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11:27 AM Jodi Moore, ATC

**Regional School District 13 Board of Education November 18, 2026**
**Policy Committee**

The Regional District 13 Board of Education Policy Committee met in regular session on Wednesday, November 18, 2026 at 4:00 p.m. in the library at Coginchaug Regional High School.

Policy Committee Members present: Mr. Moore and Mr. Konstantino
Board of Education Members Present: Mrs. Petrella
Policy Committee Members absent: Mrs. Cowan, Mr. Simmons, Mr. Viens, and Mr. DelVecchio
Administration Present: Mrs. Neubig, Director of Finance and Mr. Pietrasko, Director of Infrastructure and Security Technology

Mr. Moore called the meeting to order at 4:00 p.m.

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Public Comment**

There was no public comment.

**Approval of Agenda**

There was no motion due to a lack of quorum.

**Approval of Minutes – October 21, 2026**

There was no motion due to a lack of quorum.

**Review Policies**

A. Employee Use of the District's Computer Systems 4132

The committee reviewed proposed updates to the technology-use regulations, including newer terminology and language addressing generative AI, with a recommendation to use the proposed AI wording. Since the district already has a social media regulation, the additional social-networking language is likely unnecessary, though staff will confirm the cross-reference before the next Board of Education meeting. The committee also discussed explaining to students why some downloads are blocked and how teachers can request access to legitimate sites. Staff will verify whether the electronic-monitoring material is properly attached to the employee computer-use regulation. The regulation will be brought to the Board for discussion.

B. Student Use of the District's Computer Systems 5131.3

The committee reviewed minor terminology updates, including adding laptops and e-readers and replacing outdated references to devices such as cassette and CD players. Members described the changes as updates rather than substantive procedural revisions and recommended accepting them as proposed.

A question was raised about the phrase “responsible school staff member” in the rule on unauthorized software downloads or modifications. The discussion suggested that it could include teachers, other classroom staff, and district-employed coaches who are supervising students, and that staff should report observed violations. Mr. Moore asked for clarification of the term before finalizing the language.

C. Retention of Electronic Records and Information 3543

The committee also reviewed proposed records-retention language, including a labeling question and new material concerning the disposition of records. The district follows the state library’s retention schedules, which apply to municipalities and boards of education, and the responsibility for retaining records rests with the person who holds or controls them. The district’s designated record custodians help staff determine when records may be disposed of.

D. Gifts, Grants, and Bequests to the District 3280

The committee reviewed a proposed paragraph clarifying that the district will make a reasonable effort to honor donors’ intentions while retaining final authority over how donated property is deployed, allocated, and shared. For example, equipment donated for a particular team would belong to the district and could be made available for broader use. The policy will move forward as a first read and it will be presented to the Board at the next meeting.

**Public Comment**

There was no public comment.

**Adjournment**

The meeting was adjourned.

Respectfully submitted by Meghan Shortell-Fratantonio