She also spoke about the mentor program and about a 9th grade teambuilding event on March 14th.

II.D. Indoor Air Quality Report

Mr. Harry Traver presented the Indoor Air Quality Report. He stated that many comments have carried over from the prior year and center on mostly housekeeping items. He stated that there are some leaks at the high which have not been resolved. Mr. Traver also stated that there is a slight musty smell in Room 67 at the middle school. He stated that his was inspected today and no smell was found but he will follow up with whoever made that report. Additionally, there is a mildew smell from the carpet at Kearns and corrective action has already planned. Mr. Traver stated that with regard to turning off bus engines at Kearns while off-loading students, that this is a problem in the warmer weather when windows are open. Mr. Traver stated that he has spoken to the bus company regarding this issue.

III. Consent Agenda

III.A. Minutes

A motion was made by Ed Ohannessian and seconded by Matt Wutka to approve the minutes from the February 16, 2011 Board of Education Meeting. This motion passed at 7:25 p.m. with one abstention (Ron Walther).

IV. Old Business

IV.A. Second Reading of the following policies: Policy 2120 - Organization Chart; Policy 3511 - Compliance with 504 Regulations; Policy 4118.5/4218.5 - Acceptable Computer Network Use; and Policy 4118.51/4218.51 - Use of Social Media

Mr. Walther stated that he was not here to introduce these policies and has not heard of any corrections needed thus far; therefore, he recommended these policies to the Board for a second reading and will be brought forward to the Board at the next regular meeting for a third reading and approval.

IV.B. Kelly Lane and Wells Road Building Projects

Mr. Addley stated that he is asking the Board to approve the Kelly Lane and Wells Road building projects. He stated that leaks will be taken care of and we are in the process of processing work orders. Mr. Addley stated that the Town is eagerly looking for us to do so and that the money is coming from the balance on the projects (Approx. \$30K). A motion was made by Ed Ohannessian and seconded by Ron Walther to approve the Kelly Lane and Wells Road Building Projects. This motion passed unanimously at 7:27 p.m.

V. New Business

V.A. FY12 Budget Presentation

Mr. Heminway prefaced the budget discussion by stating that any questions regarding tonight's budget presentation should be directed to Linda or Alan. He stated that questions will be addressed at the budget workshop next Wednesday, March 9th. Mr. Heminway stated that it is a flat budget and that he anticipates finalizing the process next week. He also stated that once the budget is adopted, it becomes the Board's budget and will be presented to the Board of Finance on March 28th.

Mr. Addley thanked everyone for attending tonight's meeting and stated that he is very proud of the school system, teachers, administrators, and the Board of Education. Mr. Addley stated that the average budget increase over the last three years is 0.6% with a 1.6%, 0% and 0.2% budgets, respectively. He stated that as we look at FY12, we are actually looking at a more significant issue in FY13. Mr. Addley stated that we need to protect our educational investment. We have great facilities, staff and resources. He stated that the Board of Finance has indicated they would like to cap the mill rate at 0%. Mr. Addley spoke about his problem of practice - how to realize a mission statement in an already high-performing school district with less resources especially in these economic times. He then spoke about the four Board goals. Mr. Addley stated that the operating budget is \$27,036,319 less the Education Jobs Fund Grant which leaves a net operating budget of \$26,720,912 (0.2% or \$53,000 shy of a 0% budget). He stated that the majority of the budget is in personnel and that we are a personnel organization. He also stated that there is very little play with other areas. Mr. Addley spoke about the savings in utilities (electricity and oil consumption) as well as the savings in health and dental benefits which have been reduced by 1.4%. With regard to the Net Cost Expenditure Per Pupil, Mr. Addley stated that Granby is ranked 141 out of 166 towns. Granby is ranked 16 out of 20 in our DRG - in the bottom 25% of this list. He also talked about the accolades of the high school as being a Vanguard School, the middle school for Middle School of the Year,

and Kelly Lane as being nominated as a Federal Blue Ribbon School. Mr. Addley stated that student performance is consistently high. He shared with the Board that 82% of all 8th grades are taking Algebra I. Mr. Addley said that we are getting a “good bang for the buck” in Granby and that the community should be proud of the reputation and recognition of the school system. He stated that we have efficient district operations and that funds are used in ways that make a difference in student achievement. Mr. Addley also spoke about some of the concerns such as no funding for unanticipated expenditures or increases, little room to realize future operational savings and unaddressed large capital projects. He stated that we need to protect our investment and, in particular, protect class sizes at the primary level. He said that enrollment will decline by 45 students next year mostly at the primary level and 9th grade. Mr. Addley stated that there may be some movement for 2nd graders going into 3rd grade next year to balance class sizes. Mr. Addley then spoke about particular items falling under each Board goal. Goal #1: Support the mission, vision, values, and goals of the district. Mr. Addley stated that elementary world languages are not funded in FY12 budget and with regard to early childhood education, there are no costs associated with this for next year. He also stated that high school reform is not being funded and the Link and Learn Program at Holcomb Farm has been discontinued. Additionally, with regard to PLCs, Mr. Addley stated that quality time for teachers to meet will be added at no cost. Goal #2: Be responsive to the economic climate. Mr. Addley spoke about the assistance from teachers (approx. \$483K & 165K) and the fact that there are no new programs being added. He also mentioned the efficient routing of bus routes and the level-funding of athletic and extracurricular activities. Goal #3: Maintain levels of personnel, program, infrastructure, and services. Mr. Addley stated that there will be the same class sizes/# of sections in each school. He also stated that software will be centralized and three (3) new buses will be purchased to replace older buses which are 12 years old. Goal #4: Utilize redeployment of efficiencies and resources. Mr. Addley stated that there would be reduction of a -1.7 FTE teaching assistant and a net reduction of -0.9 FTE special education personnel. He also stated that we will use current staff for a college and career center teaching assistant. Mr. Addley spoke about the District & Community Partners (D&CP) special education opportunities review which will evaluate our program next year to address the recommendations set by D&CP. He stated that recommendations are to be in place for FY13. With regard to the Quality & Diversity budget, Mr. Addley spoke about what funds received for this account through the Open Choice Program. He stated that if we had to pay for students who attend magnet schools, we would not have enough money in this account. Mr. Addley spoke about what is currently included in this budget and some things that will be added in this year: two (2) additional seats at Asnuntuck Community College; extracurricular stipends for Destination Imagination, MS/HS Robotics and Angel Horses (\$3,184) as well as \$2,000 for robotics supplies; an increase in the stipend for the Summer School Director (\$1,000); and, one section of Chinese Mandarin II (\$14,000). Mr. Addley spoke about the small capital plan as well as the large capital priorities. He stated that the Board of Education has made a strategic decision to go after land for the athletic field facility and maintenance and facility storage. Mr. Heminway reiterated that any questions should be directed to Mr. Addley and that the Board will meet again next week to discuss the questions and move forward on the budget.

VI. Miscellaneous

VI.A. Board Standing Committee Reports

VI.A.1. Curriculum/Policy/Technology/Communication

Met this evening - reviewed director of curriculum report; early childhood feasibility study survey results - planning to move to funding models is the next phase of this study; discussion with Michael Dunn - K-12 LA supervisor - initial status and progress to-date on language arts initiatives; administrative regulations updates for the homework policy look good; and, new policies for Board Member Development and Self-Evaluation have been tabled until the next meeting.

VI.A.2. Finance/Personnel/Facilities

This committee has not met.

VI.B. Other Board-Related Reports**VI.B.1. CPPAC**

This committee has not met.

VI.B.2. CREC/CABE

Mr. Heminway stated that he and Alan Addley testified last week on a bill to fund the choice grant at a reasonable level. He encouraged everyone to put pressure on legislatures as well for adequate funding for students in our district.

VI.B.3. Granby Education Foundation

Mr. Heminway stated that Mr. Addley spoke early about the Global Academy and the information is out. Additionally, the Granbee is April 8th.

VI.B.4. District Efficiency Initiatives

Mr. Traver stated that he will be meeting with the solar panel person tomorrow and will update the Board at the next meeting.

VI.C. Calendar of Events

The calendar of events is as presented.

VI.D. Board Member Announcements

Mr. Heminway mentioned the nice thank you letter from the Swim Team. He also stated that he met with Rosemarie Webber this evening of Citizens for a Better Granby. Ms. Webber will initiate activity with the Board and the Granby Prevention Council on the film "Race to Nowhere". Mr. Heminway stated that we would probably support this activity in the fall.

VII. Executive Session/Non-Meeting

A motion was made by John O'Connor and seconded by Matt Wutka to adjourn the meeting and to go into an Executive Session for a personnel/student matter. This motion was passed unanimously at 8:30 p.m.

The Executive Session was adjourned at approximately 9:15 p.m.

Respectfully submitted,

Linda M. Powell
Board Recorder

FY12 Board of Education Budget Workshop – Draft Minutes
March 9, 2011 7:00 p.m.
Central Services

Attendance Taken at 6:51 p.m.:

Present Board Members:

Cal Heminway
John O'Connor
Edward Ohannessian
Ronald Walther
Matthew Wutka

Absent Board Members:

Marie Nicholls
Deborah Torgersen

Mr. Heminway called the meeting to order at 7:00 p.m.

I. FY12 Budget Workshop

Mr. Heminway stated that Mr. Addley has received some questions on the budget and will answer them this evening. Mr. Addley thanked those in the audience who attended. He stated that including the Education Jobs Fund Grant, the administrative budget came in at .2% and that the Board is looking to reduce the budget to zero which would be a reduction of \$53,318. Mr. Addley stated that after looking at line items, an additional \$7,000 and possibly up to \$10,000 can be cut. He stated that, unfortunately, the rest will have to come from personnel. Mr. Addley stated that he cannot cut line items much further and will need to watch spending carefully beginning July 1st. He stated that he does not recommend cutting the line items beyond \$10,000. Mr. Addley will meet with administrators to discuss which personnel will be affected and will bring recommendations back to the Board next week. Mr. Addley then went through the questions asked by the Board and entertained additional questions. Mr. O'Connor inquired how much of a reduction in enrollment is warranted in order to eliminate a bus route. Mr. Traver stated that it is a tough decision because you have to cover the geography and within a certain timeframe. He stated that, for example, a reduction of 50 students would only be approximately a reduction of 2 students per bus. Mr. Ohannessian inquired if we are comfortable that leasing is the best way to go. Mr. Heminway stated that he felt that ultimately if you are well-managed and replace buses on schedule it is less expensive than having the bus companies do it. Mr. Wutka inquired what the occupancy rate is on buses and Mr. Traver stated it is 70%. On the question about charging for magnet and other non-Granby school choice options, Mr. Addley stated that after speaking with the State Dept. of Education this past week, he confirmed that we cannot make parents pay for magnet school tuition. With regard to performing curriculum writing during the school day as opposed to during the summer, Mr. O'Connor stated that we was concerned about a) the expense of having substitute teachers and b) continuity for students in that they are getting a substitute. Mr. Addley stated that he agreed and that there are tradeoffs and these will need to be closely monitored.

With regard to corrections to the budget book, Mr. Ohannessian inquired about changing the wording on Page 23, line item 121 to state "curriculum writing" instead of "professional development". Mr. Addley stated that, yes, it can be changed. Mr. Addley stated that with regard to the administrative supplies account versus regular education supplies account, that he will look closer at that line item. Mr.

Ohannessian also suggested that on Page 34, the Education Jobs Fund Grant should be noted to reflect a flat budget. Mr. Addley inquired as it is stated on Page 22 and Mr. Ohannessian agreed. Additionally, Mr. Ohannessian requested that the Q&D fund balance be shown. Mr. Traver stated that, yes, we can show the beginning fund balance and ending balance. Mr. Ohannessian stated that on Page 16, he would like to see the wording changed in the third paragraph – especially the word “protect”. He does not feel that the Q&D funding model protects the Board’s liability. Mr. Addley stated that he would correct the wording in that paragraph. Mr. O’Connor inquired if anything more has been done recently with intra-town cooperation with the Town with regard to maintenance, etc. Mr. Addley stated that he is appreciative of the help we did receive during the snow season and that one option may be for the Town to take over maintenance and for us to take over custodial work. He stated that he believes that this is potentially what it would take to go to the next level. Mr. Addley also stated that we are looking at other towns with regard to pooling health benefits and bussing.

Mr. Heminway suggested adjourning the meeting to go into Executive Session to discuss a student and personnel matter and that the Board will vote on the budget at next week's meeting. Mr. Addley stated that he understands that he will present a 0% budget next week by cutting the \$53,318 which will include personnel. The Board agreed. A motion was made by John O’Connor and seconded by Ron Walther to go into Executive Session. The motion passed unanimously at 7:42 p.m.

The Executive Session adjourned at approximately 8:20 p.m.

Respectfully submitted,

Linda M. Powell
Board Recorder

Administration

Organization Chart

The legal authority of the Board will be transmitted through the Superintendent along specific paths from person to person as shown on the district organization chart.

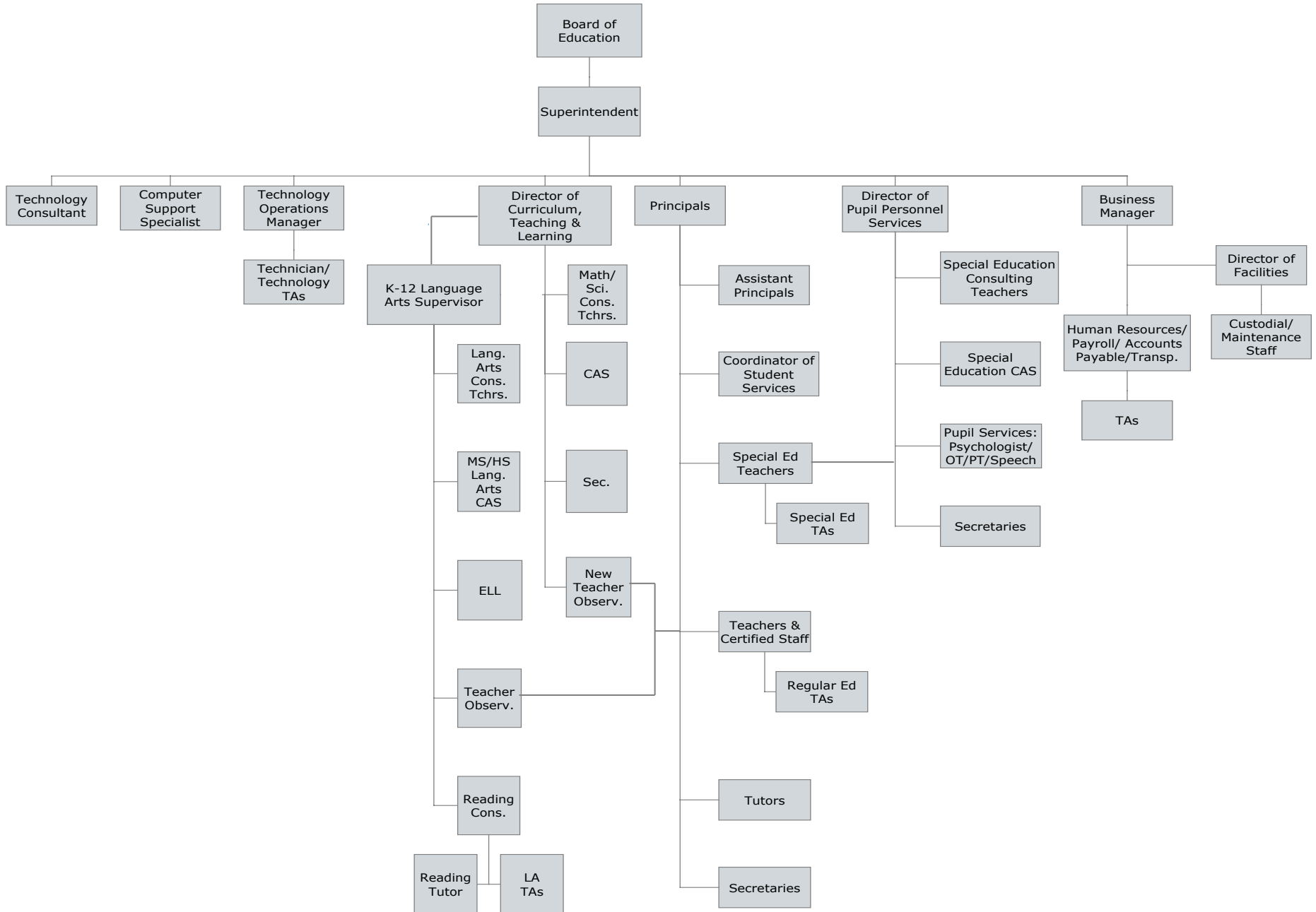
The district organization chart will be prepared by the Superintendent and shared with the Board. The lines on the chart will represent direction of authority and responsibility. The chart may also indicate certain “staff” (as opposed to “line”) relationships.

The Superintendent will keep the administrative structure up-to-date with the needs for supervision and accountability in the school system. Therefore, he/she may, from time to time, share with the Board changes in the district organization chart.

Policy adopted:

GRANBY PUBLIC SCHOOLS
Granby, Connecticut

Granby Public Schools 2010-2011 Organizational Chart



Business/Non-Instructional Operations

Compliance with 504 Regulations

Policy:

It is the policy of the Granby Public School System to comply with all aspects of the Section 504 regulations of the Rehabilitation Act of 1973. Section 504 prevents discrimination against otherwise qualified individuals with disabilities in programs and activities operated by the school system.

No otherwise qualified individual with disabilities shall, solely by reason of her or his disability, as defined in Section 706(8) of the Rehabilitation Act, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the Granby Public School System.

The district has a responsibility to follow the procedural requirements of Section 504 to afford each student a free, appropriate education, which includes procedures for pre-placement evaluation, placement procedures and procedural safeguards. Additionally, Section 504 addresses placement in the LRE for both academic and nonacademic settings. The district also recognizes that there may be some impaired students who are not eligible for Special Education services under IDEA but who have documented disabilities and eligible for services and protection from discrimination under the Section 504 definitions and regulations.

In order to ensure that the Granby Public School System does not discriminate in providing equal access to programs and services on the basis of disability, the following definitions, requirements and procedures are provided.

Definitions:

Disability means limitation in performance from a physiological (physical or mental) abnormality which substantially limits one or more major life activity, has a record of such impairment, is regarded as having such impairment.

Physical or Mental Impairment means (i) any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body system; (ii) any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities.

Major Life Activity means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

Appropriate Education means the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of people with disabilities as adequately as the needs of non-disabled persons. Implementation of an individualized education plan developed in accordance with the Individuals with Disabilities Act is one means of meeting this standard.

Business/Non-Instructional Operations

Compliance with 504 Regulations (continued)

Committee of Knowledgeable People means persons knowledgeable about the child, the meaning of evaluation data, and programming options. (A properly constituted Planning and Placement Team or Student Assistance Team would meet this definition.)

Requirements:

1. Notification of the school system's legal requirements is provided to persons with disabilities and their parents or guardians.
2. Provision of educational services in a setting with persons who are not disabled, to the maximum extent appropriate to the needs of the student's with disabilities. The school system shall make reasonable accommodations to allow a disabled student placed in the regular education environment unless it is demonstrated that the education of the person in the regular environment with the use of supplementary aids and services, cannot be achieved satisfactorily.
3. Provide pre-placement evaluation consistent with that required under IDEA.
4. Ensure that placement decisions are carefully considered by a group of persons knowledgeable about the child, the meaning of the evaluation data and program options.
5. Provide periodic reevaluation of students found eligible for services.
6. Develop procedural safeguards consistent with that required under IDEA.
7. Ensure access to non-academic and extracurricular services and activities in such a manner as to afford students with disabilities an opportunity for participation in such services and activities. The "Committee of Knowledgeable People", e.g. Planning and Placement Team (PPT) shall consider the impact of any modifications on other non-disabled classmates.
8. Ensure the availability of procedures for filing a grievance with the school district over an alleged violation of Section 504 regulations.
9. Identify at least one person to coordinate compliance and identification procedures.

Business/Non-Instructional Operations

Compliance with 504 Regulations (continued)

Procedures:

1. **Identification and Notification:** The Office of Pupil Services annually conducts child find activities to identify any person between the ages of 0-21 who is, or may be in need of special services. (See Policy 3511, Appendix #1)
2. **Least Restrictive Environment:** Each committee of knowledgeable people (Student Assistance Team, Planning and Placement Team or other appropriate group) is aware of the district practice to ensure students are educated with their non-disabled peers as often as possible and in the most appropriate way. All programs are developed with this requirement in mind.
3. **Evaluation:** Referrals for initial evaluation are made by the Planning and Placement Team (PPT). All statutory requirements for evaluation are adhered to closely. The evaluation period will be the same as for referrals under IDEA (60 calendar days).
4. **Placement/Program Development:** Each PPT will reconvene at the conclusion of the evaluation to consider evaluation results, determine eligibility and develop appropriate programming. A written service plan is developed and maintained by the primary service provider. The plan is reviewed and/or updated throughout the school year as the child's needs warrant. All students who have undergone special education evaluations are automatically considered for eligibility under Section 504, i.e. for students who are not eligible for Special Education under IDEA, the PPT may consider eligibility under Section 504. Discussions of eligibility must be included in the record of the PPT meeting, including clearly delineated recommendations.
5. **Periodic Reevaluation:** All students receiving services under Section 504 are reevaluated at least every three years following procedures promulgated under IDEA and covered in this manual Special Services.
6. The Director of Pupil Services will be identified as the 504 Coordinator for the Granby School System. This individual will convene a Committee of Knowledgeable People to address 504 referrals.

Business/Non-Instructional Operations

Compliance with 504 Regulations (continued)

7. **Grievance Procedures:** Students, parents or other individuals in the school district may register complaints regarding accessibility and other 504 regulations through the district grievance procedures. (Policy 5145.6)

(cf. - 5145 - Statement of Non-Discrimination)

Legal Reference: Connecticut General Statutes

10-15c Discrimination in public schools prohibited

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et. seq.

Section 504, U.S. Rehabilitation Act, 1973, 29 U.S.C. 791

NOTE: Forms relative to this Policy are available at:

1. Superintendent's Office
2. Principal's Office
3. Pupil Services Office

Policy adopted:

GRANBY PUBLIC SCHOOLS
GRANBY, CT

Business/Non-Instructional Operations

Compliance with 504 Regulations

Parents/Students Notification

Section 504 Parent/Student Rights in Identification, Evaluation & Placement (Section 504 of the Rehabilitation Act of 1973)

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as “Section 504”) is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination on the basis of disability and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

For the purposes of Section 504, the term “disability” with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment. “Major life activities” include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

Many students will be eligible for educational services under both Section 504 and the Individuals with Disabilities Education Act (IDEA), but entitlement to services under the IDEA or other statutes is not required to receive services under Section 504.

The following is a description of the rights and options granted by federal law to students with disabilities under Section 504. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right:

1. To be informed of your rights under Section 504;
2. To have your child take part in and receive benefits from the Granby School District’s education programs without discrimination based on his/her disability.
3. For your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school without discrimination based on his/her disability;
4. To be notified with respect to the Section 504 identification, evaluation, and educational placement of your child;
5. To have an evaluation, educational recommendation, and placement decision developed by a team of persons who are knowledgeable of your child, the assessment data, and any placement options;

6. If your child is eligible for services under Section 504, for your child to receive a free appropriate public education. This includes the right to receive reasonable accommodations and services to allow your child an equal opportunity to participate in school and school-related activities;
7. For your child to be educated with peers who do not have disabilities to the maximum extent appropriate;
8. To have your child educated in facilities and receive services comparable to those provided to non-disabled students;
9. To review all relevant records relating to decisions regarding your child's Section 504 identification, evaluation, and educational placement;
10. To obtain copies of your child's educational records at a reasonable cost unless the fee would effectively deny you access to the records;
11. To request changes in the educational program of your child;
12. To an impartial hearing if you disagree with the school district's decisions regarding your child's Section 504 identification, evaluation or educational placement. The costs for this hearing are borne by the local school district. You and the student have the right to take part in the hearing and to have an attorney represent you at your expense.
13. To file a court action if you are dissatisfied with the impartial hearing officer's decision or to request attorney's fees related to securing your child's rights under Section 504.
14. To file a local grievance with the designated Section 504 Coordinator to resolve complaints of discrimination other than those involving the identification, evaluation or placement of your child.
15. To file a formal complaint with the U.S. Department of Education, Office for Civil Rights.

Should you wish a more detailed explanation of these rights or disagree with the proposed action, please contact:

Aimee Martin
Section 504 Compliance Coordinator
Granby Public Schools
Special Services Department
15-b North Granby Road
Granby, CT 06035
(860) 844-5257

The Granby Public School system does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities.

Business/Non-Instructional Operations

Compliance with 504 Regulations

GRANBY PUBLIC SCHOOLS
GRANBY, CT

Notice of 504 Meeting

Date:

Student:

Dear

The Section 504 School Team will be meeting regarding your child. You are invited to attend this meeting on:

As you are an important member of the team we very much look forward to your attendance and participation.

The purpose of this meeting is to:

- _____ 1. Discuss referral concerns and potential evaluations.
- _____ 2. Discuss evaluations and potential programming accommodations.
- _____ 3. Review and assess the existing 504 accommodations plan and make any appropriate modifications.

The following staff members have also been invited to attend:

For your information, please read the enclosed information regarding Section 504 and parental rights. Should you have any questions concerning this process please don't hesitate to contact your school principal.

Sincerely,

Business/Non-Instructional Operations

Compliance with 504 Regulations

**Granby Public Schools
504 Accommodation Plan**

Student's Name: _____ Date of Birth: _____

Grade: _____ School: _____ Case Manager: _____

Review Date: _____ Implementation Date: _____

Disability: _____

Evidence of
Disability: _____

How disability affects major life activity:

Accommodation Plan Descriptions

Classroom / School Environment / Organization & Management:

Modification for instruction/assessment: _____

Modifications for materials: none _____

Communication to Parent / Staff / Outside Personnel: _____

Climate / Medication / Equipment: N/A _____

Transportation: N/A _____

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Acceptable Computer Network Use

The Board of Education provides computers, networks, and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Employees are to utilize the district's computers, networks, email system and Internet services for school-related purposes and performance of job duties. Limited incidental personal use of district computers, networks, email systems and Internet services is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Limited incidental personal use" is defined as use by an individual employee for appropriate, lawful, brief and occasional personal purposes. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without authority. The systems' security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, employees must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the district's computer systems, including any incidental personal use permitted in accordance with this policy and applicable regulations.

Online/Internet Services

The school district will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. Additionally, the school district will implement a technology protection attempting to block or filter Internet access to visual depictions that are obscene material, contain child pornography, or are harmful to minors and ensure that such filtering technology is operative during computer use by minor students.

**Policy
4118.5(b)/
4218.5**

Any employee who violates this policy and/or any rules governing use of the district's computers will be subject to disciplinary action, up to and including discharge. Illegal uses of the school district's computers will also result in referral to law enforcement authorities.

All District computers remain under the control, custody and supervision of the school district. The school unit reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school technology.

The Superintendent or his/her designee shall be responsible for overseeing the implementation of this policy and the accompanying rules for advising the Board of the need for any future amendments or revisions to the policy/regulations. The Superintendent or his/her designee may develop additional administrative procedures/rules governing the day-to-day management and operations of the school district's computer system as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

(cf. 6141.321 - Student Use of the Internet)
(cf. 6141.322 - Web Sites/Pages)

Legal References: Connecticut General Statutes
The Freedom of Information Act
31-48d Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil penalty.
53a-182 Disorderly conduct; Class C misdemeanor
53a-182b Harassment in the first degree.
53a-183 Harassment in the second degree
53a-250 Computer-related Offenses: Definitions
Electronics Communication Privacy Act, 28 U.S.C. §2510 through 2520

Policy adopted:

GRANBY PUBLIC SCHOOLS
GRANBY, CT

Personnel — Certified and Non-Certified

Instruction

Use of Social Media

The Granby Board of Education recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, the Board will regulate the use of social media by employees including employees' personal use of social media, when such use:

- 1) Interferes or disrupts the work of the school district
- 2) Is used to harass coworkers or other members of the school community
- 3) Creates a hostile work environment
- 4) Breaches confidentiality obligations of school district employees
- 5) Harms the goodwill and reputation of the school district in the community
- 6) Violates the law, board policies, or other school rules and regulations

The Board of Education therefore adopts the following guidelines for the use of social media by Board of Education employees.

Definitions:

Social Media, includes, but is not limited to, social networking websites, such as Twitter, Facebook, LinkedIn, YouTube, MySpace, and other internet/web-related technologies.

Board of Education includes all names, logos, buildings, images and entities under the authority of the Granby Public Schools Board of Education.

Rules Concerning Personal Social Media Activity

1. An employee may not mention, discuss, or reference the Board of Education, the school district, individual schools, programs, or teams on personal social networking sites unless the employee also states that the post is the personal communication of the employee of the school district and that the views posted are the employee's alone and do not represent the views of the school district or the Board of Education.
2. Employees must refrain from mentioning other Board of Education employees or other members of the school community (*e.g.*, parents or others) on personal social networking sites, without such individuals' express consent unless the employee is addressing an issue of public concern and the employee's speech falls under applicable constitutional protections pertaining to the same.

**Policy
4118.51(b)/
4218.51**

3. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues.

4. It is not appropriate for an employee to "friend" or communicate with a student or otherwise establish special relationships with selected students through personal social media. It is not appropriate for an employee to give students access to personal postings unrelated to school.

5. Employee email communications with students should be through a district-approved email system not through personal email accounts.

6. Unless given written consent, employees may not use the Board of Education's logo or trademarks on their personal posts. Please note this prohibition extends to the use of logos and/or trademarks associated with individual schools, programs, or teams of the school district.

7. Employees are required to use appropriately respectful speech in their personal social media posts; and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Such posts reflect poorly on the school district's reputation, can affect the educational process and may substantially and materially interfere with an employee's ability to fulfill his/her professional responsibilities.

8. Employees are individually responsible for their personal posts on social media websites. Employees may be sued by other employees, parents or others, and any individual that views an employee's social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. Such activities are outside the scope of employment. Employees may be held personally liable for such claims.

9. All posts on personal social media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.

10. An employee may not link a personal social media site or webpage to the Board of Education's website or the websites of individual schools, programs or teams; or post Board of Education material on a social media site or webpage without written permission of his/her supervisor.

11. Employees are required to comply with all Board of Education policies and regulations with respect to the acceptable use of computer equipment, networks, and electronic devices when accessing the Internet. Use of technology must not interfere with an employee's duties at work.

12. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices. An employee should have no expectation of personal privacy in any communication or post on any web site while using district computers, cellular telephones or other electronic devices.

13. All Board of Education policies regulating off-duty conduct apply to social media activity including, but not limited to, policies related to public trust, illegal harassment, code of conduct, and protecting confidential information.

Rules Concerning District-Sponsored Social Media Activity

An employee who seeks to use social media sites and related interactive technologies as an educational tool or in relation to extracurricular activities or programs of the school district may do so provided that the procedures below are followed and that the employee obtains the permission of his/her supervisor prior to setting up the site. The employee's supervisor will also be provided access to any site that is established.

1. Use will be limited to specific academic and/or school-related purposes. Sites used for these purposes must be closed in that the employee must set up password-protected access for the students and staff involved. Sites may not be publicly available. Site activity must be moderated, monitored and supervised by the employee(s) who set(s) up the site.

2. Employees are required to use appropriately respectful speech on district-sponsored sites; and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Proper professional boundaries must be recognized at all times and all content and communication should be related to the educational purposes for which the site was established. Communication that is sensitive or personal in nature is to be avoided. Employees must supervise student speech to ensure that it complies with the criteria above.

3. Employees are required to comply with all Board of Education policies and procedures including applicable laws with respect to the acceptable use of computer equipment, networks or devices when accessing district-sponsored sites. Employees must also supervise students use to ensure compliance.

**Policy
4118.51(d)/
4218.51**

4. The Board of Education reserves the right to monitor all employee and student use of district technology. An employee should have no expectation of personal privacy in any communication or post while using district computers, cellular telephones, or other data devices.

5. All content and posts on district-sponsored sites must comply with the Board of Education's policies pertaining to confidentiality including the confidentiality of student information. If an employee is unsure about the confidential nature of information being considered for posting by him/her or by students, the employee shall consult with his/her supervisor prior to making the post.

6. An employee may not link a district-sponsored site or webpage to any personal social media sites or sites not sponsored by the school district. They will also inform students about the prohibited linking.

7. An employee may not use district-sponsored sites for private financial gain, political, commercial, advertisement, proselytizing, or solicitation purpose. They must also supervise student use to ensure that it complies.

8. An employee may not use district-sponsored sites in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be construed as such. They must also supervise student use to ensure that it complies.

Disciplinary Consequences

Violation of this policy may lead to discipline up to and including the termination of employment consistent with state and federal law.

Legal References:

U.S. Constitution, Amend. I

Conn. Constitution, Article I, Sections 3, 4, 14

Conn. Gen. Stat. § 31-48d Conn. Gen. Stat. § 31-51q Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250 Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

Policy adopted:

GRANBY PUBLIC SCHOOLS
GRANBY, CT

**Curriculum/Policy/Technology/Communication Subcommittee Meeting Minutes
March 2, 2011
6:00 p.m.**

Attendance:

Ronald Walther	Present	Alan Addley	Present
Deb Torgersen	Present	Diane Dugas	Present
John O'Connor	Present		

Meeting commenced at: 6:00 p.m.

Meeting adjourned at: 6:50 p.m.

1. Curriculum Director's Report (January & February) – Reviewed extensive Curriculum Director's report. See attached.

2. Early Childhood Feasibility Study Update – Reviewed survey results – good response from parents. Committee to move to funding models/physical and staffing requirements. See attached.

3. Language Arts Progress and Implementation – Discussion with Mike Dunn on initial status and progress of language arts initiatives.

4. Review of Administrative Regulations for Homework Policy – Reviewed policy – no changes required. Reviewed administrative regulation updates.

5. Draft Policy 9240, Board Member Development, and Draft Policy 9400, Board Self-Evaluation – Tabled for further review by subcommittee.

6. Other – None.

March 16	Finance Subcommittee Meeting Regular BOE Meeting/Workshop	5:30 p.m. 7:00 p.m.	Central Services Central Services
March 18	Kelly Lane Family Activity/Ice Cream Social Night	6:30-8:30 p.m.	Kelly Lane
March 23-25	Early Release – Elementary Only - Conferences		
March 23	Budget Workshop (if needed)	7:00 p.m.	Central Services
March 25	Middle School Luau Dance	600-8:30 p.m.	MS Gym/Cafe
March 24	AP Art Show	6-8:00 p.m.	J. Valley Brunelle Frame Shop, Granby
March 25	High School Play, The Music Man	7:00 p.m.	HS Auditorium
March 26	High School Play, The Music Man	2:00 & 7:00 p.m.	HS Auditorium
March 28	Board of Finance Budget Hearing	7:00 p.m.	Senior Center
March 30	Spring Athlete Parent Night	7:00 p.m.	HS Auditorium
April 1-2	Middle School Drama Play	7:00 p.m.	MS Cafeteria
April 4	Parent Meeting re: Growth and Development Program	6:30 p.m.	Kelly Lane Cafeteria
April 6	Grandparents'/Senior Citizens' Day	12:30-2:00 pm	GMMS
April 6	Curriculum Subcommittee Meeting Regular BOE Meeting	5:30 p.m. 7:00 p.m.	Central Services Central Services
April 8	GranBee (GEF Event)	7:00 p.m.	HS Auditorium
April 11	Town of Granby Budget Hearing	7:00 p.m.	HS Auditorium
April 12	Spring Parents' Day	7:30-9:15 a.m.	GMMS
April 14	Wells Road Chorus Concert	7:00 p.m.	
April 18-22	Spring Vacation		
April 25	Annual Town Meeting	7:00 p.m.	HS Auditorium