

**WESTPORT BOARD OF EDUCATION**

**\*AGENDA**

(Agenda Subject to Modification in Accordance with Law)

**PUBLIC SESSION**

6:30 p.m., Staples High School, Cafeteria B (Room 301)

**DISCUSSION**

- |  |                  |
|--|------------------|
| 1. Grievance Hearing Concerning Individual Grievance of Non-Certified Staff Member | Mr. Mark Mathias |
|--|------------------|

**ADJOURNMENT TO NON-MEETING FOR PURPOSES OF DELIBERATION REGARDING GRIEVANCE**

**RESUME PUBLIC SESSION/PLEDGE OF ALLEGIANCE**

Staples High School, Cafeteria B (Room 301)

**ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION**

**PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS (15 MINUTES)**

**MINUTES:** September 16 and 23, 2019 and October 2, 2019

**DISCUSSION/ACTION**

- |  |         |                     |
|--|---------|---------------------|
| 1. Motion Pertaining to Grievance Decision                                 |         | Mr. Mark Mathias    |
| 2. Acceptance of Gifts, <i>pages 1-5</i>                                   | (Encl.) | Dr. David Abbey     |
| 3. Facilities Report: Antinozzi Associates                                 |         | Mr. Michael Losasso |
| 4. Further Discussion of School Rebalancing                                |         | Mr. Mark Mathias    |
| 5. Second Reading of Westport Board of Education Bylaws, <i>pages 7-77</i> | (Encl.) | Ms. Karen Kleine    |

**DISCUSSION**

- |  |         |                  |
|--|---------|------------------|
| 1. Discussion of Proposed Board of Education Meeting Dates, <i>page 79</i>   | (Encl.) | Dr. David Abbey  |
| 2. Update on Policy Committee and Discussion of the Following Policies and Regulations:  | (Encl.) | Ms. Karen Kleine |
| <ul style="list-style-type: none"> <li>• P 7551 Naming Facilities, <i>page 81</i></li> <li>• R 3515/1330 Regulations Governing Use of School Facilities, <i>pages 83-88</i></li> </ul> |         |                  |

**ADJOURNMENT**

\*A 2/3 vote is required to go to executive session, to add a topic to the agenda of a regular meeting, or to start a new topic after 10:30 p.m.

The meeting can also be viewed on Cablevision on channel 78; Frontier channel 6021 and by video stream @www.westportps.org

PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

• Comment on non-agenda topics will occur during the first 15 minutes *except* when staff or guest presentations are scheduled.

- Board will not engage in dialogue on non-agenda items.
- Public may speak as agenda topics come up for discussion or information.
- Speakers on non-agenda items are limited to 2 minutes each, except by prior arrangement with chair.
- Speakers on agenda items are limited to 3 minutes each, except by prior arrangement with chair.
- Speakers must give name and use microphone.
- Responses to questions may be deferred if answers not immediately available.
- Public comment is normally not invited for topics listed for action after having been publicly discussed at one or more meetings.

Westport, Conn., Sept. 9, 2019

## Voya Financial Honors Westport Teachers with \$2,000 Voya Unsung Heroes Grant for Innovative Teaching Program

***Since 1996, the Voya Unsung Heroes program has awarded more than \$5 million to help the nation's educators turn innovative teaching ideas into reality.***

Voya Financial, Inc. (NYSE: VOYA), a leading provider of retirement plans for educators, announced today that Ann Neary and Jan Bassin, teachers at Staples High School in Westport, have received a \$2,000 grant as part of the company's 2019 Unsung Heroes awards program.

Through the Voya Unsung Heroes program, Voya Financial awards grants to K-12 educators nationwide to honor their innovative teaching methods, creative educational projects and their ability to positively influence the children they teach.

"Voya handed out its first Unsung Heroes award more than two decades ago as a way to demonstrate its commitment to serving the education community, which is an important customer group for our Retirement business," said Heather Lavalley, president of Tax-Exempt Markets for Voya's Retirement business. "After awarding over \$5 million in grants, the program continues to be a catalyst for innovative learning. It provides educators with an opportunity to make an impact in their community, inspire their students and be recognized for their creative teaching ideas. We're honored to help Ann Neary and Jan Bassin go above and beyond to prepare our leaders of tomorrow for their own successful futures."

Neary's and Bassin's innovative teaching idea, "Being Heard Intergeneration" focuses on creating a writing curriculum that values and amplifies the voices of those often left out of critical conversations: teens and the elderly. Partnering up with Pathways Academy, created for school adverse children, and the Westport Center of Senior Activities, students and seniors will respond to weekly writing prompts after engaging in open conversations. They will have quiet time to write and time to share in pairs, small groups and whole group situations. Writing will continue through editing and rewriting stages. Neary and Bassin ultimately hope to create a multi-generational writer's workshop model that seeks to respond to contemporary values, intergenerational dialogue, and new perspectives in collaborative thinking.

Selected from a group of more than 650 applicants, Neary and Bassin are among 100 winners across the country who will receive this award to help fund and bring their program to life. In addition, they will now compete with other finalists for one of the top three prizes — an additional \$5,000, \$10,000 or \$25,000 from Voya Financial.

To learn more about this year's winning projects, as well as those from previous years, visit [Unsung Heroes](http://UnsungHeroes.com) ([unsungheroes.com](http://unsungheroes.com)). Applications for the 2020 Voya Unsung Heroes awards are currently being accepted through the website until April 30, 2020.

Unsung Heroes is part of Voya Foundation's signature program, [Voya Teacher Voices](#). Voya Teacher Voices focuses on empowering teachers to become leaders by promoting the teaching career, recognizing high-achieving accomplishments, providing training opportunities and offering financial support to achieve their goals.

**Media Contact:**

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Voya Financial  
Office: (860) 580-2626  
Mobile: (315) 373-9685  
[William.Sutton@voya.com](mailto:William.Sutton@voya.com)

**About Voya Foundation**

Voya Foundation's mission is to improve the quality of life in communities where Voya Financial operates and its employees and customers live. Voya Foundation provides grants and establishes signature partnerships in the areas of financial literacy and children's education and fosters employee engagement to deepen our positive impact on the community. For more information, visit [www.VoyaFoundation.com](http://www.VoyaFoundation.com)

**About Voya Financial®**

Voya Financial, Inc. (NYSE: VOYA), helps Americans plan, invest and protect their savings — to get ready to retire better. Serving the financial needs of approximately 13.8 million individual and institutional customers in the United States, Voya is a *Fortune 500* company that had \$8.5 billion in revenue in 2018. The company had \$547 billion in total assets under management and administration as of March 31, 2019. With a clear mission to make a secure financial future possible — one person, one family, one institution at a time — Voya's vision is to be America's Retirement Company®. Certified as a "Great Place to Work" by the Great Place to Work® Institute, Voya is equally committed to conducting business in a way that is socially, environmentally, economically and ethically responsible. Voya has been recognized as one of the 2019 World's Most Ethical Companies® by the Ethisphere Institute; as a member of the Bloomberg Gender Equality Index; and as a "Best Place to Work for Disability Inclusion" on the Disability Equality Index by Disability:IN. For more information, visit [voya.com](http://voya.com). Follow Voya Financial on [Facebook](#), [LinkedIn](#) and Twitter [@Voya](#).

*Kings Highway PTA  
125 Post Road West  
Westport, CT 06880*

Westport Board of Education  
110 Myrtle Avenue  
Westport, Connecticut 06880

September 25, 2019

Dear Members of the Board of Education:

The Kings Highway School PTA has some remaining funds as well as new funds raised from a recent “Bricks and Pavers” campaign earmarked for purchase and installation of a slide on the KHS playground. While we installed a fantastic playground last year the one item that we’ve heard again and again that our students would love to have is a single-chute, very tall slide.

Delivery and installation will occur in early November 2019.

As of this moment our final dollar amount is still being determined as we await installation costs. As such, it is with great pleasure that the Kings Highway PTA gifts approximately \$10,000 and not to exceed \$12,000 to the Board of Education for the purchase, delivery and installation of a straight-chute, super fun and fast slide for the Kings Highway playground.

Sincerely,

Kim Ceman & Rosie Curtis  
KHS PTA Co-Presidents

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Green's Farms Elementary School  
17 Morningside Drive South  
Westport, CT 06880

**EXECUTIVE BOARD**

Beatriz Jones  
Alexandra Boenicke  
**Co-Presidents**

Meghan Halkey  
Kate Grijns  
Catherine Gardiner  
Lindsay Bershon

Jenny Sydor  
Melanie Heisner  
James McLaughlin  
Wendy McConaghy

Katie Lynch  
Amy Gray  
**Treasurers**

Lauren Jumper  
**Past President**

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October 2, 2019

Dear Dr. Abbey and Members of the Board of Education,

Our Greens Farms playground has a need for a covered slide. Because of our community's generous donations the PTA has extra funds that enables us to provide financial support.

The GFS PTA would like to gift the amount of \$8,000.00 to the district for the purchase and installation of the covered playground slide for GFS.

Thank you in advance for your consideration.

Sincerely,

Beatriz Jones and Alexandra Boenicke  
GFS PTA Co-Presidents

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## **First Reading of Westport Board of Education Bylaws**

- 9010 Duties of the Board (Revised), *pages 11-13*
- 9012 Role of Board and Board Members (Revised), *pages 15-17*
- 9030 Commitment to Democratic Principles in Relation to Community, Staff, Students (No Change), *pages 19-20*
- 9121, 9122, 9123 Duties of Officers (Revised, Change Number), *pages 21-22*
- 9130 Committees (Revised), *pages 23-24*
- 9210 Terms of the Office (Revised, Change Number), *page 25*
- 9214 Oath of Office (New), *page 27*
- 9221 Filling Vacancies (Revised), *page 29*
- 9222 Removal of Officers (New), *pages 31-32*
- 9250 Reimbursement of Board Member Expenses (New), *page 33*
- 9270 Conflict of Interest (Revised), *page 35*
- 9300 Transaction of Business/Methods of Operation (Deleted), *page 37*
- 9311 Formulation, Adoption, Amendment, or Deletion of Policies (Revised), *pages 39-40*
- 9312 Formulation, Adoption, Amendment, or Deletion of Bylaws (New), *page 41*
- 9313 Formulation, Adoption, Amendment, or Deletion of Regulations (New), *page 43*
- 9314 Suspension of Policies, Bylaws, or Administrative Regulations (New), *page 45*
- 9320 Organizational Meetings (Revised), *page 47*
- 9321 Time, Place, and Notification of Meetings (Revised), *pages 49-51*
- 9322 Public and Executive Sessions (New), *pages 53-55*
- 9324 Agenda Preparation and Dissemination (Revised, Change Number), *pages 57-58*
- 9324 Meeting Conduct (New), *pages 59-60*
- 9325.1 Quorum and Voting Procedures (Revised), *page 61*
- 9325.2 Order of Business (Deleted), *page 63*
- 9325.3 Meeting Conduct/Parliamentary Procedures (Deleted), *pages 65-66*
- 9326 Minutes (New), *page 67*
- 9326.1 Taping/Recording Board Meetings (Revised), *page 69*
- 9327 Electronic Mail Communications (Revised), *pages 71-72*
- 9400 Monitoring Products and Processes: Self Evaluation (New), *pages 73-79*

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## Bylaws of the Board

### ~~Duties of the Board~~ Transaction of Business

- A. The Board shall transact all business at a legal meeting of the Board.
- B. The Board shall act as a whole entity, except that a committee created in accordance with these bylaws may act on matters before it in conformity with the committee's purpose or charge.
- C. Individual members shall make no commitments for the Board or issue orders for the Board, except when executing an assignment delegated by the Board.
- D. The Board shall concern itself with questions of educational policy, and not with administrative details of the district's operations.

~~State statute charges the Board of Education to "maintain good elementary and secondary schools" and to "give all the children of the town as nearly equal advantages as practical." In carrying out this duty, the Board is directed to serve the interests of the State as well as those of the Town.~~

~~To assist in determining the interests of the Town, the Board will be receptive to community opinion on local educational matters. However, the Board cannot delegate to local individuals or groups its authority for establishing educational policy and its control of the schools.~~

~~The Board of Education will base its actions on the welfare of the students. In so doing, it will endeavor to secure maximum educational benefit for every dollar spent.~~

~~The following guidelines will govern the activities of the Board:~~

- ~~1. Board members will never use their position on the Board for personal gain.~~
- ~~2. Board members must understand that their primary responsibility is to establish policy.~~
- ~~3. The local school district has been created as a unit of the state government. This means that a local Board is responsible both to the local community and to state government. The Board of Education member is a state official functioning at a local level.~~
- ~~4. All Board members will abide by the principle of majority rule.~~
- ~~5. Board members should make no promise of commitments on school questions unless they are fully discussed and acted upon in the Board meeting.~~
- ~~6. The individual Board member has no authority when the Board is not in session unless authorized by the Board.~~
- ~~7. The local Board of Education should function independently of other local~~

~~government bodies, except as provided by state law and town charter.~~

- ~~8. Board members will recognize that authority rests only with the whole board assembled in meeting, and will make no personal promises nor take any private action which may compromise Board.~~

**P 9010(b)**

## **Bylaws of the Board**

### **Duties of the Board** (continued)

- ~~9. Board members will acknowledge that the Board represents the entire school community, and a member will refuse to surrender his or her independent judgment to special interest or partisan political groups.~~
- ~~10. Board members will respect the confidentiality of executive session.~~
- ~~11. Board members will arrive at conclusions only after discussing all aspects of the issue at hand with other board members in meeting. Opinions of Board members with differing points of view will be respected.~~
- ~~12. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools, nor as an individual command the services of any school employee.~~

Legal Reference: ~~Connecticut General Statutes~~

~~10-220 Duties of Boards of Education~~

~~10-232 Restrictions on employment of members of the Board of Education.~~

~~Charter, Town of Westport~~

~~C7 2, Powers and Duties~~

Bylaw adopted by the Board:  
[Revised:](#)

May 13, 2002

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut

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## Bylaws of the Board

### Responsibilities and Functions of the Board

By state statute, the Board of Education has “charge of the schools of the town.” The Board is specifically empowered to enter into contracts, employ the Superintendent of ~~schools~~ Schools and the school staff, and “prescribe rules for the management, studies, classification and discipline” of the schools, including the adult education program. For these purposes its functions may be classified under the headings of finance, plant, staff, community relations, administration, student welfare, special services, instruction, and program extensions.

In exercising these powers the Board of Education functions as a policy-making and planning agency, relying on the school staff for the administration and implementation of the policies and plans. To ensure the Board of competent professional advice and to promote maximum staff understanding and commitment, the Board will consult fully with the professional staff in these matters. The Board will also negotiate with duly recognized staff organizations matters concerning their salaries and other benefits, as required by law.

The Superintendent of Schools is the chief educational advisor, executive advisor and executive officer of the Board of Education. In all matters coming before the Board, it will seek the Superintendent’s recommendations before reaching decisions. The Board delegates to the Superintendent the authority to appoint certified staff below the rank of Principal and non-certified staff below the rank of Cabinet.

#### 1. General Duties

A. The Board of Education represents the residents of the Town in carrying out the mandates of the General Statutes pertaining to education.

B. The Board of Education shall determine all questions of general policy to be employed in the conduct of the schools.

C. In determining school policy it shall:

(1) hear and consider facts and recommendations,

(2) adopt a plan, policy or course of action, and

(3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

#### 2. Specific Powers and Duties

The Board of Education shall have authority to take all action necessary or advisable to meet its responsibilities under state statute and Town Charter including but not limited to the following:

A. Create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.

- B. To elect a Superintendent of Schools in accordance with state statutes.
- C. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
- D. To determine the number, classification, duties and remuneration of employees.
- E. To establish policies for employment, promotion and dismissal of personnel in accordance with the state statutes.
- F. To provide for the **appraisal** of personnel.
- G. To initiate and approve the acquisition and disposition of school sites.
- H. To initiate and approve plans for school buildings.**
- I. To consider any specific recommendations made by the Superintendent of Schools.
- J. To keep the citizenry informed of purposes, values, conditions and needs of public education in the Town.
- K. To consider, revise and adopt any changes in the curriculum.
- L. To take any other actions required or permitted by law.
- M. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
  - (1) each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences;
  - (2) the school district shall finance at a reasonable level an educational program designed to achieve this end;
  - (3) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds;
  - (4) the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

Legal Reference: Connecticut General Statutes  
1-200 Definitions (public agency)  
10-4a Educational interest of the State identified  
10-4b Failure of local or regional board to implement educational interests  
10-220 Duties of ~~boards~~ Boards of ~~education~~ Education  
10-221 Boards of education to prescribe rules-



Bylaw adopted by the Board:  
Revised: \_\_\_\_\_

May 13, 2002

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut

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## **Bylaws of the Board**

### **Commitment to Democratic Principles in Relation to Community, Staff, Students**

#### **Board-Staff Communications**

The Westport Board of Education recognizes the need to maintain open communication between itself and the staff. Essentially, communications with staff deal with three general areas -- administration, policy and philosophy. While the Board recognizes the necessity for board-staff communications, it also recognizes that administrative matters must be dealt with through its chief administrator. Hence, the basic line of communication for administrative matters shall be through the Superintendent.

#### **1. Staff Communications to the Board**

All formal reports to the Board from administrators, supervisors, teachers or other staff members shall be submitted through the Superintendent. This necessary procedure shall not be construed as denying the right of any employee to appeal to the Board from administrative decisions on important matters, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with the Board's policy on complaints and grievances.

Staff members are also reminded that Board meetings are public meetings. As such, they provide an excellent opportunity to observe and participate in the Board's deliberations on problems of staff concern.

#### **2. Board Communication to Staff**

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's problems, concerns and actions.

#### **3. Visits to Schools**

Official visits by Board members will be conducted only under Board authorization and with the full knowledge of staff, including the Superintendent, building administrators and other supervisors.

## Bylaws of the Board

### Commitment to Democratic Principles in Relation to Community, Staff, Students (continued)

#### 4. Social Interaction

Individual Board members have no special authority excepting when they are convened at a legal meeting of the Board or vested with special authority by Board action. Board of Education members are expected, at social affairs and other functions to avoid discussion of:

- A. Matters that are, or have the potential of becoming, the subject of an executive session;
- B. Information and data contained in personnel records protected by the privacy act;
- C. Contested issues that may require final resolution by the Board.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

Bylaw adopted by the Board: August 19, 2002

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut

## Bylaws of the Board

### Duties of Officers

~~The Chairperson will:~~ OFFICIAL DUTIES - CHAIRPERSON

1. Confer with the Superintendent in the preparation of agendas for meetings.
2. Preside at all meetings at which he or she is present.
3. The Chairperson shall appoint the chair and members of all special committees.
4. The Chairperson shall serve as ex officio member on all committees.
5. Serve as chief spokesperson for the Board when it appears on official business before other town Boards and commissions and the Representative Town Meeting.
46. Call special meetings of the Board when he/she deems it necessary or as requested in writing to do so by three of its members.
57. Sign legal documents as authorized by the Board.
8. The Chairperson shall act as the Board's representative for the purposes of consultation with Board legal counsel when appropriate, and may authorize other Board members to consult with Board counsel when appropriate.
9. The Chairperson shall perform such other duties as may be delegated to him/her by the Board.
610. In all other respects have the same powers and duties as other members.

### OFFICIAL DUTIES – VICE CHAIRPERSON

In the absence of the Chairperson, the Vice Chairperson shall assume and carry out the duties and responsibilities of the Chairperson.

~~The Vice Chairperson will normally perform the duties of the Chairperson in the Chairperson's absence.~~ In the event of the Chairperson's resignation from the Board, the Vice-Chairperson will become the acting Chairperson and serve in that capacity until the Board is reconstituted and a new Chairperson has been elected.

### OFFICIAL DUTIES - SECRETARY

1. The Secretary of the Board shall, ~~With~~ with the assistance of a staff member appointed by the Superintendent, keep minutes or cause minutes to be kept of all meetings of the Board, and shall cause copies of such minutes to be forwarded to each member of the Board.~~the Secretary has responsibility for the maintenance of the minutes of Board meetings, for the submission of an annual report to the Town, for causing written notices of regular and special meetings to be sent to Board members through the office of the Superintendent, and any for other duties assigned by law and the Board.~~
2. In accordance with the General Statutes, the Board Secretary shall cause a copy of the minutes of all Board meetings to be placed on file in the Board Office and posted on the Board's website, if available, no later than seven (7) days after the date on which the Board shall have met. Such minutes will be available for public inspection, except that such minutes will not be termed "official minutes" until approved by the Board of Education at a duly convened meeting of the Board.
3. The Board Secretary shall also make provision that members of the Board are notified of all regular and special meetings.
4. The Board Secretary shall attend to the official correspondence of the Board.
5. The Board Secretary shall submit to the Town an annual report of the doings of the Board.

Legal Reference:

Connecticut General Statutes

- |                  |   |
|------------------|---|
| 10-218           | Officers. Meetings.   |
| <del>_____</del> | <del>10-221 Salaries of secretary and attendance officers.</del>  |
| <del>_____</del> | <del>10-224 Duties of secretary.</del>  |
| <del>_____</del> | <del>10-225 Salaries of secretary and attendance officers.</del>  |
| <u>1-225</u>     | <u>Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.</u> |
| <u>7-3</u>       | <u>Warning of Town and other meetings</u>   |
| <u>7-4</u>       | <u>Record of warning</u>  |
| <u>10-224</u>    | <u>Duties of the Secretary</u>  |
| <u>10-225</u>    | <u>Salaries of Secretary and attendance officers</u>  |

Bylaw adopted by the Board:  
 Revised: \_\_\_\_\_

June 10, 2002

WESTPORT PUBLIC SCHOOLS  
 Westport, Connecticut

## Bylaws of the Board

### Committees

9130

#### COMMITTEES

1. The Board shall act as a committee of the whole on all matters coming before it except that special committees for the consideration or investigation of certain problems, or for the performance of certain Board functions, may be created by vote of the Board.
  - A. Such special committees shall submit their reports at such regular meetings of the Board as may be determined, and when such reports have been submitted and accepted by the Board, shall be discharged.
  - B. All special committee reports affecting Board policy shall be submitted in writing.
  - C. A special committee's only authority is to make recommendations to the Board regarding matters that that have been referred to it, unless the Board specifically authorizes otherwise.
2. Meetings of committees shall be posted in accordance with the Freedom of Information Act. A record shall be maintained by the chairperson of each committee of each meeting, which shall include the names of committee members in attendance, listing of topics discussed and committee recommendations.
3. The Superintendent shall notify all Board members of committee meetings.

#### Legal Reference

Conn. Gen. Stat. § 10-218 Officers. Meetings.

~~The Board will act as a committee of the whole insofar as possible. There will be no standing committees, and no member has authority to make decisions for the Board in meetings with other town bodies or in relation to the school staff.~~

~~Since some of the business of the Board requires approval by other town bodies and since effective cooperation among town bodies and among school boards is highly desirable, individual Board members will be asked to serve as needed as liaison representatives to these bodies, and to report to the Board at intervals concerning those of their activities relevant to the schools. Such requests will be made by the Chairman as needed.~~

~~Legal Reference: — Connecticut General Statutes~~

~~1 7 through 1 18 and 1 200 through 1 241 of the Freedom of Information Act.~~

~~1 200 Definitions.~~

~~1 226 Meetings of government agencies to be public.~~

Bylaw adopted by the Board:  
REVISED:

June 10, 2002

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut



## **Bylaws of the Board**

### **Terms of the Office**

Each member serves a term of four years.

The term commences the first Tuesday after the third Monday in the November of their election, and continues until a successor has been elected and qualified. Four members and then three members alternately shall be elected at each regular Town election, which will be held on the first Tuesday after the first Monday in November in each odd numbered year.

Reference: Charter, Town of Westport

C7-1, Composition and election.

C2-1, Eligibility.

C2-2, Minority representation.

C2-3, Town elections and terms of office.

Bylaw adopted by the Board: May 13, 2002

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut

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## **Bylaws of the Board**

### **Oath of Office**

Elected Board of Education members shall, before entering upon their official duties, take the oath of office provided in Connecticut General Statutes Section 1-25 and be sworn in by the Town Clerk.

Legal Reference:

Connecticut General Statutes  
10-218a Oath of Office

Bylaw adopted by the Board:

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut

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## Bylaws of the Board

### Filling Vacancies

A vacancy is filled by appointment by the remaining Board members. Any member so appointed serves ~~until for~~ the ~~expiration of the term of the seat that has been vacated~~ unexpired portion of the term. If the person vacating a position was elected as a member of a political party, such vacancy is filled from the membership of the same political party.

If such vacancy has not been filled by appointment of the remaining Board members within ~~30~~ 45 days after the occurrence of the vacancy, the ~~Board of Selectman or~~ First Selectman may appoint a qualified person to fill the vacancy ~~until for~~ the ~~expiration of the term of the seat that has been vacated~~ unexpired portion of the term. ~~next municipal election~~.

Legal Reference: Connecticut General Statutes

7-107 Vacancy appointments by selectmen.

9-204 Minority representation on boards of education.

10-219 Procedure for filling vacancy on board of education.

10-156e Employees of boards of education permitted to serve as elected officials; exception.

10-232 Restriction on employment of members of the board of education.

Charter Town of Westport.

C2-1, Eligibility.

C2-2, Minority representation on boards of commissions.

C40-3, Vacancies.

Bylaw adopted by the Board: May 13, 2002  
Revised:

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut

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## Removal of Board Officers/ Recall/Resignation

### 1. Resignation

A. If a member decides to terminate service, the Board requests as early as possible notification of intent to resign so that the Board may plan appropriately.

B. When a member of a Board of Education shall cease to be an elector of the town, membership in the Board shall immediately cease.

C. State law provides that municipal officers seeking to resign from office must submit a written resignation to the municipal clerk. The resignation takes effect upon the date specified in the resignation or, if no date is specified, upon the date of its submission to the clerk. It is the policy of the Westport Board of Education that an officer of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct himself or herself in a fair and impartial manner; and
3. carry out the duties of his or her respective office in accordance with law.

### 2. Removal of Board Officers from Office

An officer of the Board may be removed for cause by a majority vote of the entire Board. A vote to remove a Board officer shall only take place at a regular meeting or a special meeting called for that purpose. "Cause" includes, but is not limited to, any conduct that:

1. specifically relates to and affects the administration of the office in a manner deemed to be deleterious to Board operations;
2. negatively and directly affects the rights and interests of the public;
3. violates Board policies, rules and regulations; or
4. interferes with the orderly and efficient operation of the Board.

### 3. Procedures for Removal of Board Officers:

Prior to any vote to remove a Board officer for cause:

1. The Board may review the performance and/or conduct of the Board officer in open or executive session (as determined by the Board and the Board officer) prior to taking any formal action;
2. If the Board determines that formal action is necessary, the Board officer shall be provided with reasonable notice of the Board's intent to consider possible removal from office (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board).
3. Upon the written request of the Board officer within seven days of such action, he/she shall be provided with an opportunity for a hearing before the Board of Education before the Board votes on removal;

4. At any such hearing, the Board officer shall have the right to be represented by counsel at his/her own expense and to present relevant evidence to the Board.

Procedures for Recall:

Board members may be removed from office for reasons listed in the Town Charter.

### **Standard for Removal**

Service as a Board officer is a privilege, not a right, the purpose of which is to assist the Board in conducting its business in an appropriate, orderly and efficient manner. Therefore, any Board member serving as an officer shall have no legally-protected right to continue in that position. A decision that there is cause for removal shall be made by a majority of board members present and voting, provided that no less than a majority of the board membership as a whole shall be required for removal.

Legal References:

Connecticut General Statutes

10-218 Officers. Meetings.

10-220 Duties of boards of education.

Lapointe v. Winchester Board of Education, CV040093257S, 2004 Conn. Super.

LEXIS 2574 (Sept. 14, 2004).

Charter, Town of Westport

Bylaw adopted by the Board:

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut



Reimbursement of Board Members' Expenses

1. Remuneration

A. A member of the Westport Board of Education shall receive no compensation for carrying out Board services.

2. Reimbursement

A. Board members authorized to attend educational conferences, meetings or travel on Board business shall be reimbursed, upon submitting vouchers and supporting documentation for reasonable expenditures, transportation costs, and registration fees. Board members must have approval in advance from the Board Chair (and the Board Chair must have approval in advance from another officer) to be eligible for a reimbursement.

B. Each Board member that receives prior authorization for reimbursement of a Board of Education expense is expected to account for all expenditures incurred in connection with the performance of his/her Board duties.

C. Receipts in general are required for:

(1) Lodging -- Lodging accommodations should provide normal comforts and services well located in relation to the area in which Board business will be conducted.

(2) Meals -- Reasonable expenditures are allowed for meals. Board members may submit appropriate explanatory information as needed, on a separate sheet of paper attached to the receipt. The Board will not reimburse Board members for the purchase of alcohol.

(3) Transportation

(4) Parking Fees or Toll Charges (when applicable)

Legal Reference

Conn. Gen. Stat. § 10-225 Salaries of secretary and attendance officers

Conn. Gen. Stat. § 10-232 Restrictions on employment of members of board of education

Bylaw adopted by the Board

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut

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## Bylaws of the Board

### Conflict of Interest

In the course of carrying out its responsibilities, the Board of Education does business with a large number of individuals and groups, purchasing, renting or leasing a variety of goods and services. In order to avoid financial conflict of interest or the appearance of conflict of interest, the Board of Education will avoid doing business with Board members or Board employees.

It shall be a conflict of interest for a Board member or employee to engage in any business transaction with the Board of Education unless disclosure of any material financial interest is made to the Superintendent and the Board of Education. Any financially interested Board member or employee shall not take part in any action to authorize or approve the contract.

### Further Stipulations

- A. A material financial interest shall be considered to be an interest of 5% or more in the company wishing to do business with the Board, or a contract to receive remuneration to effect the transaction.
- B. Disclosure of material financial interest will be made publicly.

### Gifts

All members and employees of the Board of Education are prohibited from accepting gifts other than of minimal value as defined by current IRS regulations from any person(s) doing or planning to do business with the school system.

This policy should not be construed so as to prohibit an employee or member of the Board of Education who is a candidate for any office (including re-election to the Board of Education) from receiving campaign contributions that he or she would otherwise be legally entitled to accept.

Legal Reference: Connecticut General Statutes  
7-479 Conflict of interest (municipal employees).  
10-156e Employees of boards of education permitted to serve as elected officials; exception.  
10-232 Restrictions on employment of members of the board of education.  
[Charter, Town of Westport](#)

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## **Bylaws of the Board**

### **Methods of Operation**

~~The Westport Board of Education shall concern itself only with broad questions of policy and not with administrative details. The Board shall rely upon the Superintendent of Schools to recommend policies for adoption and to administer policies enacted by the Board. Such policies shall be broad enough to indicate a line of action to be taken by the Superintendent in meeting a number of problems and jobs. Application of such policies to individual problems and jobs is an administrative function to be performed by the Superintendent.~~

Bylaws adopted by the Board:

August 19, 2002

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut

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## **Formulation, Adoption, Amendment, or Deletion of Policies**

In exercising its authority and responsibility for control of the schools the Board of Education acts primarily through establishment of school policies. The Board views policies as guides to discretionary action, which should be as broad as possible but as specific as necessary to ensure fulfillment of its intent. Such policies will normally state the purposes of the Board in adopting them and indicate the essential criteria and procedures to be used by the school staff in implementing them.

The policies of the Westport schools will be formulated on two levels. Board policies will state the requirements to be met by the Board and the school staff in the conduct of school affairs.

Administrative regulations will state the requirements to be met by staff and students in executing Board policies and in the day-to-day conduct of school activities.

Where public or staff concern indicates the need, school policies will be formally developed, committed to writing, adopted and incorporated in the official policy handbook maintained by the Superintendent of Schools.

Policy suggestions may originate with the Board of Education or with any individual or group. Such proposals will normally be referred to the Superintendent for consideration, possible development in written form, review by appropriate school personnel, and referral to the Board.

In accordance with state law, policies to be incorporated in contractual agreements with groups of staff personnel will be developed through established negotiation procedures before referral to the Board for action. Contractual agreements in conflict with existing policy will be considered to supersede that policy.

Reference: Robert's Rules of Order

1. In the absence of any written policy, administrative regulations will be used to guide and administer the effective operation of the school district.

2. Suggestions for either new policies or policy changes would normally come to the Board of Education from any of the following:

- A. Board of Education Members
- B. Superintendent
- C. Statute
- D. Matters of law
- E. Citizens
- F. Students.
- G. Policy Committee

3. The Superintendent will prepare a draft policy statement for consideration and for the development by the Board of Education.
4. Policy proposals and suggested amendments to, revisions of, or deletions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent Chair, Policy Committee and/or a Board member in writing prior to a Board of Education meeting in which such proposed policies, amendments, revisions or deletions thereof shall be read and discussed.
5. Policies that deal with matters of an emergency nature may be introduced at any regular or special Board meeting.
6. Policies that affect students shall become effective at the beginning of the next school year following adoption unless the policy provides otherwise, or unless provided by law.
7. Except for emergency situations, policies will be adopted, amended, or deleted after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such policy matters.
8. When a policy is placed on the agenda for the second meeting, a motion either to adopt or not to adopt the policy or the proposed policy changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the policy prior to adoption.
9. The formal adoption or deletion of policies and the adoption of policy changes shall be by majority vote of all members of the Board, and the action shall be recorded in the minutes of the Board.
10. Only those written statements so adopted as policy and so recorded shall be regarded as official policy of the Board.

Bylaw adopted by the Board: June 10, 2002

Revised: \_\_\_\_\_

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut



**Formulation, Adoption, Amendment, or Deletion of Bylaws**

Bylaw proposals and suggested amendments to, revisions of, or deletions of existing bylaws shall normally be submitted to all members of the Board of Education by the Superintendent, Policy Committee and/or Board member in writing prior to a Board of Education meeting in which such proposed bylaws, amendments, revisions or deletions thereof shall be read and discussed.

Except for emergency situations, bylaws will be adopted, amended, or deleted after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such matters.

When a bylaw is placed on the agenda for the second meeting, a motion either to adopt or not to adopt the policy or the proposed bylaw changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the bylaw prior to adoption.

Any bylaw of the Board may be adopted, amended or deleted at any meeting by a majority vote of all members of the Board, provided that such proposal shall have been given to the Board at the previous regular meeting.

Bylaw adopted by the Board: \_\_\_\_\_

WESTPORT PUBLIC SCHOOLS

Effective: \_\_\_\_\_

Westport, Connecticut

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### **Formulation, Adoption, Amendment, or Deletion of Administrative Regulations**

The Board of Education does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent. Adoption and amendment of such Board of Education adopted regulations shall be by the same procedure as that specified for policies in 9311.

The Superintendent is responsible for the formulation, issuance, amendment and deletion of administrative regulations to implement the policies of the Board. The Superintendent shall determine the need to bring to the attention of the Board any new, revised or deleted administrative regulations.

The Board of Education reserves the right to review and direct revisions of administrative regulations. If the Board directs the Superintendent to issue, amend or delete administrative regulations, it shall do so upon majority vote of all members in attendance at a meeting provided that prior notification of such proposed revision has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

Bylaw adopted by the Board: \_\_\_\_\_ WESTPORT PUBLIC SCHOOLS Westport,  
Connecticut

Effective: \_\_\_\_\_

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### Suspension of Policies, Bylaws, or Administrative Regulations

1. Policies and bylaws of the Board shall be subject to suspension for a specified purpose and limited time by:
  - A. A majority vote of all members of the Board in attendance at a meeting, and
  - B. Provided that prior notification of such a proposed suspension has been described in writing in the call of the meeting.
2. Policies of the Board of Education shall be subject to suspension for a specified purpose and limited time upon a majority vote of all members of the Board when no such written notice has been given.
3. Bylaws of the Board of Education shall be subject to suspension for a specified purpose and limited time upon a two-thirds votes of all members of the Board when no such written notice has been given.
4. Administrative regulations of the Board may be suspended for a specified purpose and limited time:
  - A. By the Superintendent, who shall give notice to the Board of the reason for the suspension and the time period of the suspension.
  - B. The Board may direct the Superintendent to suspend administrative regulations. for a specified purpose and limited time upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed suspension has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

Bylaw adopted by the Board: \_\_\_\_\_

Effective: \_\_\_\_\_

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut

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## Bylaws of the Board

### Meetings

#### Organizational Meeting

1. The Board shall, not later than one month after the date on which newly elected members take office, elect from its own members a Chairperson, a Vice-Chairperson, and a Secretary.

2. If such officers are not chosen after one month from the date on which newly elected members take office because of a tie vote of the members, the town council, or, if there is no town council, the selectmen of the town shall choose such officers from the membership of the board.

3. Officers shall hold their respective offices for one year, and until their successors are duly elected.

4. Should a vacancy arise in an office of the Board during the term of a Board officer's service, the members of the Board (including, if applicable, the member vacating a Board office) shall elect a successor to fill the office until the next regular election for Board officers.

5. The votes of each member cast in such election shall be reduced to writing and made available for public inspection within forty-eight hours, excluding Saturday, Sunday, or legal holidays, and shall also be recorded in the minutes of such meeting at which taken, which minutes shall be available for inspection at all reasonable times.

~~Not later than one month after the date on which the newly elected members take office, the Board elects from its number, by public vote, (which is to be recorded in the minutes) a Chairperson, Vice Chair and a Secretary. If such officers are not chosen after one month because of a tie vote of the members, the Selectman chooses such officers from the membership of the Board.~~

~~Thereafter, new officers will be elected annually in December.~~

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings.

Charter, Town of Westport

C40-3 Vacancies.

Bylaw adopted by the Board: May 13, 2002

Revised:

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut

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## TIME, PLACE AND NOTICE OF MEETINGS

### 1. Regular Meetings

A. The Board of Education shall set a calendar of regular meetings for the ensuing year at the first regular meeting in November.

B. In compliance with the General Statutes of the State of Connecticut, the Chairperson [or Secretary] shall file this calendar with the Town Clerk, and post this calendar on the Board's website, if available, by November 30 [or other date falling on or before January 31].

C. Generally the Board shall schedule meetings two times per month on Mondays during the school year. Meetings will be held in the evening or on Saturday unless the majority of members present vote otherwise. Notice of each regular meeting and agenda shall be published at least 3 days before each regular meeting in a newspaper having substantial circulation in the Town.” (Town Charter)

D. If at any point in the meeting the Board of Education should not maintain a quorum, then the Chairperson of the Board will adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.

### 2. Special Meetings

A. Special meetings may be held when determined by the Board, when so called by the Chairperson, or upon written request of three members of the Board.

B. No special meeting shall be held unless a notice stating the time, place and purpose of the meeting has been given to each member and to the Town Clerk, and has been posted on the Board's website, if available, twenty- four (24) hours before the time stated for the meeting to convene.

C. When a majority of the members agree that an emergency exists which has made a regular notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency

and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following the holding of such a meeting.

### 3. Meeting Time and Place

A. Most regular meetings of the Board shall begin at 7:30pm or as soon thereafter as a quorum is present. All regular meetings of the Board shall be held in Staples Cafeteria B, unless otherwise ordered by the Board.

B. Special Meetings (non-emergency) - time and place to be determined and announced in advance of meeting.

### Legal References:

#### Connecticut General Statutes

1-225 Meetings of government agencies to be public. Recording of votes. Schedule of agenda of meetings to be filed. Notice of special meetings Executive session.

1-228 Adjournment of meetings.

Notice. 1-229 Continued hearings.

Notice. 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.

7-3 Warning of Town and other meetings.

7-4 Record of warning.

10-218 Officers. Meetings.

### ~~Time, Place and Notification of Meetings~~

~~The purpose of meetings of the Board of Education is to enable the Board to discuss effectively the questions, the policies and the plans by which the schools are governed, and to arrive at well-informed decisions on them. In fact, it is only when the Board is in session that its members are empowered to discharge the duties for which they were elected. All Board members will be sent notification concerning all meetings.~~

~~Regular meetings of the Board of Education will normally be held on the first and third Monday of each month. The Board may hold more frequent meetings as needed. The Superintendent will see that an annual schedule of meetings is filed with the Town Clerk as required by law.~~

~~Special meetings may be called by the Chair, Vice Chair, or Secretary up to 24 hours before the time set for the meeting. The Superintendent shall post a notice at Town Hall stating the time, place and business to be transacted and shall file the notice with the Town Clerk. No other business may be transacted than the items stated.~~

~~Emergency meetings may be called by the Chair, Vice Chair, Secretary and/or Superintendent~~

~~upon notice to all members. Such meetings may be held without complying with the preceding notice requirements. The Superintendent must file the minutes of the emergency meeting, including the reason for the emergency, within 72 hours of the meeting with the Town Clerk. Executive sessions may be held as provided by law for the purpose of discussing personnel matters; matters involving negotiations with individuals or groups, pending claims and litigation; security matters; real estate acquisition; or any matter that would result in the disclosure of a public record exempted from the disclosure requirement for public records. All business or discussion in the executive session shall be limited to the above areas. Otherwise, all meetings of the Board shall be open to the public.~~

~~Any person who wishes to receive a notice of meetings and agendas must make a written request to the Board of Education. Notification of meetings will be sent, where practicable, at least one week prior to the meeting date. Requests are valid for one year and may be renewed within 30 days after January 1 of each year. The Board of Education may charge a fee for these notices based upon cost of the service, as provided by law.~~

~~Legal Reference: Connecticut General Statutes~~

~~1-206 Denial of access to public records or meetings.~~

~~1-225 Meetings of government agencies to be public.~~

~~1-227 Mailing of notice of meetings to persons filing written request.~~

~~1-228 Adjournment of meetings. Notice.~~

~~1-229 Continued hearings. Notice.~~

~~1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.~~

~~10-218 Officers. Meetings~~

~~Bylaw adopted by the Board: June 10, 2002~~

~~REVISED:~~

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## PUBLIC MEETINGS AND EXECUTIVE SESSION

### 1. Public Meetings

A. All meetings of the Board of Education for the official transaction of business shall be open to the public except that the Board may, by the affirmative vote of two-thirds of the members present and voting, meet in executive session for the purposes specified in Conn. Gen. Stat. §1-225.

B. As defined by statute, the term "meeting" shall not include:

- any meeting of a personnel search committee for executive level employment candidates;
- any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business;
- strategy or negotiations with respect to collective bargaining;
- a caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency;
- an administrative or staff meeting of a single-member public agency; and
- communication limited to notice of meetings of any public agency or the agendas thereof.

The term "caucus" means a convening or assembly of the enrolled members of a single political party who are members of a public agency within the state or a political subdivision.

### 2. Executive Sessions

A. The public may be excluded from meetings of the Board of Education which are declared to be executive sessions.

B. Executive sessions may be held on a two-thirds vote of the members present and voting taken at a public meeting stating the reasons for such executive session. Executive sessions may be held for any reasons permissible under the provisions of the Freedom of Information Act, as it may be amended from time to time, including one or more of the following purposes:

- (1) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open (public) meeting.
- (2) Strategy and negotiations with respect to pending claims and litigation to which the Board or a member of the Board, because of his or her conduct as a member of the Board, is a party until such claims or litigation have been finally adjudicated or otherwise settled.
- (3) Matters concerning security strategy or the deployment of security personnel, or

devices affecting public security.

4) Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.

(5) Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Conn. Gen. Stat. §1-210(b).

### 3. Procedures for ~~Telephonic~~ Participation By Means of Electronic Equipment

A. Board members may participate in meetings ~~telephonically~~ by means of electronic equipment (e.g., telephone, video conference) under the conditions set forth herein. When such conditions are met, any Board member participating ~~telephonically~~ by means of electronic equipment shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:

1. The facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;
2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and
3. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.

B. When a Board member is participating in a meeting ~~telephonically~~ by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the three conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating ~~telephonically~~ by means of electronic equipment has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

#### Legal References:

Connecticut General Statutes

1-200 Definitions (Public Agency; Meetings; Person; Public Record; Executive Session)

1-210 Access to public record. Exempt records.

1-225 Meetings of government agencies to be public.

Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings.  
Executive sessions.

1-231 Executive sessions.

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

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Bylaws of the Board

~~Agenda Preparation and Dissemination~~

CONSTRUCTION AND POSTING OF AGENDA

1. Construction of Agenda

A. The Superintendent in cooperation with the Chairperson of the Board of Education shall prepare an agenda for each meeting.

B. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda.

1) This request must be made no later than seventy-two (72) hours prior to the legally required public posting of the agenda.]

2) At least a majority of Board members present must agree to the additional agenda item before it will be placed on the agenda.]

C. Town residents and/or taxpayers may request that the Board place an item on the agenda of a regular meeting. To do so they must:

1) Make their request in writing to the Secretary of the Board, with a copy of the request to the Superintendent of Schools and **Chair of the Board**.

2) The Secretary of the Board will present the written request to the Board at its next regular meeting.

3) If at least a **majority** of the Board of Education members agree to the additional agenda item, it will be placed on an agenda for a future regular meeting of the Board of Education

4) The Board of Education will decide at which future regular meeting date the item will appear on the agenda.]

2. Posting of Agenda

A. At least ~~twenty four (24) hours~~ three days prior to the time of the regular meeting or twenty-four (24) hours prior to the time of a special meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board of Education.

B. An agenda will be posted at Town Hall. ~~and] the Administrative Offices of the Board of Education.~~

C. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.

Legal Reference:

Connecticut General Statutes

1-225 Meetings of government agencies to be public.

Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.

~~Agendas are prepared primarily to enable Board members to participate effectively in discussion and to make well informed judgments concerning the school issues before them. These agendas also enable members of the public to follow the discussion of the Board and to understand the basis for decisions reached.~~

Preparation

~~The Superintendent of Schools shall prepare the agenda for each Board meeting in consultation with the Chair. Board members wishing to place items on the agenda should notify the Superintendent sufficiently in advance of the meeting to enable him/her to obtain the information needed for effective discussion.~~

~~Members of the public wishing to have an item placed on the agenda should make a written request to the Superintendent. Oral requests may also be made at Board meetings for future consideration, but the Chair may ask for a written statement of the problem if circumstances warrant~~

Announcement

~~A list of items to be included on the agenda will normally be made available to the local news media no later than Friday prior to the meeting. A legal notice of regular meetings will be placed in a newspaper serving the Westport area as required by the Westport Town Charter permitted by State law, the Board may add an item to the agenda at the meeting by a 2/3 vote.~~

Distribution

~~Agendas, together with the necessary supporting information, will normally be distributed to members of the Board at least forty-eight hours before each regularly scheduled meeting.~~

Bylaw adopted by the Board: June 10, 2002

REVISED: \_\_\_\_\_

EFFECTIVE: \_\_\_\_\_

## MEETING CONDUCT

### 1. Meeting Conduct

- A. Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act and the adopted bylaws of the Board.
- B. All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.
- C. All regular and special Board meetings shall be guided by an agenda which will have been prepared and delivered in advance to all Board members and other designated persons.
- D. Robert's Rules of Order shall govern the proceedings of the Board except as otherwise provided by these bylaws.

### 2. Smoking, Vaping, and Use of Electronic Nicotine Delivery Systems

- A. ~~Smoking~~ Use of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), or vapor products will not be permitted in any room in which a meeting of the Board of Education is being conducted, nor during the time immediately prior to the meeting.
- B. A sign notifying the public that no smoking is allowed in the place designated for the meeting will be prominently posted.

### 3. Public Address

- A. The Board may permit any ~~individual or group~~ town resident to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular meetings so designated for such purpose.

(1) \_\_\_\_\_ minutes may be allotted to each speaker and a maximum of \_\_\_\_\_ minutes to each subject matter. The Board may modify these

limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.

(2) A Board of Education member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting, if deemed necessary by the Chairperson.

(3) No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

(4) All speakers must identify themselves by name and address.

Legal References:

Connecticut General Statutes

1-200 Definitions

1-206 Denial of access of public records or meeting. Notice. Appeal.

1-225 Meetings of government agencies to be public.

1-232 Conduct of meetings. (re: disturbances)

Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

2/25/08

10/15/2018

## QUORUM AND VOTING PROCEDURES

### 1. Quorum:

A. The majority of all members of the Board shall be necessary to constitute a quorum for the transaction of business.

### 2. Voting Procedures:

A. No member can vote on a question in which he/she has a direct personal or pecuniary interest.

B. Members may vote for themselves for any office or other position.

C. While it is the duty of every member who has an opinion on a question to express it by vote, he/she cannot be compelled to do so.

D. A member may abstain from voting (with the knowledge that the effect is the same as if he/she had voted on the prevailing side).

E. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which taken.

F. Any Board member shall have the opportunity to explain his/her vote for recording in the minutes.

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

EFFECTIVE: \_\_\_\_\_

### ~~Quorum~~

~~A majority of the entire Board membership shall constitute a quorum at any regular or special meeting.~~

~~The Board may take no action in the absence of a quorum except to adjourn to another date, unless this Bylaw is waived in accordance with Bylaw 9314.~~

~~(cf. 9324 Meeting Conduct & Parliamentary Procedures)~~

~~(cf. 9314 Suspension of Policies, Bylaws, Regulations)~~

~~Legal Reference: Connecticut General Statutes~~

~~1-200 Definitions.~~

~~Bylaw adopted by the Board:~~

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Bylaws of the Board

Order of Business

The following is the normal order of business for regular meetings of the Board:

~~A. Call to Order/Pledge of Allegiance~~ Announcements from Board and Administration

~~1. Minutes of the previous meeting(s)~~

~~B. \*Public Questions and Comments on Non-Agenda Items (1st 15 minutes)~~

~~C. Announcements from Board and Administration~~

~~D. Action~~

~~E. Discussion/Action~~

~~F. Discussion~~

~~G. Information~~

~~H. Adjournment~~

~~Executive Sessions require a 2/3 vote.~~

~~Items may be added to the agenda (regular meetings only) by a two-thirds vote of those present and voting.~~

~~No new topic may be started after 10:30 p.m. except by a two-thirds vote of those present and voting.~~

~~Public comment first fifteen minutes except when there is a staff or guest presentation.~~

~~(Note: the order may change to later depending on length of agenda.)~~

~~Bylaw adopted by the Board: June 10, 2002~~

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~~9325.3~~

## Parliamentary Procedures

### Rules of Order

~~Regular and special meetings of the Board of Education are held in public, but they are not public hearings unless so designated. Comments from those citizens present will be welcomed at times indicated by the Chair, but such participation shall not be allowed to interfere with the conduct of business by the Board.~~

~~Procedure will normally be informal for the sake of simplicity and to minimize diversion of discussion to procedural questions. Board members may, however, involve Robert's Rules of Order, Revised.~~

~~A majority of the Board members present is required to approve a motion.~~

~~When comments from the public would be particularly helpful to the Board in reaching a decision on an item, the Board may schedule a public hearing devoted exclusively to that item. In any case, final action, on a change in Board policy will not normally be taken at the time of its first discussion or at a public hearing unless postponement until the next Board meeting would hinder the intent of such action.~~

~~Upon a 2/3 vote of the members of the Board, new business, not listed on the agenda, may be considered and acted upon at a regular meeting of the Board.~~

~~No new topic will be started after 10:30 p.m. except by a 2/3 vote of the members present and voting.~~

~~If a person or group of persons is so disruptive that the meeting cannot proceed in an orderly fashion, the meeting may be cleared, except for representatives of the news media not involved in the disturbance. A meeting may be adjourned or continued to a time and place specified in the adjournment or continuance.~~

~~Legal Reference: Connecticut General Statutes~~

~~1-200 Definitions~~

~~1-206 Denial of access of public records or meetings. Notice. Appeal~~

~~1-210 Access to public records~~

~~1-226 Recording, broadcasting or photographing meetings~~

~~19a-342 Smoking prohibited in certain places. Signed required. Penalty~~

~~1-231 Executive sessions~~

~~1-232 Conduct of meetings (re disturbances)~~

~~10-224 Duties of the Secretary~~

~~Bylaw adopted by the Board: June 10, 2002~~

## MINUTES

1. In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept.
2. Minutes shall be maintained at the Administrative Offices of the school district in an official record book designated for said purpose.
3. The minutes shall constitute the official records of proceedings of the Board of Education and shall be open to public inspection at all reasonable times.
4. The minutes shall include the following:
  - A. The time, place and date of each meeting.
  - B. The names of those members in attendance.
  - C. The disposition of all matters on which action was recommended.
  - D. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
  - E. All decisions concerning future meetings and agendas.
  - F. By request, a brief statement of a Board member may be included.
5. A record of votes taken at each meeting shall be reduced to writing and made available for public inspection within forty-eight hours of the conclusion of the meeting at which the votes were taken. Votes taken shall also be reflected in the minutes of each meeting, and the draft minutes shall be made available for public inspection and posted on the Board's website, if available, not later than seven days of the date of the meeting to which they refer, however, the Board shall not be required by law to post such minutes on an Internet website. Should the Board decide to make minutes available on the Board's website, it shall do so at the sole discretion of the Board.

Legal Reference:

Connecticut General Statutes

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## **Bylaws of the Board**

### **Taping/Recording Board Meetings**

1. Board of Education public meetings ~~shall~~may be recorded.
2. The recordings shall be retained for one year.
3. The recordings are not to be considered part of the minutes.

### **Recording Devices**

1. Broadcasting and recordings of meetings are permitted and electronic and photographic audio and video devices may be used at meetings of the Board of Education according to the following guidelines:
2. Persons operating recording devices are asked not to
  - a. Obstruct the view between members of the audience and the Board of Education,
  - b. Disrupt the proceedings by holding interviews,
  - c. Provide commentary in a manner that distracts Board members.

Bylaw adopted by the Board: June 10, 2002

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## Meetings

### Electronic Mail Communications

The Board of Education believes that Board members electronically connected to other Board members is an efficient and convenient way to communicate. The main goal of electronic mail (e-mail) communications is to expedite the exchange of information. E-mail Electronic communication gives Board members quick access to one another.

### Guidelines for Board E-Mail Usage Electronic Communications

The Freedom of Information Act mandates that all meetings of public bodies such as School Boards be open to the public and that records received and/or retained by public agencies be available to the public for inspection and copying. It is the policy of the Board of Education that the rules governing use of district e-mail electronic communications be clarified and that such e-mail electronic communications shall not be used in a manner to deprive the public of its rights under the Freedom of Information Act. Accordingly, this bylaw sets forth guidelines for e-mail electronic communications use by Board members when communicating with other Board members on the district e-mail account provided for their convenience or other methods, whether supplied by the district or not.

1. E-mail Electronic communications, like other written forms of communication relating to the conduct of the public business is subject to the Freedom of Information Act and may be subject to public disclosure.
2. Board members shall not use e-mail electronic communications as a substitute for deliberations at public Board meetings, and/or to vote informally on any issues.
3. As is true with all e-mail systems electronic communications, the systems' administrators could, under unusual circumstances, read the content of e-mail messages communications and/or override passwords. Therefore, Board members should not presume privacy or security in any e-mail electronic communications made on the district account members. Board members shall not reveal their passwords to others in the network or to anyone outside of it. If any Board member has reason to believe that a password has been lost or stolen, or that e-mail is communications are being accessed by someone without authorization, he/she shall notify the Superintendent.
4. Board members should exercise discretion in discussing personnel issues and other sensitive subjects through e-mail electronic communications. The confidentiality of employee data, pupil data, and other information privileged under law should be maintained.

Any use of district ~~e-mail~~communications contrary to the guidelines set out above shall be reported immediately to the Superintendent.

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

1-18a Definitions.

1-19 Access to public records. Exempt records.

1-19a Disclosure of computer-stored public records.

**Policy adopted: August 19, 2002**



Bylaws of the Board

Monitoring Products and Processes

Self Evaluation

The Board of Education is made up of duly elected individuals to oversee the Public Schools of the community. This very responsible and complex job requires that the Board blend its diverse opinion into a common purpose which will give direction to the school system. The local community looks to its Board of Education to provide leadership for the school system. The success of the system depends on how well that role is carried out.

Therefore, it shall be the policy of the Board of Education that there shall be an annual program of self evaluation in which each member shall participate.

Annually the Board will schedule dates to conduct its self evaluation. The evaluation will include, but not be limited to, the following leadership areas: community leadership of education, influencing educational policy, community involvement, communicating with the public, the decision making process, planning and setting goals, allocating resources, developing Board policy, policy oversight, selecting and evaluating the Superintendent, working with the Superintendent, promoting good employee relations, setting expectations for Board member conduct, conducting the work of the Board, Board member development.

Policy Review and Evaluation

The Board shall follow through the policies it has formulated. It shall evaluate how the policies have been executed by the school staff, and shall weigh the results. The Board shall rely on the school staff, students, and the community to provide evidence of the effect of the policies which it has adopted.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

**BYLAW ADOPTED:**

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut

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Bylaws of the Board

Board of Education Self-Evaluation



Board of Education Self-Evaluation

*Check the most appropriate rating box on a scale of 5-1 (5 representing the highest rating, 1 the lowest) for each question. A "NA" rating is also provided if you are unable to rate an item for any reason. A space for comments is also provided on Page 4.*

	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>	<u>Not Sure</u>
<b><u>Vision</u></b>						
1. <u>The Board has a vision/mission for the school district with a primary focus on student achievement.</u>	-	-	-	-	-	-
2. <u>The vision/mission and goals are developed collaboratively with staff and the community.</u>	-	-	-	-	-	-
3. <u>The Board institutes a process for long-range and strategic planning that aligns with the vision/mission for the district.</u>	-	-	-	-	-	-
4. <u>The Board uses the district policy manual to create a culture that supports the vision and goals of the district.</u>	-	-	-	-	-	-
5. <u>The Board expresses in the vision/mission the belief that high quality instruction in every classroom is the foundation for high achievement for all students.</u>	-	-	-	-	-	-
6. <u>The Board communicates clearly the goals and expectations for the district, staff, and students with an emphasis on high achievement for all students in the district.</u>	-	-	-	-	-	-
7. <u>The Board develops goals that align with the vision/mission for the district, foster continuous improvement and remain the highest priorities.</u>	-	-	-	-	-	-
<b><u>Total - Vision</u></b>	-	-	-	-	-	-

	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>	<u>Not Sure</u>
<b><u>Community Leadership</u></b>						
8. <u>The Board communicates and interprets the school district's vision/mission to the public and listens, and incorporates appropriate community perspectives into Board actions.</u>	-	-	-	-	-	-

9.	<a href="#">The Board works to promote the accomplishments of the district within the district and community at large.</a>	-	-	-	-	-	-
10.	<a href="#">The Board advocates at the national, state and local levels for students and the school district and promotes the benefits of public education.</a>	-	-	-	-	-	-
11.	<a href="#">The Board collaborates with other school boards, superintendents, agencies, and other bodies to inform federal, state and local policy makers of concerns and issues related to education.</a>	-	-	-	-	-	-
12.	<a href="#">The Board provides community leadership on educational issues by creating strong linkages with appropriate organizations, agencies, and other groups to provide for healthy development and high achievement for all students.</a>	-	-	-	-	-	-
<b>Total - Community Leadership</b>		-	-	-	-	-	-

<b>Board Operations</b>		<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Not Sure</b>
13.	<a href="#">The Board ensures the District policy manual is up-to-date and comprehensive.</a>	-	-	-	-	-	-
14.	<a href="#">The Board conducts meetings that are efficient, effective and focus primarily on student achievement and other district priorities.</a>	-	-	-	-	-	-
15.	<a href="#">The Board makes decisions based on analysis of relevant research and data.</a>	-	-	-	-	-	-
16.	<a href="#">The Board adopts a fiscally responsible budget based on the district's priorities and regularly monitors the fiscal health of the district.</a>	-	-	-	-	-	-
17.	<a href="#">The Board collectively executes its legal responsibilities and ensures the district adheres to all federal and state laws and Board policies.</a>	-	-	-	-	-	-
18.	<a href="#">The Board provides appropriate support (including quality professional development) for programs and initiatives consistent with the vision/mission of the district.</a>	-	-	-	-	-	-
19.	<a href="#">The Board conducts a comprehensive orientation to familiarize new board members with their role on the team.</a>	-	-	-	-	-	-
20.	<a href="#">The Board conducts an effective annual self-evaluation.</a>	-	-	-	-	-	-
21.	<a href="#">The Board participates in professional development specifically regarding its roles and responsibilities and on relevant content areas.</a>	-	-	-	-	-	-
22.	<a href="#">The Board belongs to, actively supports and participates in professional organizations.</a>	-	-	-	-	-	-

<b>Total - Board Operations</b>	-	-	-	-	-	-
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	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Not Sure</b>
<b>Board Ethics</b>						
23. <u>The Board establishes a Code of Ethics and conducts business in accordance with the code.</u>	-	-	-	-	-	-
24. <u>The Board members maintain confidentiality regarding sensitive communications.</u>	-	-	-	-	-	-
25. <u>The Board members honor Board decisions even when the vote is not unanimous.</u>	-	-	-	-	-	-
26. <u>The Board does not let politics interfere with district business.</u>	-	-	-	-	-	-
27. <u>The Board deals with both internal and external conflicts openly, honestly and respectfully.</u>	-	-	-	-	-	-
<b>Total - Board Ethics</b>	-	-	-	-	-	-

	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Not Sure</b>
<b>Board Superintendent Team</b>						
28. <u>The Board works effectively with the Superintendent as a collaborative leadership team to focus priorities around high achievement for all students in the district</u>	-	-	-	-	-	-
29. <u>The Board sets aside time, at least semi-annually, to discuss Board/Superintendent relations.</u>	-	-	-	-	-	-
30. <u>The Board demonstrates support and respect for the superintendent's role as the chief executive officer of the district.</u>	-	-	-	-	-	-
31. <u>The Board provides direction to the Superintendent as a whole, not from individual Board members.</u>	-	-	-	-	-	-
32. <u>The Board follows the chain of command as identified by Board policy.</u>	-	-	-	-	-	-
<b>Total - Board Superintendent Team</b>	-	-	-	-	-	-

<b>Grand Total</b>	-	-	-	-	-	-
<b>Average</b>	-	-	-	-	-	-

Please add any additional comments here (comments will be shared with participants):

**Vision:**

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**Community Leadership:**

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**Board Operations:**

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**Board Ethics:**

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**Board/Superintendent Relations:**

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**General Comments:**

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**BYLAW ADOPTED:**

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut

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**WESTPORT PUBLIC SCHOOLS  
2020-2021 BOARD OF EDUCATION  
MEETING CALENDAR**

**DRAFT**

- School in Session
- Proposed BOE Meeting Dates

**KEY DATES**

- Aug 27, 28, 31** Professional Development
- Sept 1** First Day of School
- Sept 7** Labor Day
- Sept 19** Rosh Hashanah
- Sept 28** Yom Kippur
- Nov 3** Election Day – Professional Development
- Nov 25-27** Thanksgiving Recess
- Dec 24-Jan 1** Winter Recess
- Jan 18** Martin Luther King Jr. Day
- Feb 12** Professional Development
- Feb 15** Presidents’ Day
- Feb 12** Professional Development
- Feb 12-19** February Recess
- Apr 2** Good Friday
- April 12-19** Spring Recess
- April 19** Professional Development
- May 31** Memorial Day
- June 16** Last Day of School/Graduation (Early Release)

July 2020				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August 2020				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2020				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2020				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2020				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2020				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 2021				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 2021				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2021				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 2021				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

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**New Construction****Naming of Facility**

Consistent with Town policy regarding naming of Town facilities, the Board of Education will recommend school-building names to the First Selectman. The First Selectman will bring recommended school names to the Board of Selectman for a vote. The First Selectman will request approval of school names from the RTM.

Effective December 4, 2001, the Board of Education will not name parts of buildings or school athletic fields for individuals.

**Policy adopted: February 1, 1999**

**Policy amended: December 3, 2001**

**New Construction****Naming of Facility****Procedures**

1. The Board of Education will solicit names for school buildings from the school community and the public at large by means of public announcements.
2. Responses will be forwarded to the Superintendent's office.
3. The Superintendent will review suggestions and make a recommendation to the Board of Education at a public meeting. The Board of Education will hear additional comments from the public.
4. Based on discussion and input from the Board and the public, the Superintendent will make a final recommendation for a vote by the Board at a subsequent meeting.
5. The voted upon name will be submitted in writing to the First Selectman who will act on the recommendation in accordance with the Town's "Naming Town Property" policy.

**Regulation approved: February 1, 1999**

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## **Business/Non-Instructional Operations/Community Relations**

### **Use of School Facilities**

#### **A. Authorized Users/Order Of Priority**

1. The Westport public school program has 1st priority in the use of all school facilities.
2. The Westport Continuing Education (WCE) program (including Adult Education and Summer School) has next priority after the regular program.
3. The Westport Department of Parks & Recreation (DPR) has 3rd priority for use of facilities.
4. Activities of school-related organizations, e.g., PTA, booster clubs and parent support groups shall have 4th priority for use of school facilities.
5. When not being used by the above groups, school facilities may be made available to other users, limited to agencies of the Town of Westport, and Westport-based, private non-profit groups, at least 50% of whose membership and/or participants must be Westport residents, for uses not directly competitive with school-sponsored activities, e.g., adult education, summer school, etc.
6. Use by the media or individual photographers, filmmakers, etc., wishing to photograph, televise or film school facilities or activities, is governed by the media access policy.

#### **B. Requirements and Application Procedures**

1. Written permission from the Superintendent or designee is required for all outsiders' use of buildings and equipment, use of grounds for any purpose involving 25 or more people (including participants and spectators), or use of parking lots on a weekend or after school hours by Westport residents for guest parking for a wedding or other private (non-commercial) event. Non compliance with this stipulation will constitute trespassing.
2. Applicants shall file a complete application with the facilities manager in the maintenance office.
3. All users not covered by the Westport Town/Board of Education insurance policy must provide a liability insurance certificate of no less than \$5 million, naming the Westport Board of Education/Town of Westport as additional named insureds. Insurance limits will be reviewed and updated periodically by the Assistant Superintendent for Business.
4. Police and/or fire department protection may be required at the users' expense. This condition is to be determined by the supervisor of buildings, in consultation with the relevant departments.

#### **C. Usage Types:**

**Standard Use** is defined as routine meetings, programs, classes, etc.

**Major Use** which requires a surcharge, is defined as having one or more of the following characteristics:

Creates significant wear and tear.

- Funds are raised through admission charges (including “voluntary” contributions), sale of merchandise, raffles, door prizes, etc.
- Event uses vendors' or exhibitors' booths.
- Event uses the Staples field house.

- Event at any school requires two major facilities: (gym, cafeteria, auditorium). Ten or more classrooms = major facility.

- Event involves more than 500 participants or attendees.

#### **D. Classification Of Groups For Payment Of Fees And Rent**

(Identified groups are examples; groups not listed will be classified by Superintendent or designee).

##### **\*Category I Users No Rent For Standard Use**

###### **Category I includes:**

- a) School-Related:** e.g., student organizations, PTAs, parent support groups affiliated with school teams, clubs, etc., recognized parent advocate groups such as CLASP, etc.
- b) Town Groups:** Town boards, commissions, and committees; DPR, Senior Center, Health District, Library, Transit District, Levitt Pavilion, First Night, etc.
- c) Youth-Serving:** Westport-based non-profit youth-serving groups, such as: Boy & Girl Scouts, Little League, PAL, Babe Ruth League, Westport Soccer Association.
- d) Grandfathered Groups:** Power Squadron, Red Cross, Westport Arts Center.
- e) Others:** Superintendent or designee may waive or reduce fees for state/national professional or educational organizations; or for other groups serving the public interest; or for elected officials holding public meetings.

##### **\*Category II Users Basic Rent: Westport-Based Community Groups**

###### **Category II includes:**

- (a) Westport agencies supported by the United Way, and non-profit service organizations that serve Westport, e.g., Rotary, Kiwanis, Masons, Westport Woman's Club, Westport Young Woman's League, Veterans' groups, Nursing and Home Care, etc.
- (b) Westport political, religious and ecumenical groups. (Depending on the nature of the activity, e.g., summer camps or on-going programs for which fees are charged, these groups may be classified as Category III for rental fee purposes.)
- (c) Westport YMCA: for use of pool only, with special financial arrangements.

##### **\*Category III Users Basic Rent Doubled: Westport-Based Private, Non-profit, Educational, Recreational, Cultural, Social or Athletic Groups**

**Category III includes:** private schools, private nursery schools, dance academies, drama groups, music groups, children's activity programs, etc., at least 50% of whose members or participants are Westport residents.

##### **\*Category I, II And III Users: Additional Charges For Major Use**

When a Category II or III group makes major use of facilities for fund-raising programs involving commercial, entrepreneurial, profit-making organizations or activities, Superintendent or designee may require a contribution to the school's student activity fund, amount to be determined by Superintendent, but no less than \$1000.)

**Other Users:** Under unusual circumstances, the Superintendent may permit one-time or occasional use of facilities to educational, civic, cultural, etc., organizations from neighboring towns, etc.; the Superintendent shall judge requests individually and determine rental category.

**All Categories:** Must pay custodial, kitchen workers' and other applicable fees, including fees for covering the gym and field house floors if necessary. All groups pay surcharge for major use. Superintendent may reduce surcharge by 50% for Categories I and II if event is a fund raiser benefiting the Westport schools or the public, or when the event itself is a public service. Rental fees, administrative fee and surcharge required in advance. Personnel charges are billed.

**Special Conditions:** Regardless of user's category, the Superintendent (or designee) may impose special conditions or may deny permission when it is judged that the requested use may produce undue wear and tear on facilities, would cause disruption to the regular school program, be detrimental to the public image of the school system, impact negatively on the scheduled maintenance or cleaning of the schools or otherwise not be in the interest of the school system or the Town.

## **E. Restrictions On Use Of School Facilities**

1. Illegal activities will not be tolerated.
2. School facilities may not be rented by individuals, businesses or trade organizations or used for private purposes.
3. No school facility may be used by individual entrepreneurs, either Westport Board of Education employees or others, to give private instruction for a fee to individuals or groups.
4. School facilities may not be used for the promotion of any commercial interest or private or corporate gain except in conjunction with a fund-raising activity by a permitted, non-profit user. In such cases, regardless of category, users may be required to make a donation to the student activity fund of the school of a minimum of \$1,000 in addition to paying custodial costs and applicable rental fees. The decision about whether to require a donation, and the amount of the donation, will be made by the Superintendent or designee, in consultation with the sponsor of the program.
5. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
6. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products or alcoholic beverages shall not be permitted.
7. Obscene advertising, decorations or materials shall not be permitted on school property.
8. Users must comply with all administrative regulations governing use of school facilities. Non-compliance may result in revocation of privileges.

**All exceptions to this policy require approval of the Superintendent, whose decision on all aspects is final.**

Legal Reference: Connecticut General Statutes

[10-239](#) Use of School Facilities for Other Purposes

**Policy adopted: July 29, 2004**

**3515**

**1330**

## **Business/Non-Instructional Operations/Community Relations**

### **Use of School Facilities**

#### **Procedures**

#### **Regulations Governing Use Of School Facilities**

1. **Adequate adult supervision** is required for entire length of activity. One designated adult must be in charge of overall program and there must be an over 18 adult supervisor for every 20 students and/or an over 18 adult supervisor present in each classroom used for the full time. Students may not be allowed to walk, run or wander through the halls unsupervised.
2. **No alcoholic beverages** or controlled substances allowed for any reason, including religious observances.
3. **No smoking** or carrying lighted pipes, cigarettes or cigars permitted in school buildings or on school grounds at any time.

4. **No guns or weapons** of any kind may be brought onto school grounds except as specified in Board policy.

5. **Signs** on school property must be approved in advance by the Principal or designee, as to size, content, placement and duration of display. Signs will not be approved if they are judged inappropriate on school grounds. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products or alcoholic beverages, and/or obscene advertising, decorations or materials shall not be permitted on school property.

6. **Structures** on school property: Erection of tents or any other structures on school property requires the approval of the Principal, in consultation with the Director of Facilities, and the Superintendent or designee. The user must obtain and pay for any zoning permit that may be required.

7. **No dogs or other pets** are permitted in school buildings or on school grounds. Exceptions: seeing-eye dogs, animals used for Westport public school-sponsored programs, or adult education animal training programs. Adult ed training programs will use the outdoor parking lot, weather permitting, or an indoor room with direct access to the outdoors. Dogs may not be brought through school corridors or into other rooms. Anyone bringing an animal onto school property must have the animal on a leash at all times and must clean up after animals. Adult ed teacher in charge of training program is responsible for leaving the area (indoors or outdoors) in a clean and sanitary condition.

8. **No flammables:** No cooking outside the school kitchen, or use of barbeque grills, etc., or use of lighted candles or any other flammables are permitted in school buildings or on school grounds by users not directly affiliated with the Westport public school program, except with special permission, under controlled conditions.

## 9. School Furniture/Equipment

a) No school owned electronic equipment (TVs, VCRs, digital cameras, tape recorders, computers, etc.) may be used by outside users of school facilities.

b) Furniture and equipment may not be used or lent to anyone who has not contracted to use school facilities, except to other Town agencies, with the approval of the Superintendent (or designee).

c) Kitchen equipment may not be moved.

d) All equipment/furniture must be returned to its accustomed place immediately after the activity, in the condition in which it was found. Users pay for repair or replacement due to damage.

e) Users wishing to borrow furniture or equipment from one school, to be used in another, must obtain the permission of the Principal of the school making the loan; all items must be returned to their original place in the school before 7 a.m., the next school day. Users must make arrangements to have items carried in and placed where they belong.

f) Special fees will apply for use of sound systems, stage lighting and other technical stage equipment. User will be required to employ, from a list designated by the school Principal, the services of a technician trained in the proper use of school equipment. Professional technicians brought in by the user must work under the supervision of one of the school system's designated trained technicians. Users will be required to furnish a security deposit for the use of this equipment. Fee will be returned only after the school's trained technician has verified that all equipment has been accounted for and is in good condition.

10. **School facilities** including floors, carpeting, walls, rest rooms, grounds and fields must be restored to their original condition. Users must pay for special cleanup, repair etc., necessitated by their use.

11. **Gym floors:** For athletic events, only gym shoes or sneakers permitted. For non-athletic events held in a gym or in the Staples Field House, the Director of Facilities (DOF), after consultation with the Principal, may require that the floor be covered, at user's expense. The DOF will arrange for installation and removal of floor covering. The fee must be paid in advance.

12. **No motorized vehicles**, bicycles, roller skates or roller blades permitted in school buildings, in the Field House, or on tracks, fields or lawns, with the exception of King's Highway/Saugatuck track.

13. **Pool:** No boats or other foreign objects are permitted in the Staples pool except under the auspices of the school program.



14. **General Clean-Up:** School facilities should be left neat and clean. Trash should be disposed of in proper receptacles. For major events, the DOF will arrange for additional trash receptacles, trash pickup, or extra cleaning, if necessary, at users' expense.

15. **School Custodians:** Custodians must open and close buildings and be present for the duration of an activity. Workers' fees are to be paid by user for all weekend and holiday work and work beyond normal working hours on school days. To assure that all routine custodial work is done, and that adequate cleanup is provided after major use, the head custodian will determine the number of extra custodians required, and duration of their work. On weekends and holidays, custodians will be engaged for a minimum of three hours. Cancellation requires a minimum of four hours' notice or custodial fees will be charged.

16. **Food Services:** Cafeteria personnel required when kitchen is used. Users must make arrangements directly with the Food Services contractor and pay fees directly.

17. **Police, Fire:** Supervisor of Buildings will arrange for necessary police/fire coverage. Users pay these departmental fees directly.

18. **Health District, P&Z:** Users must obtain necessary approvals, and arrange and pay for applicable inspections and/or other personnel as required.

19. **Fees:** Rental and administrative charges, major-use surcharge, and fees for required services such as piano tuning, excess garbage collection, floor covering, etc., must be paid a minimum of one week in advance. Users will be billed for custodial fees. Bills must be paid within 30 days of receipt. Fees are to be reviewed and updated as appropriate by the Assistant Superintendent for Business.

20. **Private Instruction:** Westport school facilities are not to be used to offer private instruction by Westport town or school system employees, employees of other groups offering sports or educational programs, or other entrepreneurs or individuals.

## 21. **Scheduling:**

a) Dates for rental of a school facility must be cleared with the school Principal or designee. Major uses by outside users may not be scheduled for the same date for both Staples High School (SHS) and Bedford Middle School (BMS), Management of this schedule will be controlled by the SHS/BMS site manager.

b) Rentals to outside users for future school years may not be confirmed until the school system's calendar is finalized each June.

c) Except for major long-standing outside uses that are scheduled on a yearly basis, if an unanticipated school need arises more than two months prior to a date that has been promised to an outside user the school use will take precedence. An attempt will be made to identify a comparable facility or alternate date for the renter.

## 22. **Use of School Facilities by DPR: Custodial Fees/Billing Procedures**

The Westport DPR has third priority for use of Westport public school buildings, fields and grounds for athletic programs, after the regular school programs and the Department of Continuing Education. The DPR will oversee the scheduling and supervision of athletic programs operated by other community organizations such as the Police Athletic League, the YMCA and other organizations, as agreed upon by the Assistant Superintendent for Business.

- Custodial overtime necessitated by a DPR or other athletic program will be charged at the contractual rate.
- When custodians are normally present, i.e., Monday to Friday evenings, no additional custodial fees will be charged, but the Board of Education will charge a set-up/take down fee to cover the work the custodians do for the program.
- If cleanup after the program is extensive, necessitating overtime, the DPR or other program will be charged.
- On weekends when Board of Education and DPR programs run simultaneously, if Board of Education programs end earlier, the DPR will pay custodial fees for the remainder of the time the DPR uses the facilities.

- Billing for custodial and other BOE fees associated with DPR use, or use by other athletic organizations scheduled by DPR, shall be sent to the DPR. The DPR shall collect the fees from the organizations and forward them to the Board of Education.

- Procedures for DPR use will be reviewed annually or as appropriate.

**EXCEPTIONS TO ANY PROVISION OF THESE REGULATIONS BY ANY USER REQUIRE APPROVAL OF THE SUPERINTENDENT OR DESIGNEE. NON-COMPLIANCE OR NON-PAYMENT OF FEES MAY RESULT IN LOSS OF PRIVILEGES.**

**Regulation approved: July 29, 2004**