DISTRICT BUDGET HEARING- MONDAY, APRIL 21, 2025

ROBERTA S. OHOTNICKY LITTLE THEATER

7:00 p.m.

Followed by a SPECIAL BOARD OF EDUCATION MEETING

REGIONAL SCHOOL DISTRICT NO. 7

BOARD OF EDUCATION

Regional School District No. 7 Board of Education Mission Statement:

We believe the public education is an essential component of a free and democratic society. In a partnership of family, school, community, and local and state government, our mission is to enable all students to meet high standards, make productive choices in their personal lives, contribute to a diverse global society and act as responsible citizens.

1.0 CALL TO ORDER

2.0 PUBLIC PORTION

3.0 APPROVAL OF MINUTES

3.1 April 8, 2025 Fourth Informal Town Presentation- Barkhamsted

3.2 April 9, 2025 Regular Board of Education Meeting

4.0 REPORTS

4.1 Superintendent's Report- S. LePage

4.2 Director of Finance and Operations- J. Gaskins

5.0 OLD BUSINESS

5.1 2025-2026 Budget Discussion

5.2 Updates

5.3 2nd Reading and Possible Action on Policy Review Series 2000

a. Policy Regarding Holds on the Destruction of Electronic Information and Paper Records
b. Administrative Regulations Regarding the Retention and Disposition of Records/Information
c. Uniform Treatment of Recruiters

6.0 NEW BUSINESS

6.1 Adoption of RSD#7 Budget to take to Annual District Budget Meeting – May 5, 2025

6.2 Adoption of Call of Annual District Budget Meeting with Referendum

6.3 Authorization of Explanatory Text for the 2025-2026 Budget

6.4 Appointment of Auditors – James Gaskins

6.5 Approval of Early Release on June 12, 2025 – Last Day of School

7.0 CORRESPONDENCE

8.0 OPPORTUNITY FOR PUBLIC TO SPEAK ON AGENDA ITEMS

9.0 ADJOURNMENT

Enclosures
April 8, 2025 BOE Minutes- Fourth Informal Town Budget Presentation – Barkhamsted
April 9, 2025 BOE Regular BOE Meeting Minutes
Series 2000 Policies
Adoption of the Call of Annual District Budget Meeting with Referendum
Explanatory Text for the 2025-2026 Budget

Next Meetings:	April 23, 2025	Regular BOE Meeting cancelled, Special Meeting 4.21.25
	May 5, 2025	@ 7:00 p.m. – District Budget Meeting - R7 Little Theater
	May 6, 2025	REFERENDUM
	May 14, 2025	@6:00 p.m. - Reg BOE Meeting Library Media Center
	May 28, 2025	@6:00 p.m. - Reg BOE Meeting Library Media Center

We welcome the public to share their comments via publicinput@nwr7.org. Your emails will be considered during the Public Comment session of the meeting. Thank you for your participation.

REGIONAL SCHOOL DISTRICT NO. 7

Barkhamsted Elementary School
Budget Proposal Meeting
April 8, 2025 – 7:00 p.m.
DRAFT

PRESENT: Chair Ms. Molly Sexton Read (B), Ms. Deborah Bell (N), Ms. Mary Duran (B), Superintendent Steven K. LePage, Director of Finance & Operations Mr. James Gaskins, First Selectman of Barkhamsted, Mr. Nick Lukiwsky.

Absent: HS Principal Gary Franklin, MS Principal Ryan Cornelius, and Student Representatives Amaya Washington and Owen Langer, Ms. Lisa Fragale (C), Secretary / Treasurer Mr. Noel Gauthier (NH), Vice-Chair Mr. Robert Jerram (NH), Ms. Terri Kenneson (C), Ms. Kim Crone (N).

CALL TO ORDER: The Proposed Budget Meeting was called to order at 7:00 p.m.

BUDGET PRESENTATION

Ms. Sexton Read began the meeting by greeting everyone and thanking them for being present. She then began the presentation by giving a brief introduction of where the budget proposal currently stands. Since the recent adjustments have been made the current 2025-2026 proposed budget is at a 2.29% increase with a 3.31% assessment. This is currently trending to be below a 2.5% yearly increase. She then explained that there were unavoidable increases such as staff medical benefits which increased by 12%, special education continues to be a budget driver, and utilities. She then followed her statement by giving a few potential budget saving solutions such as hiring qualified but lower tiered teaching staff as current higher tiered staff retire or relocate, several capital projects were deferred, and how the transportation contracts were recently negotiated and the district will see a savings. She emphasized how they were creative with where decreases were made without affecting the experience of the students or what classes the district has to offer them. The conversation transitioned when Ms. Sexton Read showed slides of what types of classes Northwestern Regional No.7 is able to offer. This list included special sciences, multiple Vo-Ag programs, and Uconn credit classes. She then presented the budget slides broken down by categories of areas of spending, explaining which areas had the increases as well as the areas that had significant savings. She then gave an overview of the current ongoing Vo-Ag Roof Project and where the current funds come from and how the state and grant will be paying majority percentage. She then broke down the revenues and assessments for everyone present, and explained how the student enrollment affects these numbers. The following slide showed a breakdown of student enrollment and showed the following numbers: Barkhamsted -16 students, Colebrook +1 student, New Hartford +5 students, and Norfolk -10 students. Although we have seen increases in certain areas, the district's budget is currently showing as the fourth lowest proposed budget in the state. Ms. Sexton Read then ended the presentation by opening the floor to the public for any questions, comments, or concerns.

OPPORTUNITY FOR PUBLIC TO SPEAK

A Barkhamsted resident asked the Board about the percentage of Middle School students needing additional help and what the district is doing to help.

Ms. Sexton Read responded by explaining that current Middle School Principal, Ryan Cornelius and previous principal Fran Amara have worked extremely hard to provide the best support to the students that may need it. She then went further into detail about how the district is not blaming the elementary schools but believes the learning gap is an unfortunate after affect from the Covid lockdown.

A Barkhamsted resident asked if the homeschooled kids were accounted for when determining budgets and if there is any information on how many students leave the district to become homeschooled.

Superintendent LePage answered by explaining he did not have that data with him but he would look into it and forward it to the resident.

A Barkhamsted resident asked the Board for clarification on the budget variance and if special education was included.

Ms. Sexton Read explained to the resident the process on how they achieve the numbers they presented and how it did include special education as it is one of the budget drivers.
Superintendent LePage then added to the conversation and explained that the district is only receiving a partial percentage of the money back due to the state underfunding the Excess Cost Account.

A Barkhamsted resident then followed this conversation by asking if the special education programs were at risk due to the decreased percentage of money back and what were to happen if the district was to only receive approximately 50% back instead of the estimated 69%.

Ms. Sexton Read explained that the district would be responsible for finding additional areas within the budget to cut more money and allocate the funds to the best of their abilities without affecting the students experience. There is also potential to do a spending freeze.

A Barkhamsted resident asked if anyone ever gets a 100% refund back from the Excess Cost and if Legislators see the numbers that the districts are receiving back.

Ms. Sexton Read and Superintendent LePage explained that they have provided letters to legislation and that it is hurting districts but emphasized that no one in the state is receiving a full percentage back from the Excess Cost Account.

A Barkhamsted resident questioned what capital projects and or objects were being affected with the $50k cut to that budget category.

Ms. Sexton Read responded by explaining there was not a specific project that was being deferred at this time but the administration felt comfortable cutting this category due to the fact that with the larger projects like the roofing project they're intending to do in the near future, the board can bond the projects.
Superintendent LePage joined the conversation by explaining that the district can also apply for grants and there are other options to borrow and or bond to help lessen the upfront costs of projects.

ADJOURNMENT

The meeting was then called to an end at 7:41 pm.

The next BOE Meeting is scheduled for April 21st, 2025.

Respectfully submitted,

Emily Vacila
Board Clerk

REGIONAL SCHOOL DISTRICT NO. 7

Newbury Media Library Center
Board of Education Meeting
April 9, 2025 – 6:00 p.m.
DRAFT

PRESENT: Chair Ms. Molly Sexton Read (B), Vice-Chair Mr. Robert Jerram (NH), Ms. Deborah Bell (N), Ms. Terri Kenneson (C), Ms. Lisa Fragale (C), Ms. Mary Duran (B) Superintendent Steven K. LePage, Secretary / Treasurer Mr. Noel Gauthier (NH), Director of Finance & Operations Mr. James Gaskins, HS Principal Gary Franklin, MS Principal Ryan Cornelius, and Student Representatives Amaya Washington and Owen Langer.
Absent: Secretary / Treasurer Mr. Noel Gauthier (NH) until approximately 6:30 p.m.

CALL TO ORDER: Ms. Sexton Read called the Regular Board of Education meeting to order at 6:02 p.m.

PUBLIC PORTION: None.

APPROVAL OF MINUTES

MOTION by Kenneson, seconded by Ms. Bell, to **APPROVE** the March 26th, 2025 Norfolk Presentation Meeting Minutes, as presented. **AYE**: Ms. Sexton Read, Mr. Jerram, Ms. Bell, Ms. Kenneson, Ms. Crone, Ms. Duran. **NAY:** None. **ABSTAIN:** Ms. Lisa Fragale. **MOTION PASSED**.

MOTION by Ms. Kenneson, seconded by Ms. Bell, to **APPROVE** the March 26th, Regular Board of Education Meeting Minutes, as amended. **AYE:** Ms. Sexton Read, Mr. Jerram, Ms. Bell, Ms. Kenneson, Ms. Crone, Ms. Duran. **NAY:** None. **ABSTAIN:** Ms. Fragale. **MOTION PASSED.**

MOTION by Mr. Jerram, seconded by Ms. Bell, to **APPROVE** the April 1st New Hartford Presentation Meeting Minutes, as presented. **AYE:** Ms. Sexton Read, Mr. Jerram, Ms. Bell, Ms. Duran, Ms. Crone. **NAY:** None. **ABSTAIN:** Ms. Fragale, Ms. Kenneson.

STUDENT REPORTS

Amaya Washington started the report off by explaining that they are officially in the 4th quarter for the school year. Students have been signing up to move furniture into the new Wellness Center also known as the "zen den". Owen Langer then took over by listing the furniture they have ordered for the Wellness Center which included bean bags, a table with stools, and even a couch. A paint color has been chosen, at this point in time the room just needs to be painted and furnished, he believes the room should be complete by the end of the year. He then transitioned the conversation to a sports update. Our swim team received 2nd place in states, it was a great meet and everyone swam extremely well! All spring sports have begun as well. World Language Week has also been in full swing and two students won the cook off, the winning dishes included a Jamaican Chicken dish and Tres Leches dessert. Into the woods was this past weekend and had a fantastic turnout. Seniors are also beginning to make their college decisions. Overall, it's been a busy yet exciting time for students.

PRINCIPAL REPORTS

MS Principal Ryan Cornelius began his report by informing the Board that starting April 28th 2025, testing begins for the middle school students. Both students and staff have been preparing and working hard for testing season and they expect good results. He then explained that there are a lot of events coming up for the middle school students

and their families alike to participate in. On April 24th 2025, a Holocaust survivor will be doing a presentation. His hopes for this presentation is that it will not only be powerful and humbling but a good opportunity for the students, their families, and the community to learn a piece of history first hand. On April 30th 2025, approximately 47 students will be traveling to New York City for a live Broadway show. Last but not least, on June 9th 2025, the 8th grade promotion will be held for those students preparing to go into high school for the upcoming school year.

HS Principal Gary Franklin began his report stating that SAT testing is officially complete. He anticipates receiving the NGSS results in approximately one month, and SAT results sometime in May. The school offered 2 Math Prep Sessions and 1 English Prep Session for the high school student prior to the SAT testing. AP testing is scheduled to begin May 5th through the 16th 2025 for all AP students. He then stated that the high school has a few upcoming events as well which includes on May 1st 2025, there will be a Career Day hosted for 10th and 11th graders. On May 23rd 2025, Senior Prom will be hosted at the Bella Vista in Waterbury. A school store is currently being worked on and is almost completely prepped, money to fund this project came from a grant the school received last year. The store will include apparel and gifts available for purchase designed by students in the graphic design program.

SUPERINTENDENT REPORT

Superintendent LePage notified the Board that the DATTCO contract has been finalized saving both the town and the school money. He then talked about how the school may be potentially selling the older Vo-Ag bus. Vo-Ag Director, Any O'Brien suggested raffling the bus off but no official decision has been made in regards to selling the bus at this time. He then updated the Board on how the Budget Presentations for the four towns has gone and wanted to clarify that there was concern across all towns regarding the 40% of middle school students needing additional help in Math or Reading. He emphasized that no one was blaming the elementary schools and it has been determined that the learning gap is due to Covid shut down during the school year. He transitioned the conversation by informing the Board that the school recently had a lock down drill and all minor findings are being corrected. Overall, staff and students alike were quick and very efficient during the drill. Following this, he let everyone present know that there are 25 approved Kindness in Motion projects. He is incredibly happy with this number as last year only had 14 projects approved.

BOARD OF FINANCE REPORT

Mr. Gaskins notified the Board that a signature of intent was signed for the upcoming Vo-Ag roof project. They are currently waiting for sketches and bonding information. This project is on the move and should begin shortly after school is out for the summer. The COPS Grant is assisting with updating the phones and clock systems throughout the school.

OLD BUSINESS

There was brief discussion about the presentation in Barkhamsted.

NEW BUSINESS

MOTION by Mr. Jerram, seconded by Ms. Fragale, to **ADOPT** the 2025-2026 Regional School District No.7 Proposed Budget of $24,824,729.00 representing a 2.29% increase above the 2024-2025 Adopted Budget to take to the Annual Regional Budget Hearing on April 21st,2025. **AYE:** Ms. Sexton Read, Mr. Jerram, Ms. Bell, Mr. Gauthier, Ms. Kenneson, Ms. Fragale, Ms. Crone, Ms. Duran. **NAY:** None. **ABSTAIN:** None. **MOTION PASSED.**

MOTION by Ms. Kenneson, seconded by Mr. Gauthier to **APPROVE** the Board of Education Budget Transfers as presented by Mr. James Gaskins Director of Finance. **AYE:** Ms. Sexton Read, Mr. Jerram, Ms. Bell, Mr. Gauthier, Ms. Kenneson, Ms. Fragale, Ms. Crone, Ms. Duran. **NAY:** None. **ABSTAIN:** None. **MOTION PASSED.**

MOTION by Ms. Kenneson, seconded by Ms. Fragale to **CANCEL** the April 23rd, 2025 Regular Board of Education Meeting. **AYE:** Ms. Sexton Read, Mr. Jerram, Ms. Bell, Mr. Gauthier, Ms. Kenneson, Ms. Fragale, Ms. Crone, Ms. Duran. **NAY:** None. **ABSTAIN:** None. **MOTION PASSED.**

MOTION by Ms. Kenneson, seconded by Ms. Bell to **SCHEDULE** a Special Board of Education Meeting following the Budget Hearing on April 21st, 2025. **AYE:** Ms. Sexton Read, Mr. Jerram, Ms. Bell, Mr. Gauthier, Ms. Kenneson, Ms. Fragale, Ms. Crone, Ms. Duran. **NAY:** None. **ABSTAIN:** None. **MOTION PASSED.**

MOTION by Mr. Jerram, seconded by Ms. Bell to enter **EXECUTIVE SESSION** at 6:58 p.m. **AYE:** Ms. Sexton Read, Mr. Jerram, Ms. Bell, Mr. Gauthier, Ms. Kenneson, Ms. Fragale, Ms. Crone, Ms. Duran. **NAY:** None. **ABSTAIN:** None. **MOTION PASSED.**

CORRESPONDENCE
None.

OPPORTUNITY FOR PUBLIC TO SPEAK ON AGENDA ITEMS
None.

ADJOURNMENT

MOTION by Mr.Jerram, seconded by Ms. Fragale, to **ADJOURN** at 7:30 p.m. **AYE**: Ms. Sexton Read, Mr. Jerram, Ms. Kenneson, Ms. Bell, Ms. Crone, Mr. Gauthier, Ms. Duran. **NAY:** None. **ABSTAIN:** None. **MOTION PASSED.**

The next BOE Meeting is scheduled for April 21st, 2025.

Respectfully submitted,

Emily Vacila
Board Clerk

Series 2460
Administration

POLICY REGARDING HOLDS ON THE DESTRUCTION OF ELECTRONIC INFORMATION AND PAPER RECORDS

The Board of Education (the "Board") complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and paper records. The Superintendent or his/her designee shall be responsible for implementing administrative regulations concerning the placing of a "hold" on electronic information and paper records that may reasonably be anticipated to be subject to discovery in the course of litigation.

All school officials and employees have a duty to preserve all paper records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations to preserve records, including e-mails and electronically stored information, that could potentially be related to any matter that is currently in litigation or may be anticipated to result in future litigation. Such regulations shall identify those individuals responsible for identifying those matters for which records must be preserved as well as developing procedures, with the help of technical staff, for the preservation of electronically stored information.

Legal References:

Rules 34 and 45 of the Federal Rules of Civil Procedure
General Letter 2009-2 of the Public Records Administrator Record Retention Schedules Towns, Municipalities and Boards of Education

ADOPTED:_____
REVISED:_____

486749v3 © 2014 Shipman & Goodwin LLP. All rights reserved.

Series 2460
Administration

ADMINISTRATIVE REGULATIONS REGARDING HOLDS ON THE DESTRUCTION OF ELECTRONIC INFORMATION AND PAPER RECORDS

I. RECORDS CUSTODIAN

These regulations are designed to assist in implementation of Board Policy #2460 regarding holds on the destruction of electronic information and paper records. The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the preservation of paper records and electronically stored information, including e-mails.

II. HOLDS ON THE DESTRUCTION OF ELECTRONIC INFORMATION AND PAPER RECORDS

Upon receipt of notice that the District is involved in litigation as a party to a lawsuit, the District is issued a subpoena by a party to a lawsuit in which it is not a party, or if the District receives information that would lead a reasonable person to anticipate the possibility of litigation, the Records Custodian is to immediately take steps to ensure that any paper records and electronically stored information that could be related to the litigation or potential litigation are preserved from deletion or destruction. Actions to preserve records and electronically stored information shall include, but are not limited to, the postponing or canceling of any automatic deletion of electronically stored information until relevant information and documents can be identified and stored, notification to employees of a "litigation hold" to prevent the deletion and destruction of documents that might be related to the litigation or potential litigation, and the identification of documents and information that are subject to preservation. This litigation hold triggers the duty to preserve documents, such as transitory messages, that otherwise could be deleted under the district's record retention policy.

The Records Custodian shall issue a "litigation hold" memorandum that specifically describes the types of documents and information that must be preserved and describes how those materials are to be identified, maintained and stored. The memorandum shall specifically state that the duty of preservation is ongoing and that it is the responsibility of employees to continue to identify and preserve relevant documents until notified via a subsequent memorandum that the litigation hold is no longer in effect. All employees who are sent a "litigation hold" memorandum are to acknowledge receipt and understanding of the memorandum in writing, which may be in the form of an email response. A copy of any "litigation hold" memorandum shall be sent to the District IT department.

The Records Custodian shall be responsible for the collection and coordination of the retention of documents that are subject to the litigation hold, including electronically

486749v3 © 2014 Shipman & Goodwin LLP. All rights reserved.

stored information. He/she shall work with the District's IT personnel to ensure compliance with the litigation hold. Specifically, the Records Custodian shall determine the types of electronically stored information that exist and where that information is maintained, identify where both identified paper documents and electronically stored information will be stored, and implement procedures to ensure that District employees are complying with the litigation hold. No system wide process for automatic deletion of electronic information will be implemented while a litigation hold is in effect without prior notice to the Records Custodian and verification by the Records Custodian that the deletion process will not destroy documents or information that is subject to a litigation hold. The Records Custodian may need to periodically reissue the "litigation hold" memorandum and will ensure that the "litigation hold" memorandum is provided to new employees who may have access to relevant information. Finally, the Records Custodian shall ensure that all steps taken by the District to identify and preserve relevant information are documented.

Legal References:

General Letters 96-2, 2001-1, 2009-2 of the Public Records Administrator
Record Retention Schedules Towns, Municipalities and Boards of Education
Rules 34 and 45 of the Federal Rules of Civil Procedure
Silvestri v. General Motors Corp., 271 F.3d 583 (4th Cir. 2001)

ADOPTED:_____
REVISED:_____

486749v3 © 2014 Shipman & Goodwin LLP. All rights reserved.

NOTICE REGARDING A LITIGATION HOLD CONCERNING ELECTRONIC INFORMATION AND PAPER DOCUMENTS

This memorandum places a "litigation hold" on all documents, both paper and electronically stored information, concerning **[identify the matter that is subject to the litigation hold].** Materials that fall under this litigation hold include, but are not limited to, e-mail, word processing documents, spreadsheets, databases, calendars, voice mail, internet usage files and network access information **[the school district can be more specific in the identification of documents if that information is available]**. All District employees are to immediately suspend any and all document destruction, including any scheduled document destruction or electronic information deletion programs, for any materials that might fall within the parameters of this memorandum. If you have questions as to what materials are subject to the litigation hold, you are to contact the Records Custodian **[insert name and contract information]**.

If you are in possession of materials subject to this litigation hold, you shall take steps to preserve and store these materials. Paper documents are to be copied and segregated in a separate hard copy file. Electronic information is to be stored in computer folders and saved on the network drive and/or saved to a removable disk which is to be clearly marked and stored in a safe and appropriate location **[the school district can develop its own set of storage guidelines for identified materials]**. Under no circumstances are you to destroy or delete materials, documents or electronic information that might be subject to this litigation hold without the written permission of the Records Custodian.

You must give prompt attention to the issues addressed in this memorandum, specifically the responsibility to identify and preserve documents and electronic information concerning **[the matter that is subject to the litigation hold].** Serious consequences may result from the failure of District employees to take immediate and reasonable precautions to properly preserve information. Therefore, you must acknowledge your receipt and understanding of this memorandum in writing or via e-mail.

The restrictions put into place by this memorandum are ongoing until you receive notice in a memorandum from the Records Custodian that the litigation hold is no longer in effect. You are encouraged to direct any questions concerning this memorandum to the Records Custodian.

08/2010

486749v3 © 2014 Shipman & Goodwin LLP. All rights reserved.

Series 2461(P)
Administration

RETENTION AND DISPOSITION OF RECORDS AND INFORMATION

I. INTRODUCTION

The Regional School District No. 7 Board of Education (the "Board") complies with all state and federal laws and regulations regarding the retention, storage, and disposition of records. The Superintendent or designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and disposition of records and the dissemination of such administrative regulations to all school officials, employees, and individuals granted access to the computer systems and/or networks of the Regional School District No. 7 Public Schools (the "District") and/or who send electronic messages as part of their work for the District. Collectively, all individuals granted access to the District's computer systems are referred to as the "Users".

II. RETENTION OF RECORDS

The District shall comply with all minimum standards set forth in the Municipal Records Retention Schedules for public records, as issued by the Office of the Public Records Administrator for the State of Connecticut ("OPRA"). Retention requirements apply to the official record copy of a public record and are based on the content and function of the public record, not the media type. As such, the same record retention period that applies to paper records applies to electronically stored information. Therefore, like paper records, the content and function of an electronic record, including electronic messages, determine the retention period for that document.

If records are kept in both electronic and hard copy format, the District shall designate which record is the official record copy. The designated official copy shall be the legally recognized copy maintained for record retention purposes.

In addition to the retention guidelines established by the Board and used by District officials and employees, all District officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation. Record preservation under such circumstances shall only be required after receipt of formal written notice of such requirement by the Superintendent or designee.

© 2023 Shipman & Goodwin LLP. All rights reserved.

III. USE OF ELECTRONIC MESSAGES AND ELECTRONIC COMMUNICATIONS

The Board has installed computers and a computer network(s), including Internet access and electronic messaging systems, on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, network access devices, radios, personal cassette players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board's computers, computer networks, electronic devices, Internet access and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the District.

Electronic messages sent by Users as part of their work and/or by using the District's computer systems and/or network(s) are not private communications and are potentially subject to disclosure, regardless of whether the messages are sent using personal devices or the District's computer systems. Users must understand that the Board has reserved the right to conduct monitoring of the District's computer systems and may do so *despite* the assignment to individual Users of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system User.

The system's security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. Therefore, *Users 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 the Board's policy and regulations regarding computer use by Users.

Any retained messages may be retrieved for a variety of purposes, including but not limited to as part of routine monitoring by the District, an employee investigation, a search for documents pursuant to a Freedom of Information Act request, or a formal discovery process as part of litigation. Users should bear in mind that electronic messages may be retained at different locations within the computer network and that these messages are subject to retrieval, regardless of whether the User has deleted such messages from the User's accounts. Consequently, Users should use discretion when

© 2023 Shipman & Goodwin LLP. All rights reserved.

using computers or other electronic technology to send, record or retain electronic messages and information.

IV. DISPOSITION OF RECORDS

The disposition of records, or the destruction or transfer of records to the custody of another entity, shall only occur in accordance with relevant state and federal laws and guidelines established by the OPRA. The District shall also follow the OPRA's specific protocols for the disposition of permanent, historical and archival records. If a record does not appear on a records retention schedule, the District shall contact the OPRA for further guidance before disposing of any such record.

Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)
Conn. Gen. Stat. § 7-109
Conn. Gen. Stat. § 11-8 et seq.

General Letters 96-2 and 2009-2 of the Office of the Public Records Administrator ("OPRA")

OPRA, Public Records Policy 04, *Electronic Records Management* (Dec. 2022)
OPRA, Public Records Policy 04-1, *Electronic Records* (Dec. 2022)
OPRA, Public Records Policy 04-2, *Digital Imaging* (Dec. 2022)
OPRA, Public Records Policy 05, *Disposition of Public Records* (Nov. 2011)
OPRA, *Public Records Memorandum 101*: *Disposition of Original Paper Records After Scanning* (Apr. 2023)

Connecticut State Library, State Archives ("State Archives"), State Archives Policy 01: *Transfer of Historical Records to the State Archives of Other Approved Archival Repository* (October 15, 2019)

Record Retention Schedules Towns, Municipalities and Boards of Education

OPRA, Authorization for Disposal of Original (Non-Permanent) Paper Records Stored as Digital Images, Form RC-075.1 (revised 12/2021)

OPRA, Records Disposition Authorization, Form RC-075 (revised 12/2021)

© 2023 Shipman & Goodwin LLP. All rights reserved.

Frequently Asked Questions about E-mail, CT Public Records Administrator, *available at* https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf .

ADOPTED:_____
REVISED:_____

12/4/2023

© 2023 Shipman & Goodwin LLP. All rights reserved.

Series 2461(R)
Administration

ADMINISTRATIVE REGULATIONS REGARDING THE RETENTION AND DISPOSITION OF RECORDS AND INFORMATION

I. INTRODUCTION

The Regional School District No. 7 Board of Education (the "Board") complies with all state and federal laws and regulations regarding the retention, storage and disposition of records.

These administrative regulations are designed to assist in implementation of Board Policy 2460 regarding the retention, storage, and disposition of public records. These regulations shall be disseminated and/or made available to all school officials, employees, and individuals granted access to the computer systems and/or networks of the Regional School District No. 7 Public Schools (the "District") and/or who send electronic messages as part of their work for the District. Collectively, all individuals granted access to the District's computer systems are referred to as the "Users."

These regulations supplement and do not replace District policy relating to education records.

II. DEFINITIONS

A. Archival record means a public record, which, regardless of format, possesses enduring value if it documents or contains information on one or more of the following: 1) the evolution of the Board, the District, or their policies and practices; 2) claims or petitions against the Board or the District and the disposition of those claims or petitions; 3) obligations and claims made on citizens by the Board or the District and their disposition; 4) the legal and legislative history of the Board or the District; and/or 5) topics of research value beyond the specific administrative, legal or fiscal reasons the records were originally created.

B. Computer systems mean the Board's computers, computer networks, electronic devices, Internet access and electronic messaging systems, which are provided in order to enhance both the educational opportunities for students and the business operations of the District.

C. Digital imaging means the process of converting original records on paper or film into electronic images. The process typically requires a document

© 2021 Shipman & Goodwin LLP. All rights reserved.

scanner or digital camera, a computer and software to capture the image, and indexing of the digitized images.

D. Digitized record means an electronic record created by converting paper or other media formats to a digital form that is of sufficient authenticity, reliability, usability, and integrity to serve in place of the original source record.

E. Disposition means a final administrative action taken with regard to records, including destruction, transfer to another entity, or permanent preservation.

F. Electronic messages mean e-mail, fax, instant messaging, text messaging, and Web-based messaging services. Electronic messages may be transmitted by a variety of mediums, including computers and mobile computing devices. In addition to the body of the message, electronic messages also contain metadata, such as transactional information (*e.g.,* date and time sent, sender/receiver) and may contain attachments such as calendars, directories, distribution lists, sound recordings, photographs, images, word-processing documents, spreadsheets, and other electronic documents.

G. Electronic messaging systems mean mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal.

H. Electronically stored information means information that is fixed in a tangible form and is stored in a medium from which it can be retrieved and examined. It can consist of writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations stored in any medium from which information can be obtained into usable form.

I. Historical record means a public record that has been determined to possess value in documenting the history of an organization and is thus worthy of permanent preservation.

J. Official record copy means the specific copy of a public record, as provided in C.G.S. § 1-200(5), designated by the public agency as the legally recognized copy that must be maintained for records retention, preservation, and authentication.

K. Non-records mean items that are not usually included within the scope of official records. Examples of non-records are extra (duplicate) copies kept only for convenience, reference materials, blank forms, and spam and unsolicited advertisements.

L. Permanent records mean records that have been determined to have sufficient historical, administrative, legal, fiscal, or other value to warrant continuing preservation.

M. Public records mean any recorded data or information relating to the conduct of the public's business prepared, owned, used, or received by a public agency, whether such data or information is handwritten, typed, tape-recorded, videotaped, printed, photostated, photographed or recorded by any method.

A. Routine correspondence means any communication that is part of or relates to commonplace tasks or duties within an office and is done at regular or specified intervals.

B. Source record/original source record means the record from which a digitized version or digitized record is created.

C. Transitory correspondence consists of communication that does not relate to an individual's job responsibilities or has a short-term administrative value.

III. RECORDS CUSTODIAN

The Superintendent of Schools shall designate a Records Custodian who will be responsible for the implementation of District policies and regulations for the retention of records, including electronic messages and electronically stored information.

The District's Record Custodian is:

The Administrative Assistant to the Superintendent

IV. RETENTION OF RECORDS

The District shall comply with the minimum standards set forth in the Municipal Records Retention Schedules for public records, as issued by the Office of the Public Records Administrator for the State of Connecticut ("OPRA"). Retention requirements apply to the official record copy of a public record and are based on the content and function of the public record, not the media type.

If records are kept in both electronic and hard copy format, the District shall designate which record is the official record copy. The designated official record copy shall be the legally recognized copy maintained for records retention. When Users are unsure which copy serves as the official record copy, they should contact the Record Custodian for clarification.

In addition to the retention guidelines established by the Board and used by District officials and employees, all District officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation. Record preservation under such circumstances shall only be required after receipt of formal written notice of such requirement by the Superintendent or designee.

V. CLASSIFICATION OF ELECTRONIC MESSAGES

The same record retention policy that applies to paper records applies to electronically stored information, including electronic messages. Therefore, like paper records, the content and function of an electronic record, including electronic messages, determine the retention period for that document.

Users shall use the following steps in determining whether to maintain electronic messages and, if so, for how long:

Step 1: Determine whether the message is a public record or a non-record.

Step 2: If the message is a non-record, destroy at will (e.g., spam and unsolicited advertisements).

Step 3: If the message is a record, determine which records series the message belongs to, for example:

1. If the message is Transitory Correspondence, delete at will.

2. If the message is Routine Correspondence, retain it for 2 years.

3. If the message is All Other Correspondence, retain it for the equivalent records series.

Step 4: Maintain the messages for the required retention period under the equivalent records series.

VI. DIGITAL IMAGING OF PAPER/HARD COPY RECORDS

Paper records may be digitized and maintained as electronic records; however, in doing so, the District must ensure the authenticity, reliability, integrity and usability of the reformatted records. If the District uses a vendor for digital imaging services, the District remains responsible for ensuring compliance with this policy.

In its use of digital imaging, the District shall:

1. Establish and maintain a quality assurance process to ensure the creation of accurate and authentic digital images and accurate indexes and production metadata.

2. Create and maintain accurate and authentic digital images in accordance with accepted standards and best practices.

3. Create and maintain accurate indexes and production metadata to properly identify and retrieve digital images.

4. Store and protect digital images against file corruption, alteration, or deletion throughout the designated retention period.

5. Perform periodic backups of all digital images, associated indices, and production metadata and maintain a geographically remote offsite backup copy to enable recovery and access in the event of a wide-spread disaster or emergency.

6. Perform and certify annual tests of backup media to ensure all files have been backed up and are readable.

7. Migrate digital images, associated indexes, and production metadata to a newer media platform or file format as needed to ensure the content remains accessible.

8. Define and document the normal operations and use of the imaging technology and electronic content management system to ensure system trustworthiness.

VII. RETENTION OF ELECTRONIC RECORDS

Electronic messages and electronically stored information will be archived by the District for their required retention period using method(s) approved by the Records Custodian, which may include the following:

1. Print message or record and store in appropriate hard copy file.
2. Place in computer folders and save on the hard drive.
3. Save to a removable disk which is then stored in an appropriate location.
4. Transfer to an automated records management software application.
5. Managed at the server by an automated classification system.

The Records Custodian will be responsible for working with the District Systems Administrator to implement a schedule and system for reviewing electronically stored information. This review shall occur at least annually. No system wide process for automatic deletion of electronic information will be implemented without notice to any individual who may have such information and each such individual will verify that they have reviewed and archived information that must be retained. Following this review, all electronic messages and/or electronically stored information that have not been archived according to District policies and procedures shall be designated for deletion or archiving, and the affected Users will be notified about the procedures to be followed to implement this process. The Records Custodian or designee shall follow up with notified Users to promote compliance.

Additionally, the Records Custodian, working with the District Systems Administrator, shall establish processes designed to ensure that any process for automatic deletion of electronic information from the system will not delete information stored in folders and/or system locations that have been designated as appropriate for archiving electronically stored information.

VIII. DISPOSITION OF PUBLIC RECORDS

The disposition of public records shall only occur in accordance with relevant state and federal statutes and guidelines established by the OPRA. The District shall also follow the OPRA's specific protocols for the disposition of permanent, historical and archival records. If a record does not appear on a records retention schedule, the District shall contact the OPRA for further guidance before disposing of any such record.

The OPRA provides for two separate processes for (1) the disposition of official record copies and (2) the disposition of original source records, where such records have been appropriately digitized. If the District uses a vendor for disposition of records, the District remains responsible for ensuring compliance with these regulations.

A. Disposition of Official Record Copies

If a record is the official record copy, the District may not dispose of such record until the applicable retention period has been met and the District has received signed authorization from the OPRA or State Archives. The District shall adhere to the following steps in determining whether to dispose of official record copies:

Step 1: Ensure the proper records retention schedule has been met for the document(s) at issue. All records proposed for disposition must be on an approved records retention schedule. *If a record is not on a schedule, the record cannot be disposed of, and the OPRA must be*

contacted for further direction. For permanent, historical, and/or archival records, contact the State Archives for further instruction.

Step 2: Submit the Records Disposition Authorization Form RC-075 ("RC-075 Form) to request authorization to dispose of the official record copy, in accordance with Public Records Policy 05: Disposition of Public Records (PRP 05) and at least thirty (30) days prior to the proposed date of destruction.

Step 3: Receive signed authorization indicating approval from the OPRA before disposing of any official record copy.

Step 4: Follow the OPRA guidance regarding the method of disposal. If records are being destroyed, follow OPRA guidance based on the format of the record to be destroyed (e.g., whether hard copy or electronic media).

Step 5: Document that the original source records were destroyed lawfully. The District shall follow a destruction process by which content is systematically deleted with an audit trail that is legally admissible in court.

Step 6: Record the actual date of destruction on RC-075 Form and attach any supporting documentation.

Step 7: Retain the RC-075 Form and any supporting documentation for the retention period for Records Disposition Authorization records.

B. Disposition of Original Source Records After Scanning

If paper public records have been converted to digitized records, the District shall retain and/or dispose of *less than permanent* original source records pursuant to the following guidelines.

[NOTE TO CLIENT: After scanning, the District may dispose of less than permanent original source records in either of the following manners. Please note that Option 1 requires that the District first adopt a written policy for digitizing public records that has been submitted for filing to the OPRA. The District is advised to review the OPRA's Records Digitization Policy Template when drafting its District-specific policy and procedures. If the District does not have a written policy and acknowledgement of receipt from the OPRA, it MUST use Option 2 prior to disposing of original source records that have been digitized in accordance with Section VI, above.]

Regional School District No. 7

[Option 1:

1. The District shall develop and maintain a policy and procedures for digitizing public records (the "Digitalization Policy").
2. The Digitalization Policy must:
    a. Adhere to Public Records Policy 04: Electronic Records Management (PRP 04) for all scanning projects undertaken by the board of education, whether internally or via vendor contracts for imaging, management or storage of electronic records.
    b. Comply with Public Records Standards 04-1: Electronic Records (PRS 04-1), Public Records Standards 04-2: Digital Imaging (PRS 04-2), and Public Records Memorandum 101: Disposition of Original Paper Records After Scanning (PRM 101).
    c. Include, among other things, requirements for the disposition of original source records, including any additional procedures applicable to records designated as permanent, archival, archival review required, may have historical value, or life of structure (collectively referred to as "designated permanent records").
3. The Digitization Policy shall be submitted to the OPRA for filing. The District shall ensure written acknowledgment of receipt by the OPRA. The District shall also seek written confirmation from the OPRA regarding whether the District should await approval of the Digitization Policy before proceeding.
4. Once such Digitization Policy is on file with the OPRA, the District may dispose of original source records, other than designated permanent records, pursuant to the Digitalization Policy. The District need not request further OPRA authorization to dispose of original source records that have been scanned in accordance with the Digitization Policy, unless the record is a designated permanent record and additional procedures, including but not limited to retaining security copies of the records in a "human-readable" format, such as paper or microfilm as approved by the OPRA, apply.

Option 2: (Preferred for NWR7)

The District may not dispose of any original source record until the applicable retention period has been met and the District has received signed authorization from the OPRA or State Archives. The District shall adhere to the following steps in determining whether to dispose of original source records:

1. Once digitized, the Records Custodian must designate the digitized record as the official record copy.
2. The Records Custodian must ensure the proper records retention schedule has been met for the document(s) at issue. All records proposed for disposition must be on an approved records retention schedule. If a record is not on a schedule, the record cannot be disposed of, and the OPRA must be contacted for further direction.
3. The Records Custodian must submit the Authorization for Disposal of Original (Non-Permanent) Paper Records Stored As Digital Images Form RC-075.1 ("RC-075.1 Form") to request authorization to dispose of the original source record. The RC-075.1 Form must be submitted to the OPRA at least thirty (30) days prior to the proposed date of destruction.
    a. If the original source record is permanent, archival, archival review required, may have historical value, or life of structure (collectively referred to as "designated permanent records"), it may be digitally scanned and retained in an electronic format, but security copies of the records must be retained in a "human-readable" format, such as paper or microfilm. The Records Custodian must first verify with the OPRA for approval of the security copy storage format.
    b. The District shall not dispose of any designated permanent records and/or records without a retention period and may contact OPRA and/or the State Archives for additional information and instruction.
4. The District must receive signed authorization indicating approval from the OPRA before disposing of an original source record.
5. The District shall follow OPRA guidance regarding the method of disposal.
6. Following destruction of the original source records, the District must document that the original source records were destroyed lawfully. The District shall follow a destruction process by which content is systematically deleted with an audit trail that is legally admissible in court.
7. The District shall record the date of destruction on the RC-075.1 Form and attach any supporting documentation.
8. The District shall retain the RC-075.1 Form and any supporting documentation for the retention period for Records Disposition Authorization records.]

Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)
Conn. Gen. Stat. § 7-109
Conn. Gen. Stat. § 11-8 et seq.

General Letters 96-2 and 2009-2 of the Office of the Public Records Administrator

OPRA, Public Records Policy 04, *Electronic Records Management* (Dec. 2022)
OPRA, Public Records Policy 04-1, *Electronic Records* (Dec. 2022)
OPRA, Public Records Policy 04-2, *Digital Imaging* (Dec. 2022)
OPRA, Public Records Policy 05, *Disposition of Public Records* (Nov. 2011)
OPRA, *Public Records Memorandum 101*: *Disposition of Original Paper Records After Scanning* (Apr. 2023)
OPRA, *Records Management Terms* (July 2015)

Connecticut State Library, State Archives ("State Archives"), State Archives Policy 01: *Transfer of Historical Records to the State Archives of Other Approved Archival Repository (October 15, 2019)*

Record Retention Schedules Towns, Municipalities and Boards of Education

OPRA, Authorization for Disposal of Original (Non-Permanent) Paper Records Stored as Digital Images, Form RC-075.1 (revised 12/2021)

OPRA, Records Disposition Authorization, Form RC-075 (revised 12/2021)

Frequently Asked Questions about E-mail, CT Public Records Administrator, *available at*
https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf.

ADOPTED:_____
REVISED:_____

12/4/2023

Series 2100
Administration

UNIFORM TREATMENT OF RECRUITERS

Subject to the provisions of law, all recruiters, including commercial, military and nonmilitary concerns, recruiters representing institutions of higher education, and prospective employers shall be provided equal opportunities of access to students enrolled in the district's secondary school[s]. Access may be granted through programs conducted by the Guidance Department. Such programs may consist of career days, college fairs, and individual school visitations typically made during the lunch period.

Except as provided below, military recruiters and institutions of higher education shall, upon request, be given access to the names, addresses and telephone numbers of secondary school students.

On an annual basis, the school district will notify parents of secondary school students of their right to object to the disclosure of the student's name, address and telephone number to military recruiters or to an institution of higher education. If a secondary school student or the parent of a secondary school student objects in writing to the disclosure of a student's name, address or telephone number to a military recruiter or an institution of higher education, then the district shall not disclose the student's name, address or telephone number to a military recruiter or an institution of higher education. The objection shall remain in force until the district re-issues the annual notification referenced above, after which time the parents and/or secondary school student must inform the school district in writing again of their objection to the disclosure of the information described above.

Legal References:

Conn. Gen. Stat. §10-221b Boards of education to establish written uniform policy re treatment of recruiters
Every Student Succeeds Act § 8025, 20 U.S.C. § 7908 Armed Forces recruiter access to students and student recruiting information
National Defense Authorization Act for Fiscal Year 2002 § 544, 10 U.S.C. § 503 Enlistments: recruiting campaigns; compilation of directory information

ADOPTED: _____
REVISED: _____
9/11/2020

238817v5 © 2020 Shipman & Goodwin LLP. All rights reserved.

ADOPTION OF BUDGET TO TAKE TO ANNUAL REGIONAL BUDGET HEARING

Ms. Sexton Read States:

"A **MOTION** is needed to ADOPT the 2025-2026 Regional School District No. 7 Proposed Budget of $24,824,729.00 representing a 2.29% percent increase above the 2024-2025 Adopted Budget to take to the Annual Regional Budget Hearing on April 21, 2025."

REGIONAL SCHOOL DISTRICT NO. 7

Notice of

DISTRICT MEETING

Monday, May 5, 2025 7:00 p.m.
Northwestern Regional School
Roberta S. Ohotnicky Little Theater

A District Meeting of Regional School District No. 7 will be held on Monday, May 5, 2025 at 7:00 p.m. at the school building in Winsted, Connecticut for the following business:

1. To authorize the Regional Board of Education to apply for, accept, and expend, in addition to the regular school budget, any state, federal or private grant money which may be available for special purposes during the fiscal year 2025-2026.

2. To accept the annual budget for the fiscal year commencing July 1, 2025. Copies of the budget are on hand in the offices of the Town Clerks of each of the member towns.

The Board of Education for Regional School District No. 7 has designated that the vote on the motion to adopt the budget shall be by a "yes" or "no" vote on the optical scan machines in each of the member towns on Tuesday, May 6, 2025 with hours to be set by individual towns as established by state statutes.

Dated this 21st day of April, 2025 at
Winsted, Connecticut

Molly Sexton Read
Chair, Board of Education
Regional School District No. 7

Authorization of Explanatory Text for the 2025-2026 Budget

MOTION to AUTHORIZE the Secretary of the Board of Education to prepare and cause to be printed and disseminated a concise explanatory text with respect to the 2025-2026 budget referendum question that will be submitted to the District's voters, subject to any necessary further legal review and approval by District legal counsel, and which shall otherwise be prepared, printed, and disseminated in accordance with Connecticut General Statutes Section 9-369b and the Secretary's discretion, and to be amended as necessary.