



**Minutes
Policy Committee**

**Avon Board of Education
34 Simsbury, Avon, Connecticut 06001
Meeting Room One
Tuesday, October 1, 2019 —6:00 p.m.**

Attendance

Members Present: Laura Young, Chair; David Cavanaugh; Jason Indomenico, Houston Putnam Lowry

Member(s) Absent: None

Administration Present: Dr. B. Heston Carnemolla, Superintendent of Schools; Roberto Medic, Director of Human Resources

Others Present: Deb Chute, Board Chair; Shirley Moy, Recording Secretary; Attorney Matt Ritter, Shipman & Goodwin LLP

I. Call to Order

The meeting was called to order by Laura Young, Policy Committee Chair at 6:03 pm.

II. Approval of August 27, 2019 Minutes

Houston Putnam Lowry moved, Jason Indomenico seconded, to approve the minutes of the August 27, 2019 Policy Committee meeting.

The motion passed 4-0-0.

III. Communication from Public

There was no communication from the public.

IV. New Business - Items for Review and Discussion

a. Data Collection and Retention with Attorney Matt Ritter, Shipman & Goodwin

Dr. Carnemolla introduced Attorney Ritter. The Superintendent prefaced discussion by reviewing a concern that had been recently raised by the Board regarding data collection and retention, particularly as it relates to a question phrased on a parent/guardian form regarding US citizenship. Guidance was sought from District attorneys at Shipman and Goodwin, as well as other CT districts, looking at the content of information collected as part of the process of school registration versus ongoing data collection. More specifically, discussion centered on how to meet state and federal requirements while protecting student privacy.

Attorney Ritter explained that the District is responsible for educating students who live in Avon, regardless of their immigration status. Though the best time to gather information is during the registration process, Attorney Ritter explained the importance that the District

bifurcate the registration process from the data collection. He also explained that federal programs and grant funding may require certain information and that guidance is available from the State Department of Education (SDE) on how to phrase certain questions pertaining to immigration/citizenship. SDE suggests a “yes” or “no” answer as to whether a child was born outside the United States (any of the fifty states, District of Columbia, Puerto Rico). This data is then used to provide towns with large number of immigrants grant/funds to be used for programs such as ELL. The Committee expressed concerns about any potential claim of discrimination or having to provide citizenship information to other agencies. Subsequent discussion was also had about the possibility of the District doing away with asking questions regarding immigration/citizenship or to do it in the most appropriate and least intimidating manner; how the data is collected; purging or keeping student data; having unidentifiable data; the confidentiality or security of student records; past amounts the District has received from federal grants and whether or not the District should continue to apply for grants, given certain parameters pertaining to data collection.

Attorney Ritter strongly suggested that before the District make any changes, a conversation should be had with SDE regarding not collecting/submitting data or foregoing potential grant money. Attorney Ritter concluded the discussion by restating necessity for the District having to bifurcate the process of registration and data collection. Mr. Ritter also reminded the committee that the reason the state is asking questions about immigration is to help districts with federal funding. The compliance aspect of collecting certain information is governed by State Statute. A waiver must be sought if the District were to choose for any reason, not to collect it.

The Superintendent will follow-up with Committee members regarding how much money the District has received in past years for federal funding tied to immigration enrollment, as well as how other districts are dealing with this issue. The Committee also asked to see any related policies regarding the collection and retention of data and information.

b. Policy 0521 Equal Opportunity – Nondiscrimination

Dr. Carnemolla requested that the Committee strike this policy to avoid confusion, as it is redundant to the recently revised Nondiscrimination policy and form.

Houston Putnam Lowry moved, David Cavanaugh seconded, to move to the full Board approval to delete Policy 0521.

The motion passed 4-0-0.

c. Policy 6121 Nondiscrimination in the Instructional Program

Dr. Carnemolla explained that she would like to keep this policy with some revision, as it speaks to a different purpose to ensure that instruction and instructional material adheres to nondiscrimination policies. Mr. Medic added that the policy has been revised to remove any unnecessary information regarding equal opportunity of employment and also “prohibited categories” were made consistent with the nondiscrimination policy. The Superintendent informed the Committee that adherence to the nondiscrimination policy will be carried out through CPDC and C&PP committees’ review of the instructional material.

Houston Putnam Lowry moved, David Cavanaugh seconded, to move to the full Board Policy 6121.

The motion passed 4-0-0.

- V. Communication from Public
There was no communication from the public.

- VI. Future Items for Review
 - a. Bullying
 - b. School Volunteers & Parent Involvement
 - c. Staff/Student Relationships

- VII. Adjournment
Houston Putnam Lowry moved, David Cavanaugh seconded, to adjourn the meeting. The meeting adjourned by unanimous consent at 6:53 pm.

Minutes prepared by Shirley Moy, Recording Secretary

Minutes respectfully submitted by Laura Young, Policy Committee Chair
Laura Young, October 4, 2019

Minutes respectfully received by Jeffrey S. Fleischman, Board Secretary
Jeffrey S. Fleischman, October 4, 2019

Minutes are approved at the next Policy meeting, and any corrections to the minutes, if needed, will be made at that time.