

Community Relations

Access to Information

The Board of Education acknowledges the need for an informed citizenry and, at the same time, recognizes the public's right to access information regarding the operations of the school system. The Board of Education, therefore, will make available statistics and other studies reported at public meetings and disseminated to the media. This will be accomplished through information-sharing meetings, through presentations at regular Board meetings, and at Board Committee meetings, and through meetings of parent organizations.

Moreover, in complying with Section 1-210 of the Connecticut General Statutes, and continuing to fulfill its obligation and desire to keep the public informed, while at the same time attempting to eliminate excessive expenditures of staff time in the compilation, assembly, and distribution of information pertaining to public school operation, the Montville Board of Education has adopted the following procedures to assist in determining access to information.

The Superintendent is responsible for developing regulations to implement this policy consistent with all applicable Federal and State Statutes and Regulations and in keeping with the Board's policy intent.

Legal Reference: Connecticut General Statutes

1-210 Access to public records. Exempt records

Policy adopted: September 19, 2019

MONTVILLE PUBLIC SCHOOLS
Montville, Connecticut

Community Relations

Access to Information

Procedures for Accessing Information

The Board's policy pertaining to the access of information shall be administered according to the following guidelines.

1. The Board grants discretion, within all applicable statutes, to the Superintendent for implementation of this policy.
2. Any information covered by Section 1-210 that is readily available in the format in which it is requested will be supplied by the Superintendent or his/her designee for inspection and/or copying by the person or group making the request. A reasonable fee may be charged for the cost of reproducing requested information.
3. A document or record which is limited in its availability to the administration will not be released.
4. Requests for studies or analyses of information which will result in staff members assuming responsibilities or performing tasks that are not ordinarily part of their day-to-day duties, will only be undertaken with Board of Education endorsement.

Such requests shall contain the following information: the name of the person, agency, group, or organization requesting the information; the exact nature of information requested.

5. The Board, in consultation with the Superintendent, will examine the request to determine the appropriate action to be taken. A positive endorsement to fulfill requests must receive a majority vote from the Board at either a regular or special meeting.
6. According to statute, the following records may not be disclosed:
 - a. Preliminary drafts or notes
 - b. Personnel or medical files
 - c. Information to be used in a prospective law enforcement action if prejudicial to such action
 - d. Records pertaining to such action
 - e. Test questions, scoring keys, and examinations
 - f. The contents of real estate appraisals, engineering or feasibility studies made relative to the acquisition of property
 - g. Records, reports, and statements of strategy, or negotiations with respect to collective bargaining
 - h. Student records covered by privacy law
 - i. And any other records, documents, or materials deemed confidential by the courts or FOI Commission.

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Procedures for Accessing Information (continued)

7. Appeal process:

Any individual or organization denied access to information by the Superintendent or his/her designee may appeal this denial to the Board of Education. A request for reconsideration shall be directed in writing to the Superintendent who will bring the item before the Board as a whole. The petitioning organization or individual may present relevant information to the Board.

Legal Reference: Connecticut General Statutes

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