

**WESTPORT BOARD OF EDUCATION**

**\*AGENDA**

(Agenda Subject to Modification in Accordance with Law)

**PUBLIC SESSION/PLEDGE OF ALLEGIANCE**

7:30 p.m., Staples High School, Cafeteria B (Room 301)

**RECOGNITION OF MARK MATHIAS**

**RECOGNITION OF NEIL PHILLIPS**

**ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION**

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

**MINUTES:** October 21, 2019

**PRESENTATION**

- |  |         |                   |
|--|---------|-------------------|
| 1. Superintendent Search   |         | Dr. Joseph Erardi |
| 2. Virtual Net Metering – Sustainable Westport, <i>pages 1-20</i>  | (Encl.) | Mr. David Mann    |
| 3. Enrollment Projections: Milone and MacBroom, <i>pages 21-58</i> | (Encl.) | Mr. Mike Zuba     |

**DISCUSSION**

- |  |  |                  |
|--|--|------------------|
| 1. Development and Assignment of Redistricting Questions |  | Mr. Mark Mathias |
|--|--|------------------|

**DISCUSSION/ACTION**

- |   |         |                  |
|---|---------|------------------|
| 1. Gifts, <i>pages 59-63</i>  | (Encl.) | Dr. David Abbey  |
| 2. Appointment of the Westport Public Art Collections Committee (WestPAC) as the agent to maintain and manage the Westport Art Collection and Adoption of Collection Management Guidelines, <i>pages 65-110</i> | (Encl.) | Mr. Elio Longo   |
| 3. Discussion of Proposed Board of Education Meeting Dates, <i>page 111</i>   | (Encl.) | Dr. David Abbey  |
| 4. Second Reading of the Following Policies and Bylaws:   | (Encl.) | Ms. Karen Kleine |
| • P4118.11/4218.11, Nondiscrimination (amendment, number change), <i>pages 113-115</i>  |         |                  |
| • P4118.234, Prohibition on Recommendations for Psychotropic Drugs (new), <i>pages 117-118</i>  |         |                  |
| • P5118.1, Homeless Children and Youth (new), <i>page 119</i>   |         |                  |
| • P5125.11, Health/Medical Records (HIPPA) (new), <i>pages 121-122</i>  |         |                  |
| • P5131.7, Weapons and Dangerous Instruments (new), <i>pages 123-124</i>  |         |                  |
| • P5144.4, Physical Activity and Student Discipline (new), <i>pages 125-126</i>   |         |                  |

- P4212.42, Drug and Alcohol Testing for Bus Drivers (new),  
*pages 127-128*
- P5145.511, Sexual Abuse Prevention Education Program (new),  
*pages 129-132*
- B9324, Meeting Conduct (new), *pages 133-137*

## DISCUSSION

- |  |                  |
|--|------------------|
| 1. FY 20 First Quarter Financial Report  | Mr. Elio Longo   |
| 2. Update on Policy Committee and First Reading of the Following: (Encl.)  | Ms. Karen Kleine |
| <ul style="list-style-type: none"> <li>• Policy 0200, Statement of Educational Goals and Student Objectives (new), <i>pages 139-141</i></li> <li>• Policy 3541.5, Reporting of Transportation Safety Complaints (new),<br/><i>page 143</i></li> <li>• Policy 6115, School Ceremonies and Observances (new),<br/><i>pages 145-147</i></li> <li>• Policy and Regulation 3515, Use of School Facilities (revised),<br/><i>pages 149-156</i></li> <li>• Policy 5141.3, Health Assessments and Immunizations (new),<br/><i>pages 157-160</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.



# Virtual Net Metering

Offsite Renewables for Westport



# How Virtual Net Metering Works



Electricity is generated by a 3<sup>rd</sup> Party Host by Solar PV

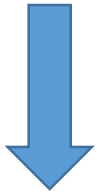


# How Virtual Net Metering Works



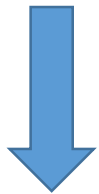
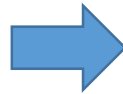
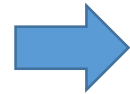
Power Flows to the Grid

# How Virtual Net Metering Works



Net Meter Credits Are Generated for Electricity Produced

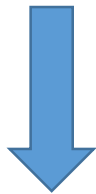
# How Virtual Net Metering Works



These credits are set charges for against usage at Town facilities

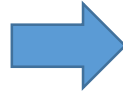
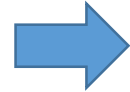
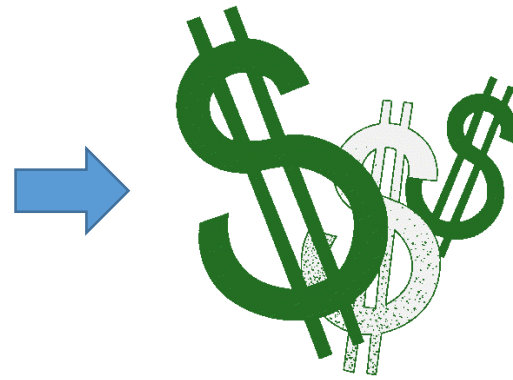
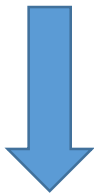


# How Virtual Net Metering Works



The credits post to Westport's Eversource bill

# How Virtual Net Metering Works



Westport receives a bill from the 3<sup>rd</sup> Party Solar PV Developer

# A VNM Solar Services Agreement is a Financial Transaction

- In essence, Westport is purchasing dollars at a discount while introducing a substantial amount of clean energy to our electric grid.
- Unlike behind the meter solar, which reduces calculated usage, Virtual Net Metering is a financial transaction with credits appearing on Westport's electric bill(s).
- This credit should not effect supplier contracts, but can be used to pay towards them. It therefore behooves the institution to cut the best deal possible for wholesale power generation.

# Simplified Solar

- No Upfront Costs
- Bill Credits from Day One to end of Contract
- No onsite construction related issues
- Typically no needed changes to generation supplier contracts

**TOWN OF WESTPORT VIRTUAL NET METERING PROGRAM DETAILS**

**Facility # 1**

Jefferson Solar  
 Size 1.0 MW AC/1.248 MW DC  
 Expected Actual Production 1,627,580 KWH/annum  
 Degradation .5%/annum  
 Annual Credit Cap \$239,134  
 Location Lebanon, CT  
 Status **In Service**

Beneficial Accounts:

Senior Center (51505553008) 13.3%  
 Fire HQ (51690233028) 14.4%  
 Police HQ (51945133049) 22.2%  
 Sewer Plant (51168634038) 26.6%  
 Library (51807743018) 23.5%

**Facility #2**

Blair Solar  
 Size 1.0 MWAC/1.2 MWs DC  
 Expected Annual Production 1,564,190 KWH/annum  
 Degradation .5%/annum  
 Annual Credit Cap \$230,946  
 Location Somers, CT  
 Status **Under Construction**  
**Contracts Executed**

Beneficial Accounts:

Street Lighting (51394643084) 29.6%  
 Street Lighting (51725353031) 2.2%  
 Sewer Main (51773434089) 46.4%  
 Town Hall (51995133048) 21.9%

**Facility #3**

Broon Solar  
 Size 1.0 MWAC/1.2 MWs DC  
 Expected Annual Production 1,698,172 KWH/annum  
 Degradation .5%/annum  
 Annual Credit Cap \$270,909  
 Location Plainfield, CT  
 Status **In Development**  
**Awarded VNM Services Agreement**

Beneficial Accounts:

CES (51645434093) 23.2%  
 GFS (51960353092) 50.8%  
 KHS (51773233044) 20.9%  
 KHSCHILL (51808495063) 5.1%

**Facility #5**

Dickinson Solar  
 Size 2.0 MWAC/2.4 MWs DC  
 Expected Annual Production 3,399,944 KWH/annum  
 Degradation .5%/annum  
 Annual Credit Cap \$542,393  
 Location Hampton, CT  
 Status **In Development**  
**Awarded VNM Services Agreement**

Beneficial Accounts:

SHS (51092734086) 39.9%  
 SHS (51355223017) 43.7%  
 LLS (51424233021) 16.4%

**Facility #4**

Johnson Solar  
 Size 1.0 MWAC/1.2 MWs DC  
 Expected Annual Production 1,702,072 KWH/annum  
 Degradation .5%/annum  
 Annual Credit Cap TBD  
 Location Plainfield, CT  
 Status **In Development**  
**On Eversource Waitlist**

Beneficial Accounts:

SES (51219453008) 37.8%  
 BMS (51274353051) 62.2%



# Two Financial Options:

- Purchase Credits at a 20% discount
- Purchase Credits at \$0.09/kWh

# Credit Value in VNM Program:

- The credit is calculated from PURA approved rates:
  - 100% generation rate + 80% distribution and transmission rate + the FMCC (year 1)
  - 100% generation rate + 60% distribution and transmission rate + the FMCC (year 2)
  - 100% generation rate + 40% distribution and transmission rate + the FMCC (thereafter)



**Virtual Net Metering Service Agreement**

The Connecticut Light and Power Company doing business as Eversource Energy (the Company) has completed its review of the **Town of Westport #5** Virtual Net Metering (VNM) Application, including any supplemental information provided to the Company, for the **2000 kW** distributed generation facility located at **367 Hartford Turnpike, Hampton, CT**. The Company hereby provides an agreement for commencement of participation by this facility in the Company's VNM program ("Agreement").

Your participation in the VNM program is contingent upon agreement with the information set forth in the attached **VNM Credit Cap Calculation** which identifies and details the expected operation of your VNM facility, and the excess kWh and rate applicable in determining the annual VNM credit cap for this facility. By signing this Agreement you agree to this cap, and to abide by all other provisions of the Company's VNM Rider in order to qualify for and receive VNM credits.

Please sign this Agreement, initial the attachments and return all documents to the Company. Upon review and acceptance of these documents the Company will counter sign and establish the date of acceptance into the VNM queue for the facility described herein, as stated below.

*Customer Signature*

By \_\_\_\_\_  
Its \_\_\_\_\_  
Date \_\_\_\_\_

VNM Queue Acceptance Date: **October 18, 2019**

*Company Signature*

By \_\_\_\_\_  
Its \_\_\_\_\_  
Date \_\_\_\_\_

Attachments

**VNM Credit Cap Calculation**

Application ID                   **062519076**  
Application Date                06/25/2019  
Host                                Town of Westport #5  
Location                         367 Hartford Turnpike, Hampton, CT  
VNM Category                  Municipal  
Type                                2000 KW Solar PV

**Estimated Annual kWh**

Sales	3,404,144	See VNM Application Form 3
Purchases	4,200	See VNM Application Form 3
Excess	3,399,944	Excess = Sales - Purchases

**Host Tariff**

	Rate 30	
VNM Cap Pricing c/kWh	15.953	See VNM Cap Pricing - June 2019
VNM Annual Credit Cap	<b>\$542,393</b>	VNM Credit Cap = Excess kWh * VNM Cap Pricing

**Attachments**

VNM Application Form 3  
VNM Cap Pricing - June 2019

Applicant Initial: \_\_\_\_\_

date: \_\_\_\_\_

**VIRTUAL NET METERING APPLICATION**  
**FORM 3: Customer Host and Beneficial Account Monthly Meter Data**  
 Template for Determination of Excess kWh and VNM Credit at Customer Host

Instructions: Provide all highlighted information (note: sample data provided in template is to be replaced with data specific to the applicant's proposed VNM facility).

1.0625

Line:	Customer Host	Meter Data (kWh)												Total				
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
1	Estimated Monthly Sales <sup>a</sup>																	
2	Peak	167,769	221,106	306,106	320,875	361,994	371,450	372,088	355,088	311,950	264,563	196,138	155,019	3,404,144				
3	Off Peak																	
3	Total	167,769	221,106	306,106	320,875	361,994	371,450	372,088	355,088	311,950	264,563	196,138	155,019	3,404,144				
4	Estimated Monthly Purchases <sup>b</sup>																	
4	Peak																	
5	Off Peak	350	350	350	350	350	350	350	350	350	350	350	350	4,200				
6	Total	350	350	350	350	350	350	350	350	350	350	350	350	4,200				
8	Estimated Excess kWh	167,419	220,756	305,756	320,525	361,644	371,100	371,738	354,738	311,600	264,213	195,788	154,669	3,999,944				
9	Estimated Net Purchase																	
<b>Beneficial Accounts</b>																		
Estimated Purchases																		
10	BAL-SHS-51092734086																	
11	BAL-SHS-51355223017	172,229	179,419	189,830	197,976	230,537	202,636	208,131	204,124	199,300	204,523	186,061	197,765	2,572,081				
12	BAL-SHS-51355223017	190,800	199,440	199,440	195,120	259,920	241,920	236,880	213,840	217,440	208,800	230,320	208,800	2,592,720				
13	BAG-LIS-51424238021	66,048	62,208	70,272	56,752	82,176	116,736	108,288	106,752	92,160	68,352	68,736	73,344	973,824				
14																		
15																		
16																		
17																		
18																		
19																		
20																		
21	Total Beneficial Account Purchases	429,077	441,067	459,092	451,848	571,633	561,292	553,299	524,716	508,900	481,675	475,117	479,909	5,938,625				

Date Prepared (mm/dd/yy): 6/16/2019  
 Prepared by: Christopher Whitman

r = Customer Host is required to provide the monthly total sales and purchases, and for service provided on a time of day basis, the monthly peak and off-peak sales and purchases, as measured at the point of interconnection between the distribution system and the Customer-Host service location (i.e., the site at which the virtual net metering facility or agricultural virtual net metering facility is operating).

a Sales means the delivery of energy from the Customer Host to the distribution system.

b Purchases means the delivery of energy from the distribution system to the Customer Host.

CL&P dba Eversource Energy

VNM Cap Pricing - June 2019

**Rate 30**

**Distribution & Transmission VNM Cap Price**

Distribution Charge per kWh	A	4.874	
Transmission Charge per kWh	B	2.396	
D&T Total	C = A+B	7.271	
<b>D &amp; T Average Rate @ 80%</b>	<b>D = C * .8</b>		<b>5.817</b>

**Standard Service Supply VNM Cap Price**

**Jul 2018 - Dec 2018**

Generation Service Charge	E	9.432	
FMCC-Generation	F	<u>-0.010</u>	
Total Supply	G = E+F	9.422	

**Jan 2019 - Jun 2019**

Generation Service Charge	H	10.861	
FMCC-Generation	I	<u>-0.010</u>	
Total Supply	J = H+I	10.851	

$K = (G+J)/2$  **10.137**

**Rate 30 VNM Cap Price**

$L = D + K$  **15.953**

Applicant Initial: \_\_\_\_\_  
 date: \_\_\_\_\_

**Virtual Net Metering Service Agreement**

The Connecticut Light and Power Company doing business as Eversource Energy (the Company) has completed its review of the **Town of Westport #3** Virtual Net Metering (VNM) Application, including any supplemental information provided to the Company, for the **1000 kW** distributed generation facility located at **49 Plainfield Pike, Plainfield, CT**. The Company hereby provides an agreement for commencement of participation by this facility in the Company’s VNM program (“Agreement”).

Your participation in the VNM program is contingent upon agreement with the information set forth in the attached **VNM Credit Cap Calculation** which identifies and details the expected operation of your VNM facility, and the excess kWh and rate applicable in determining the annual VNM credit cap for this facility. By signing this Agreement you agree to this cap, and to abide by all other provisions of the Company’s VNM Rider in order to qualify for and receive VNM credits.

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*Customer Signature*

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Date \_\_\_\_\_

VNM Queue Acceptance Date: **October 18, 2019**

*Company Signature*

By \_\_\_\_\_  
Its \_\_\_\_\_  
Date \_\_\_\_\_

Attachments

**VNM Credit Cap Calculation**

Application ID                   **062519077**  
Application Date                06/25/2019  
Host                                Town of Westport #3  
Location                         49 Plainfield Pike, Plainfield, CT  
VNM Category                  Municipal  
Type                               1000 KW Solar PV

**Estimated Annual kWh**

Sales	1,702,072	See VNM Application Form 3
Purchases	3,900	See VNM Application Form 3
Excess	1,698,172	Excess = Sales - Purchases

**Host Tariff**

	Rate 30	
VNM Cap Pricing c/kWh	15.953	See VNM Cap Pricing - June 2019
VNM Annual Credit Cap	<b>\$270,909</b>	VNM Credit Cap = Excess kWh * VNM Cap Pricing

**Attachments**

VNM Application Form 3  
VNM Cap Pricing - June 2019

Applicant Initial: \_\_\_\_\_

date: \_\_\_\_\_



**VIRTUAL NET METERING APPLICATION**  
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*Template for Determination of Excess kWh and VNM Credit at Customer Host*

Instructions: Provide all highlighted information (note: sample data provided in template is to be replaced with data specific to the applicant's proposed VNM facility).

0.55125

Line:	Customer Host	Meter Data (kWh)												Total										
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec											
1	Estimated Monthly Sales <sup>a</sup>																							
2	Peak	83,884	110,553	153,053	160,438	180,997	185,725	186,044	177,544	155,975	132,281	98,069	77,509	1,702,072										
3	Off Peak																							
3	Total	83,884	110,553	153,053	160,438	180,997	185,725	186,044	177,544	155,975	132,281	98,069	77,509	1,702,072										
4	Estimated Monthly Purchases <sup>b</sup>																							
5	Peak																							
6	Off Peak	325	325	325	325	325	325	325	325	325	325	325	325	3,900										
6	Total	325	325	325	325	325	325	325	325	325	325	325	325	3,900										
8	Estimated Excess kWh	83,559	110,228	152,728	160,113	180,672	185,400	185,719	177,219	155,650	131,956	97,744	77,184	1,698,172										
9	Estimated Net Purchase																							
	Beneficial Accounts																							
	Estimated Purchases																							
10	BAL-CES 51645434093	39,520	37,920	39,040	40,160	53,600	54,880	55,360	51,200	54,400	41,920	40,000	42,560	550,560										
11	BAL-GFS-51960353092	79,500	74,100	91,800	84,900	133,500	136,500	134,700	132,300	124,800	64,500	72,900	81,000	1,204,500										
12	BAL-KHS-517323044	41,120	40,640	45,120	40,640	46,720	39,360	38,560	41,920	40,800	36,320	40,320	43,520	485,040										
13	BAL-KHS-517323044	990	1,590	2,350	5,740	9,450	25,850	27,820	20,110	19,250	4,650	1,910	770	120,470										
14	BAL-KHSCHILL-51808495063																							
15																								
16																								
17																								
18																								
19																								
20																								
21	Total Beneficial Account Purchases	155,130	154,250	178,320	171,440	243,270	256,590	256,440	245,530	239,230	147,390	155,130	167,850	2,370,570										

Percent of Total  
 23.2%  
 50.8%  
 20.9%  
 5.1%  
 0.0%  
 0.0%  
 0.0%  
 0.0%  
 0.0%  
 100.0%

Date Prepared (mm/dd/yy): 6/16/2019  
 Prepared by: Christopher Whitman

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**VNM Cap Pricing - June 2019**

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$K = (G+J)/2$  **10.137**

**Rate 30 VNM Cap Price**

$L = D + K$  **15.953**

Applicant Initial: \_\_\_\_\_  
 date: \_\_\_\_\_

# Westport Public Schools

Enrollment Projections  
October 2019



# Contents

## **Enrollment Projection Update**

- Projection Performance
- Birth Analysis and Projections
- Housing Trends and Multipliers
- Student Enrollment Trends & Projections
- Elementary & Middle School Trends & Projections



# Enrollment Projection Update



# Projections Comparison

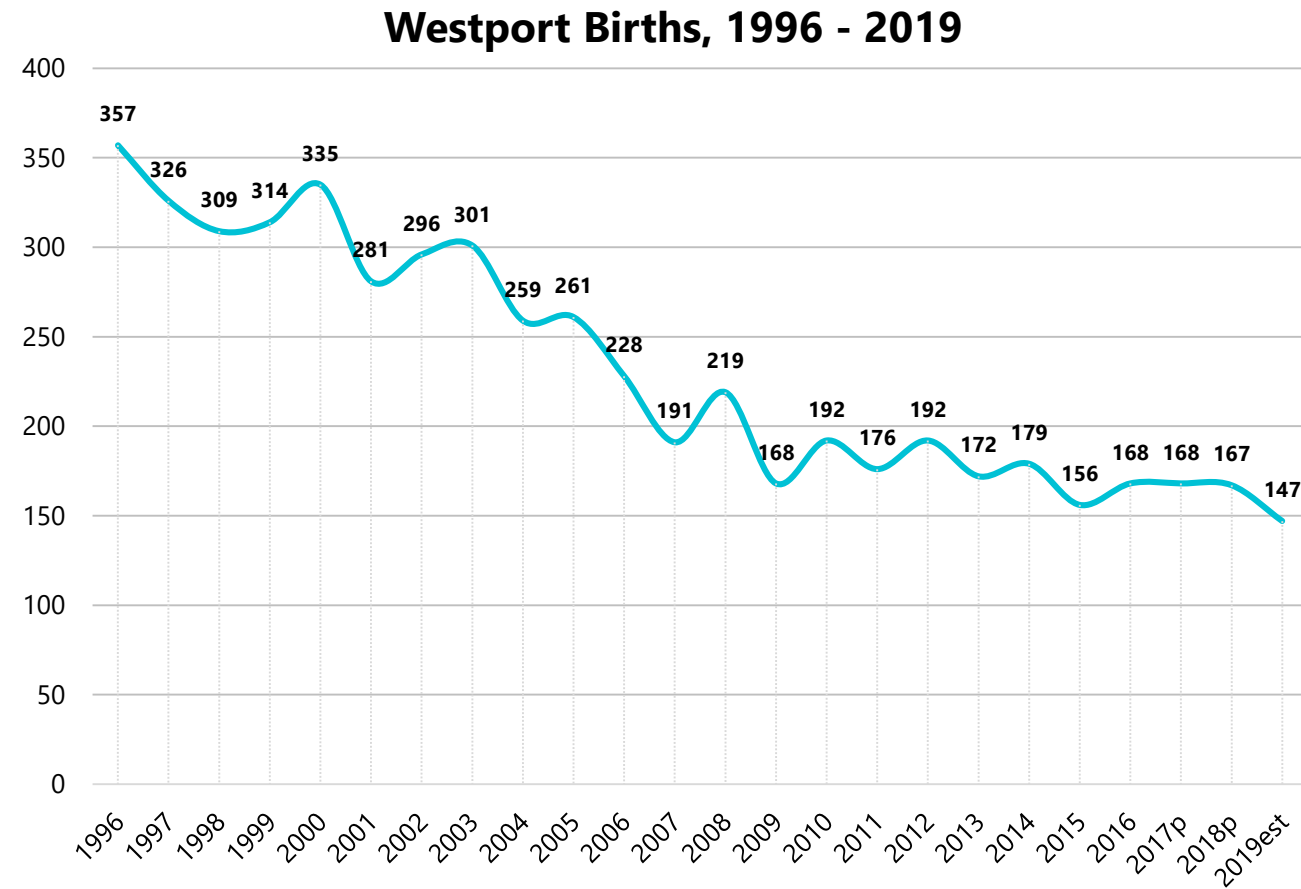
Medium Comparison	K	1	2	3	4	5	6	7	8	9	10	11	12	K-5 Total	6-8 Total	9-12 Total	K-12 Total
2019-20 Proj. (Med)	324	352	365	346	396	359	420	411	429	450	464	475	440	2,142	1,260	1,829	5,231
2019-20 Actual	343	369	364	368	404	380	439	429	436	466	466	464	441	2,228	1,304	1,837	5,369
Deviation	-19	-17	1	-22	-8	-21	-19	-18	-7	-16	-2	11	-1	-86	-44	-8	-138
% Diff.	-5.9%	-4.8%	0.3%	-6.4%	-2.0%	-5.8%	-4.5%	-4.4%	-1.6%	-3.6%	-0.4%	2.3%	-0.2%	-4.0%	-3.5%	-0.4%	-2.6%

- 2018-19 projections developed in the spring of 2019 deviated from actual by 2.6% for all K-12. Highest deviation at elementary school and middle school level.
  - Smaller incoming kindergarten class and net out-migration in grades 3 through 8.
- High school enrollments generally in line with projections.



# Births

- Births in Westport have been declining, reflecting a CT and national trend.
- Large influence of the aging Baby Boom generation, smaller Gen X cohort and a trend toward later family formation.



Source: CT Dept. of Public Health (2019). \*Birth records for 2017 and 2018 are preliminary and are adjusted for out of state births based on historic averages. Data for 2019 is estimated based on January to June YTD



# Birth Projections

- Births typically correlate well with measures of local/regional unemployment and housing market activity from the recent past.
- Developed multiple regression model to predict future births based on current and lagged sales and local unemployment rate for high, medium, and low-growth scenarios.
- Good model fit ( $R^2 = 0.991$ ) and significance ( $F < 0.001$ ).

## Regression Equation:

$$Births_Y = (Births_{Y-1} * 0.736) + (UE_Y * 2.74) + (UE_{Y-2} * -4.39) + (Sales_Y * 0.15) + (Sales_{Y-2} * -0.02)$$

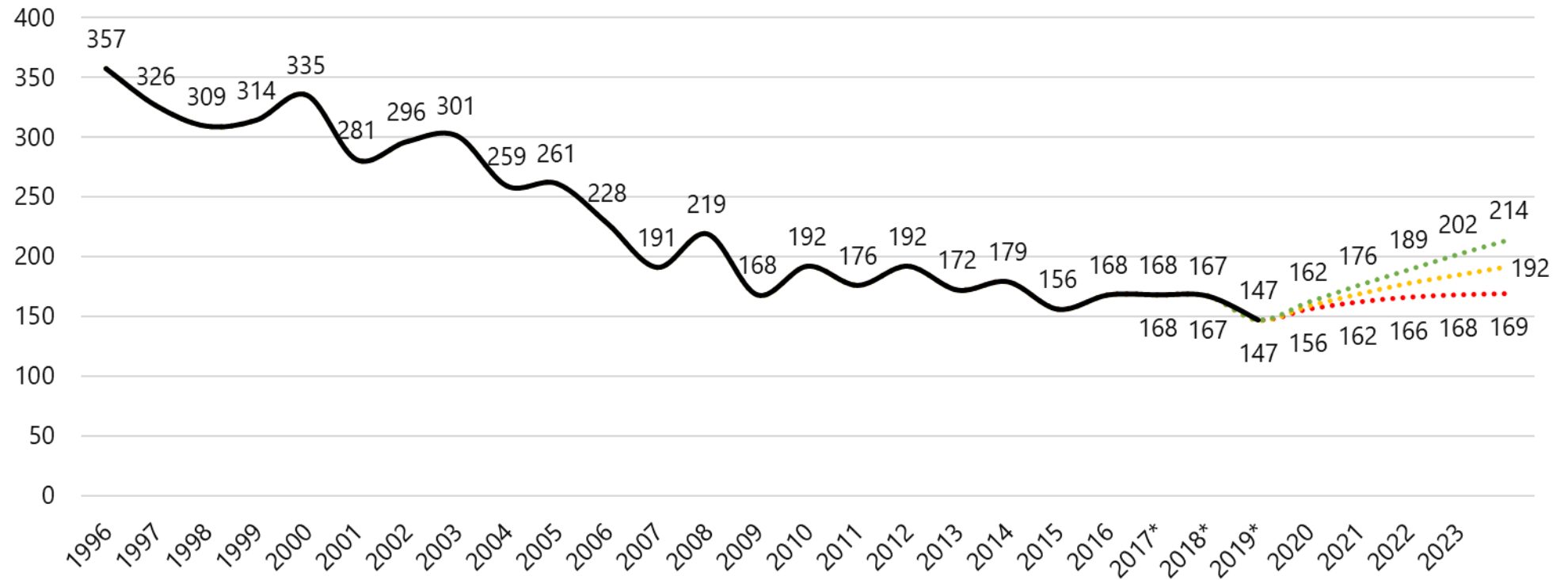
<u>Scenario</u>	<u>High</u>	<u>Medium</u>	<u>Low</u>
<i>Local Unemployment</i>	3% - 3.1%	3.3% - 4%	3.4% - 5%
<i>Home Sales</i>	435 - 550	423 - 475	400 - 410
<i>Births</i>	156 - 169	159 - 192	162 - 214





# Birth Projections

Actual and Projected Births, 1996 - 2023



Sources: CT Dept. of Public Health (1996-2018) and MMI projections.  
 2019 births were estimated for the full year based on January to June data

..... Low    ..... Medium    ..... High    — Actual

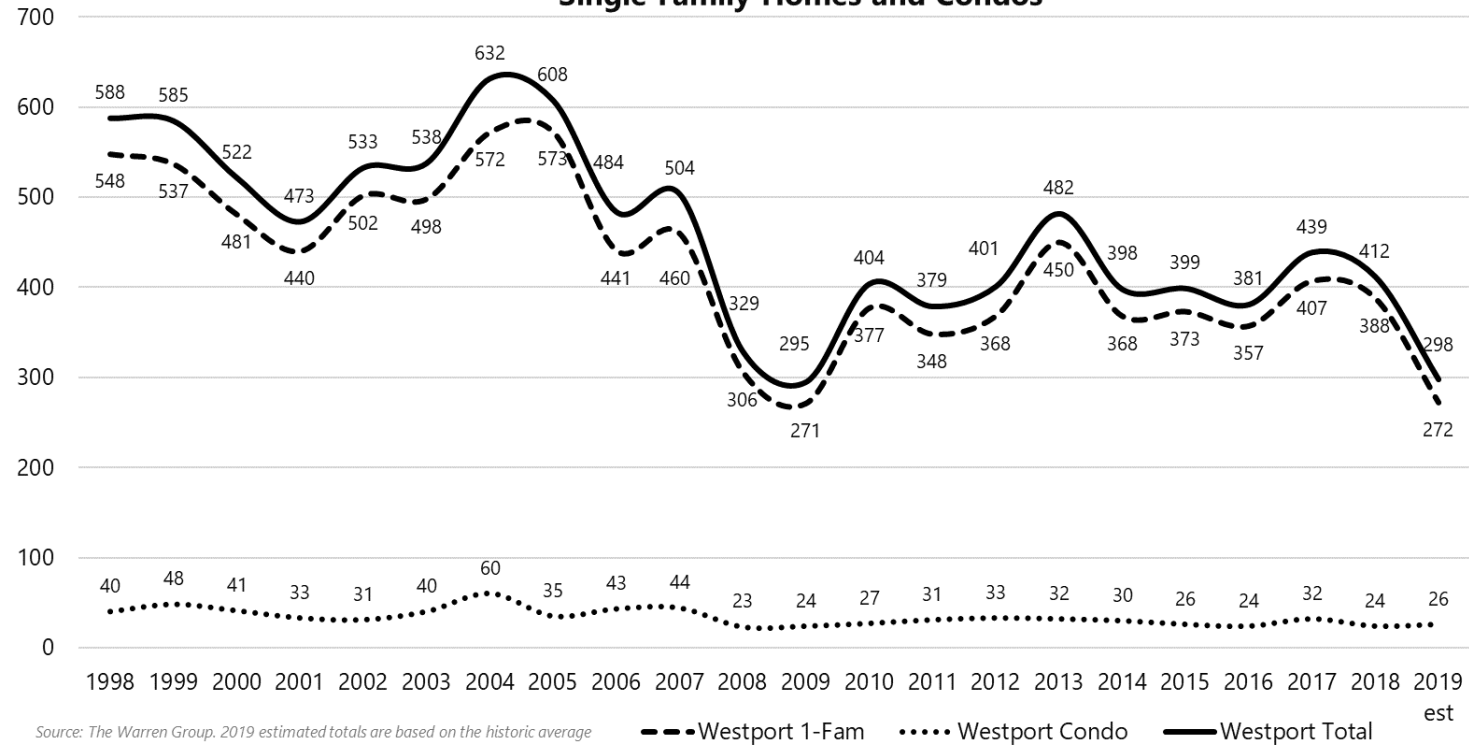
- The medium and high birth regression models project a steady increase in births out to 2024.
- Low model projects births remaining at levels seen over the last five years.



# Housing Market

- Condo sales have remained stable.
- YTD single-family home sales are well below level seen over the last decade.

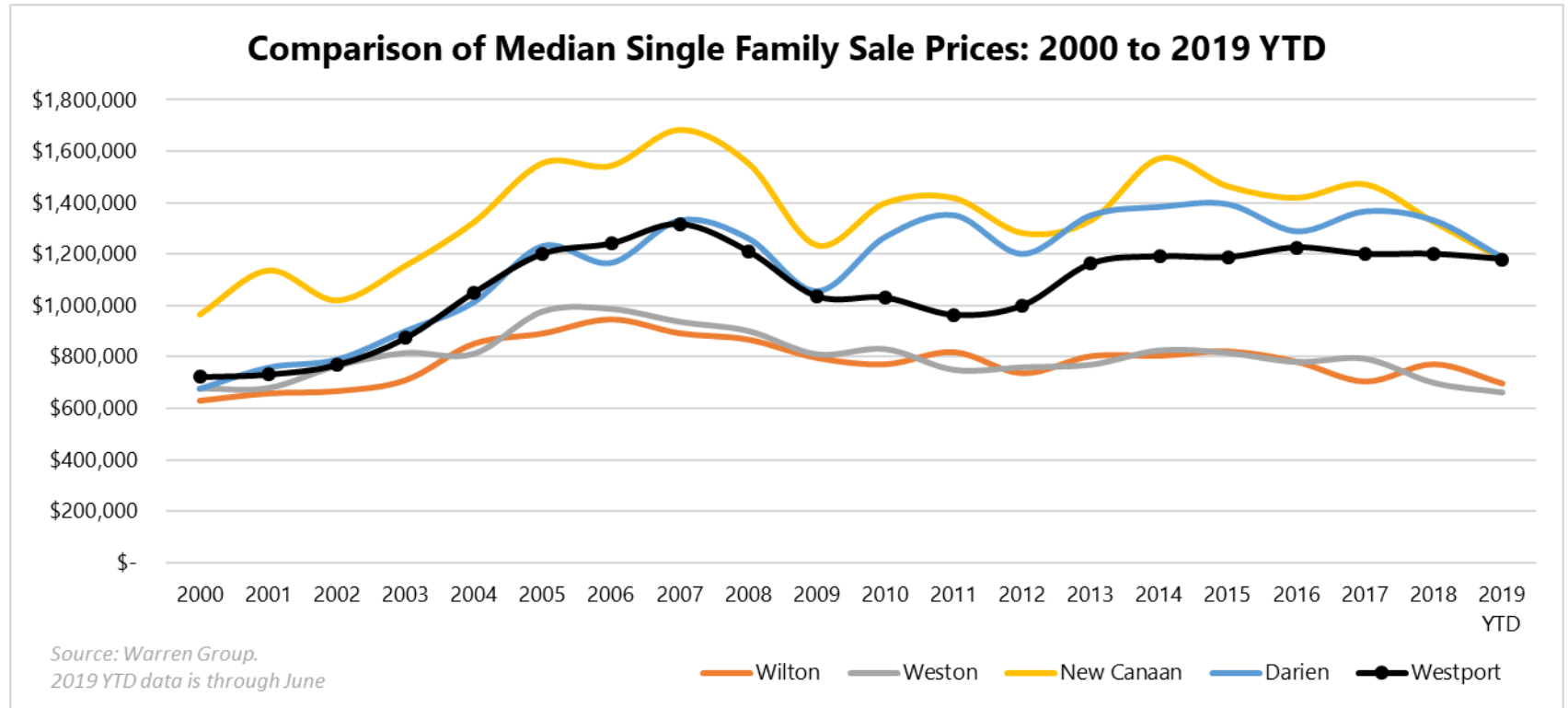
**Westport Housing Sales, 1998-2019 est.**  
Single Family Homes and Condos



Source: The Warren Group. 2019 estimated totals are based on the historic average of Jan-Sep sales



# Housing Market

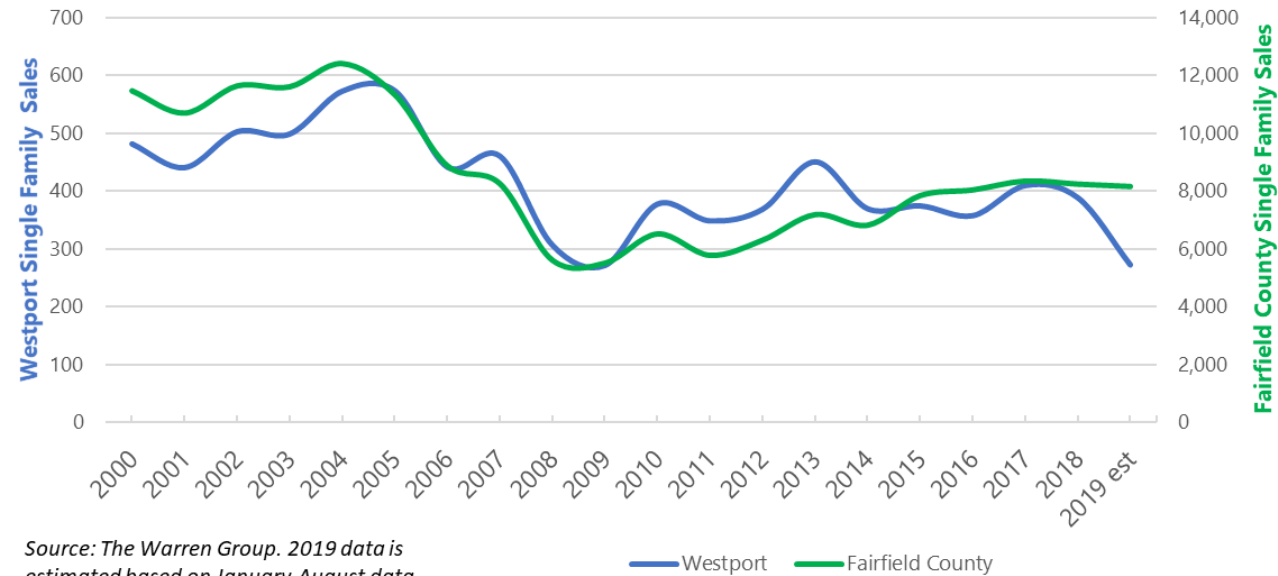


- Despite decline in the number of sales, median sale prices for 2019 YTD still remain strong relative to peer towns.



# Housing Market

Comparison of Westport and Fairfield County Single Family Home Sales: 2000 to 2019

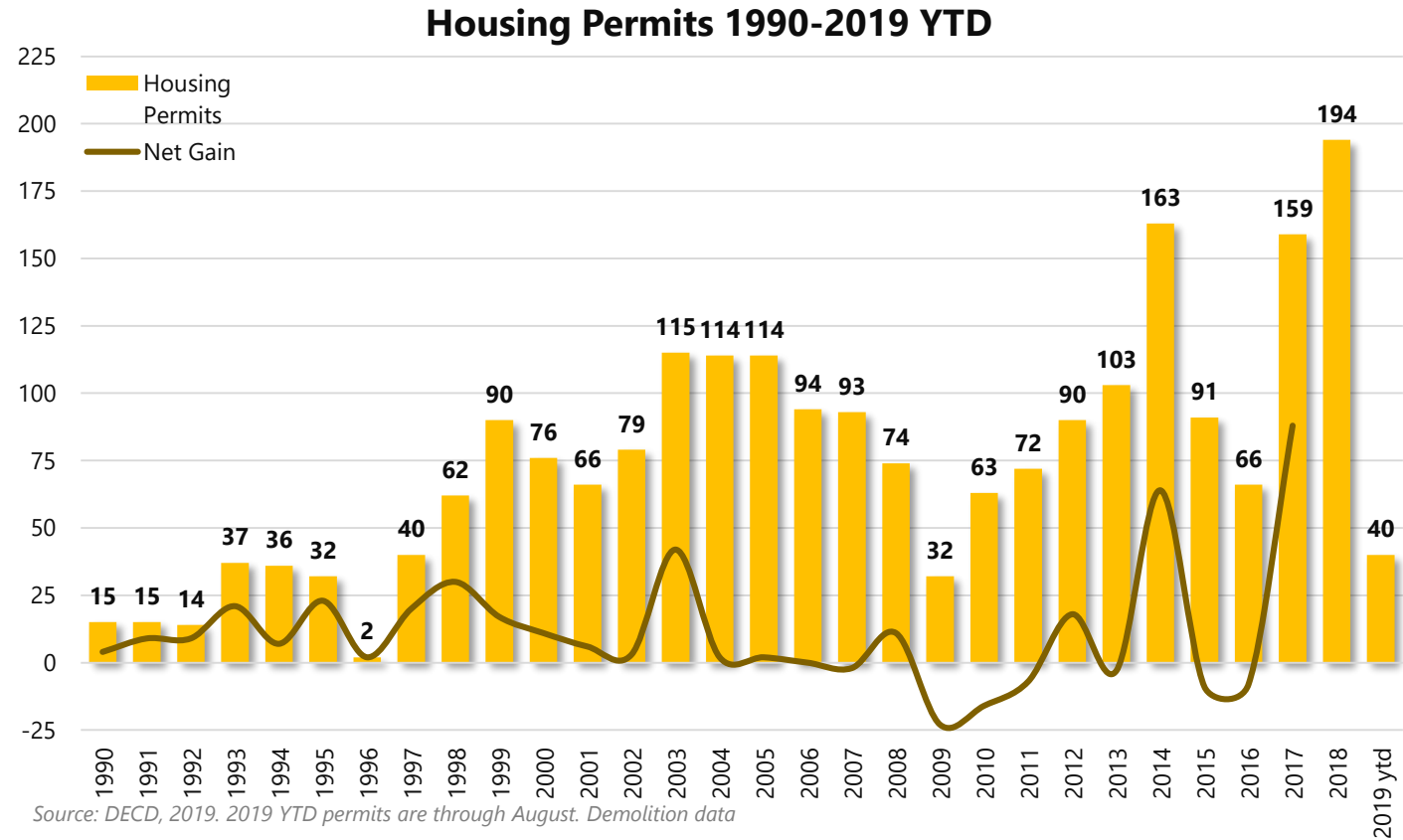


- Convened meeting with local realtors in order to understand recent drop in housing sales and better understand changes to local housing market.
- It was noted that several factors are believed to be contributing to local housing conditions. These include (in no particular order): lack of sale price recovery, high rental demand, large available inventory (buyers market), reduction in corporate relocations, middle school facility changes, and state and federal economic and political climate. As noted above there are both global and localized factors, however, other towns in lower Fairfield county have not experienced the same degree of decline in housing sales.
- Based on the qualitative and quantitative information, the local housing market should be closely monitored in order to determine if this year's trend are an anomaly or the start of a trend.



# Housing Trends

- Teardown/rebuilds predominate in a largely built-out community.
- Since 2008, the number of single-family permits is about equal to the number of demolition permits.
- **Net gain is primarily driven by multi-family developments.** Between 2014 and 2018, town averaged ~60 multi-family permits per year.



# Housing Multipliers

Students Generated from Westport Apartment/Condominium Developments						
Development Name	Average K-12 Enrollment (Last 3 Years)	Total Units	Total Students Generated Per Unit	Students Grades K-5 Generated Per Unit	Students Grades 6-8 Generated Per Unit	Students Grades 9-12 Generated Per Unit
Hales Court	32	78	0.41	0.18	0.08	0.15
Hidden Brook/Sasco Creek	40	76	0.53	0.22	0.09	0.21
Harvest Commons	1	82	0.01	0.01	0.00	0.00
Regents Park	7	82	0.09	0.02	0.02	0.04
Terra Nova Cir	12	54	0.22	0.06	0.04	0.13
<b>Total</b>	<b>92</b>	<b>372</b>	<b>0.25</b>	<b>0.10</b>	<b>0.05</b>	<b>0.10</b>

- Custom housing multipliers were developed in 2018 by examining students generated from Westport developments in the table above – can be used to estimate students generated from similar developments



# Housing Multipliers

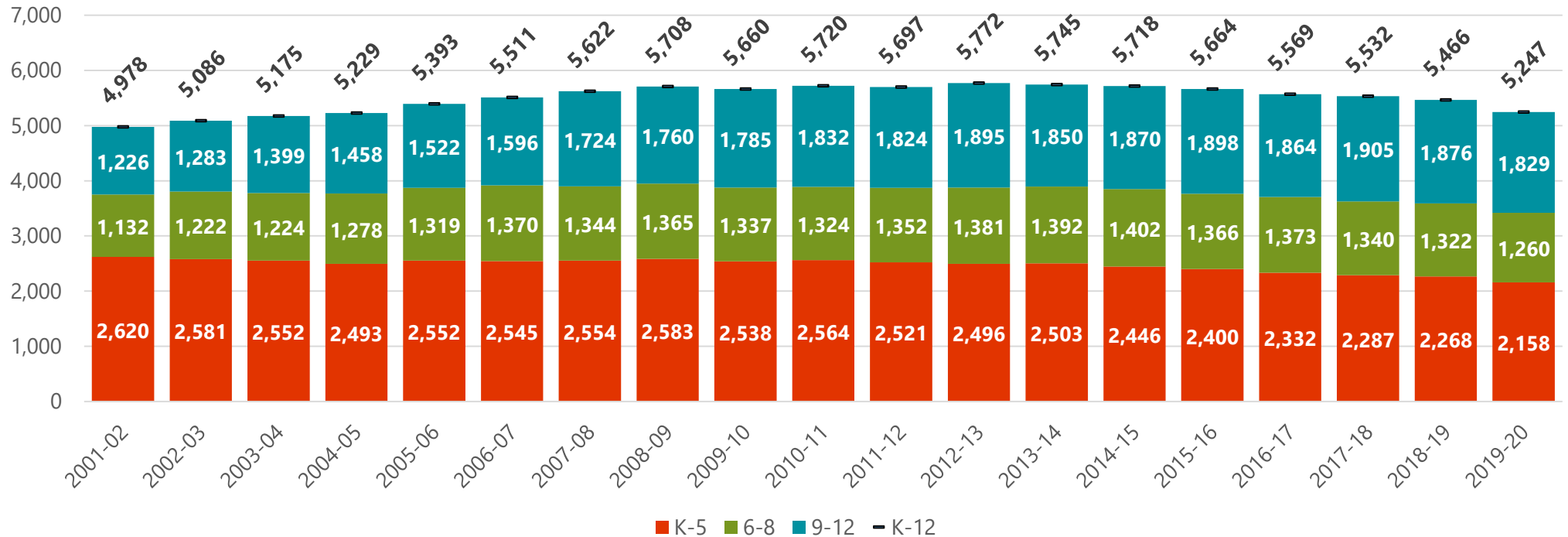
Multipliers	Housing Multipliers (Students Per Unit)			
	Elementary	Middle	High	Total
MMI Multipliers	0.10	0.05	0.10	0.25
ESI Multipliers	0.10	0.04	0.09	0.22
Rutgers Multipliers (1 bedroom)	0.01	0.00	0.00	0.01
Rutgers Multipliers (2 bedroom)	0.04	0.02	0.04	0.11

- In addition, there are two proposed projects that have yet to be approved:
  - **Hiawatha Lane project** (187 units) – estimated to generate 46 K-12 students (using MMI multipliers).
  - **1480 Post Road East** (32 units) – estimated to generate 8 K-12 students (using MMI multipliers).



# K-12 Historic Enrollments

Westport Public Schools Historic K-12 Enrollment  
(2001-02 to 2019-20)



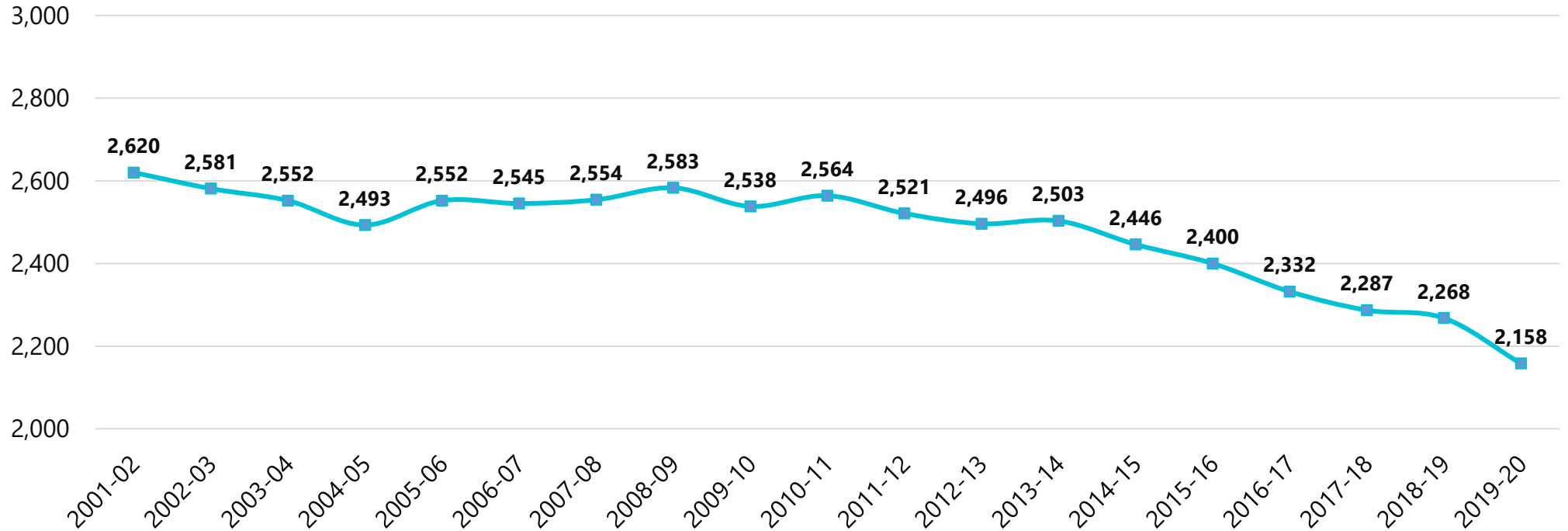
- Westport’s historic enrollment peaked in 2012-2013 and has been steadily declining since.
- The past few years have seen a downward trend driven primarily by declining K-5 enrollment.





# K-5 Historic Enrollments

**Westport Public Schools Historic K-5 Enrollment  
(2001-02 to 2019-20 )**

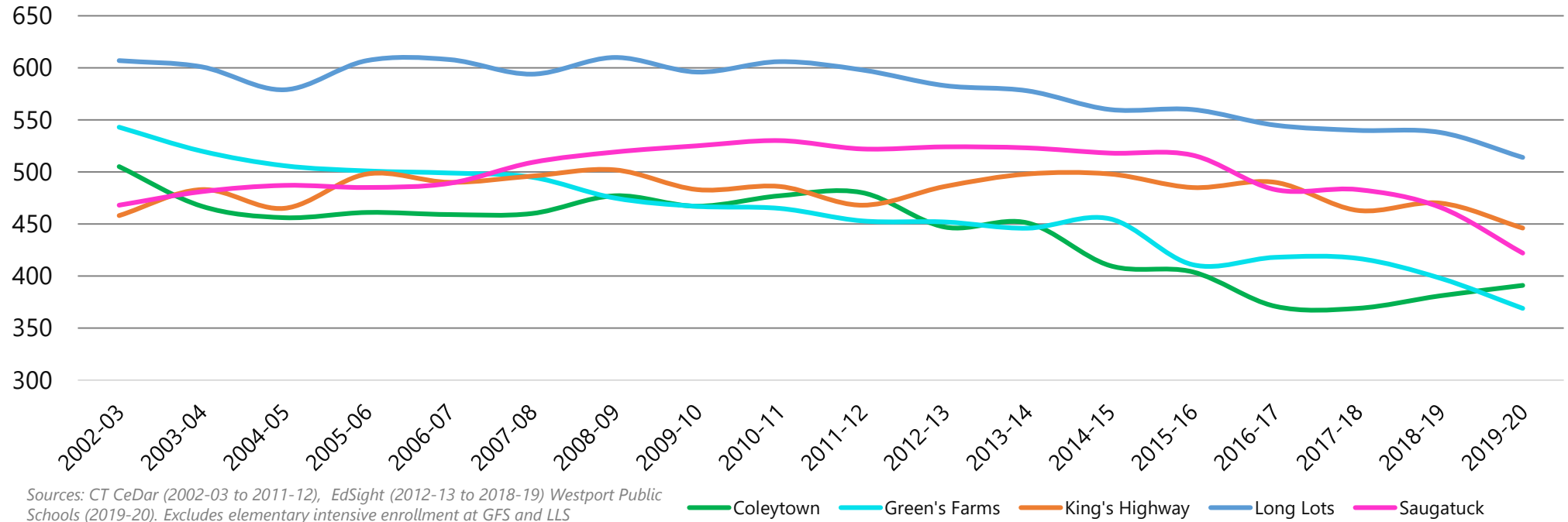


- K-5 enrollment has declined -13.8% since its last peak in 2013-14.



# Elem. by School Historic Enrollments

Westport Elementary (K-5) Enrollment by School : (2002-03 to 2019-20)

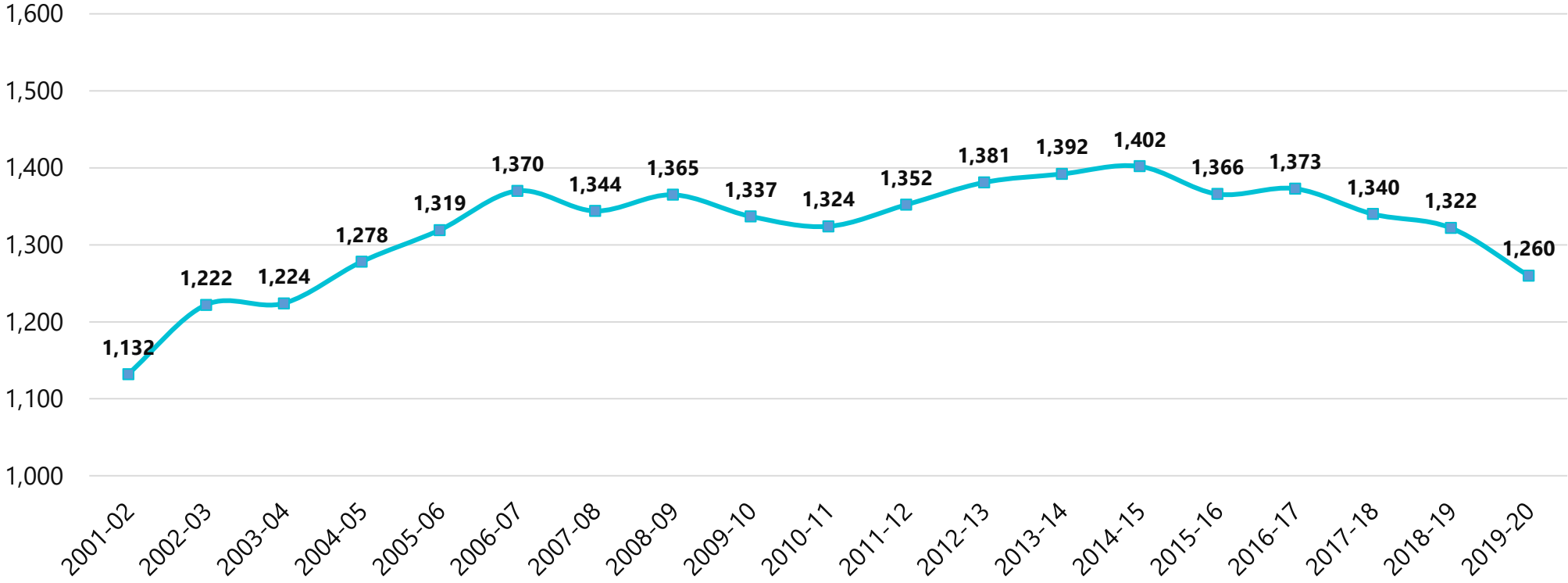


- Since 2018-19 Coleytown enrollment increased by 2.6% .
- Since 2018-19 Long Lots and Kings Highway experienced modest declines of -4.5% and -5.1% respectively.
- Since 2018-19, Greens Farms and Saugatuck experienced the steepest declines at -7.3% and -9.4% respectively.



# 6-8 Historic Enrollments

**Westport Public Schools Historic 6-8 Enrollment  
(2001-02 to 2019-20)**

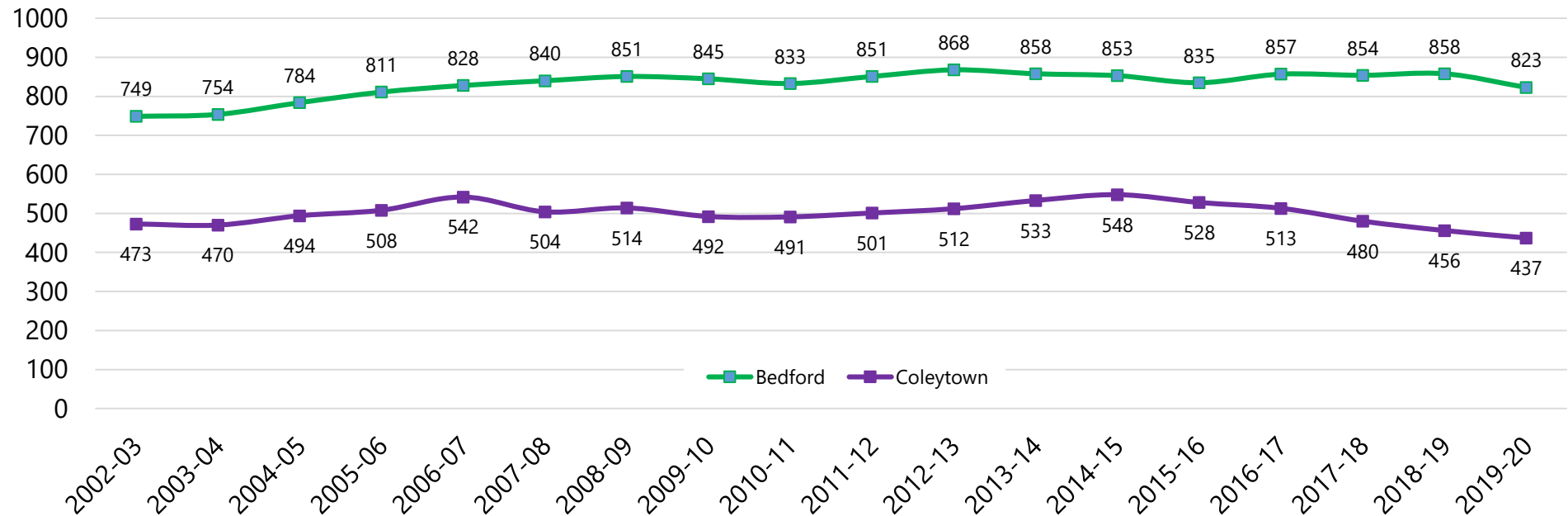


- 6-8 enrollment experienced its historic peak during the 2014-15 school year and has decreased by -10.1% since.



# Mid. by School Historic Enrollments \*

**Westport Middle (6-8) Enrollment by School  
(2002-03 to 2019-20)**



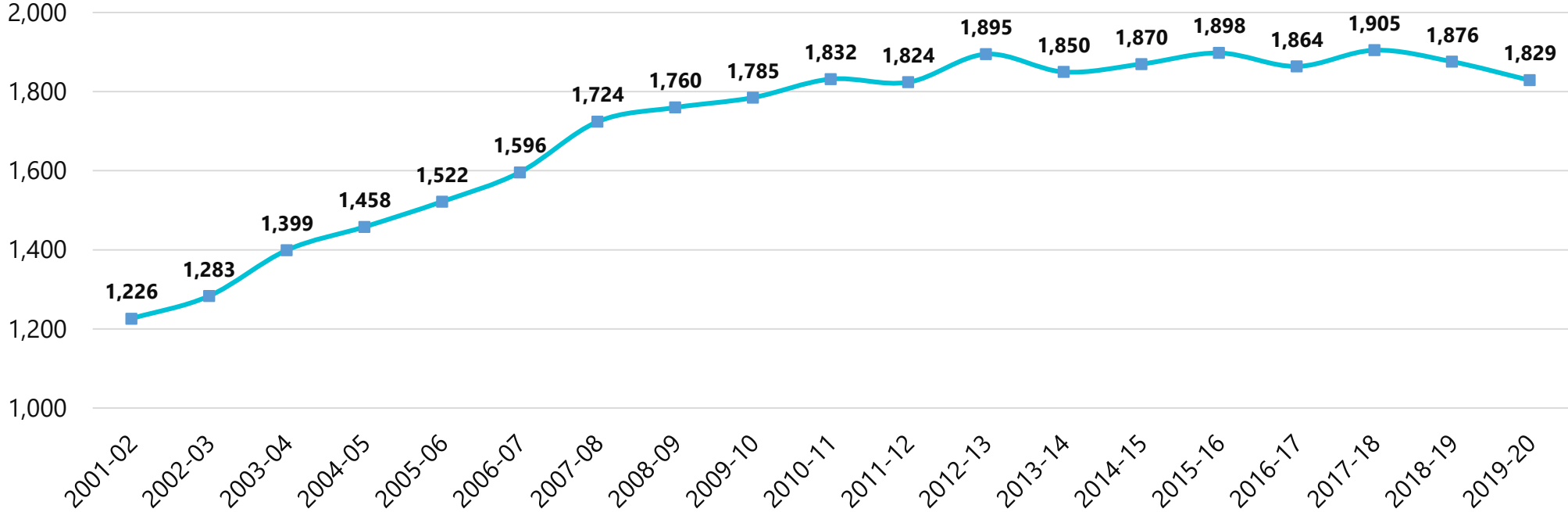
- After being very stable over the last decade, BMS enrollment decreased by -4.1% since last school year \*.
- CMS enrollment decreased by -4.2% since last school year\*.



\* As if Coleytown Middle School were open. 2019-20 students were assigned to their middle school district of residence in order to develop November 16, 2019 Page 38

# 9-12 Historic Enrollments

Westport Public Schools Historic 9-12 Enrollment  
(2001-02 to 2019-20)



- Staples HS enrollment has been very stable over the last ten years, with the most recent peak in 2017-18.
- 2019-20 enrollment is down about 4% from most recent peak.



# Historic Enrollments

Westport Public School Enrollment History  
Pre-Kindergarten to 12th Grade

School Year	Birth Year	Births	K	1	2	3	4	5	6	7	8	9	10	11	12	PK
2001-02	1996	357	418	447	433	467	422	433	396	394	342	354	329	273	270	29
2002-03	1997	326	388	442	442	430	464	415	421	404	397	350	346	319	268	40
2003-04	1998	309	369	412	439	446	422	464	416	413	395	404	337	344	314	49
2004-05	1999	314	375	396	430	435	445	412	465	403	410	387	400	327	344	51
2005-06	2000	335	414	400	410	438	438	452	427	480	412	420	389	392	321	55
2006-07	2001	281	379	443	415	435	434	439	461	419	490	406	426	384	380	59
2007-08	2002	296	371	418	462	422	443	438	449	464	431	488	412	434	390	56
2008-09	2003	301	408	412	430	465	433	435	449	445	471	437	484	411	428	56
2009-10	2004	259	377	430	404	442	464	421	448	444	445	466	435	474	410	56
2010-11	2005	261	392	402	441	421	462	446	436	445	443	463	467	433	469	55
2011-12	2006	228	355	400	421	442	430	473	460	436	456	464	461	471	428	39
2012-13	2007	191	364	389	421	431	453	438	479	463	439	481	471	470	473	46
2013-14	2008	219	365	387	403	435	450	463	446	484	462	442	479	466	463	41
2014-15	2009	168	343	390	408	416	449	440	468	445	489	473	442	482	473	54
2015-16	2010	192	347	346	406	419	427	455	440	470	456	493	479	438	488	50
2016-17	2011	176	327	373	361	423	414	434	450	452	471	465	493	468	438	54
2017-18	2012	192	332	347	387	370	432	419	437	448	455	480	463	490	472	66
2018-19	2013	172	347	350	358	400	374	439	431	433	458	465	478	445	488	73
2019-20	2014	179	326	355	369	347	400	361	420	411	429	450	464	475	440	70

Source: State Department of Education, CeDar, 2001-02 to 2006-07; EdSight Enrollment Counts 2007-08 to 2018-19; Westport Public Schools 2019-20

- Examinations of historic records show declining size of entering cohorts beginning in 2011-12 (from average of 390 down to ~330).
- Smaller kindergarten classes from the early 2010s are now beginning to matriculate into middle school.



# Projection Methodology

- The cohort survival methodology relies on observed data from the recent past in order to project the near future.
- Persistency Ratios calculated from historic enrollment data to determine growth or loss in a class as it progresses through the school system.
- Persistency Ratios account for the various external factors affecting enrollments: housing characteristics, residential development, economic conditions, student transfers in and out of system, and student mobility.
- Changes in population, housing stock and tenure, and economic conditions help explain persistency ratios.
- Recent instability in economic climate adds variability to enrollments, births, and residential mobility.



# Persistence Ratios

Kindergarten through 12th Grade Persistence Ratios by School Year  
2002-2003 to 2019-20

Year	Birth-K	K-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	Est. of Migration
2002-03	1.1902	1.0574	0.9888	0.9931	0.9936	0.9834	0.9723	1.0202	1.0076	1.0234	0.9774	0.9696	0.9817	-0.6%
2003-04	1.1942	1.0619	0.9932	1.0090	0.9814	1.0000	1.0024	0.9810	0.9777	1.0176	0.9629	0.9942	0.9843	-0.8%
2004-05	1.1943	1.0732	1.0437	0.9909	0.9978	0.9763	1.0022	0.9688	0.9927	0.9797	0.9901	0.9703	1.0000	-0.4%
2005-06	1.2358	1.0667	1.0354	1.0186	1.0069	1.0157	1.0364	1.0323	1.0223	1.0244	1.0052	0.9800	0.9817	2.4%
2006-07	1.3488	1.0700	1.0375	1.0610	0.9909	1.0023	1.0199	0.9813	1.0208	0.9854	1.0143	0.9871	0.9694	1.6%
2007-08	1.2534	1.1029	1.0429	1.0169	1.0184	1.0092	1.0228	1.0065	1.0286	0.9959	1.0148	1.0188	1.0156	2.1%
2008-09	1.3555	1.1105	1.0287	1.0065	1.0261	0.9819	1.0251	0.9911	1.0151	1.0139	0.9918	0.9976	0.9862	1.0%
2009-10	1.4556	1.0539	0.9806	1.0279	0.9978	0.9723	1.0299	0.9889	1.0000	0.9894	0.9954	0.9793	0.9976	0.0%
2010-11	1.5019	1.0663	1.0256	1.0421	1.0452	0.9612	1.0356	0.9933	0.9977	1.0404	1.0021	0.9954	0.9895	1.3%
2011-12	1.5570	1.0204	1.0473	1.0023	1.0214	1.0238	1.0314	1.0000	1.0247	1.0474	0.9957	1.0086	0.9885	2.1%
2012-13	1.9058	1.0958	1.0525	1.0238	1.0249	1.0186	1.0127	1.0065	1.0069	1.0548	1.0151	1.0195	1.0042	2.0%
2013-14	1.6667	1.0632	1.0360	1.0333	1.0441	1.0221	1.0183	1.0104	0.9978	1.0068	0.9958	0.9894	0.9851	2.2%
2014-15	2.0417	1.0685	1.0543	1.0323	1.0322	0.9778	1.0108	0.9978	1.0103	1.0238	1.0000	1.0063	1.0150	1.5%
2015-16	1.8073	1.0087	1.0410	1.0270	1.0264	1.0134	1.0000	1.0043	1.0247	1.0082	1.0127	0.9910	1.0124	1.9%
2016-17	1.8580	1.0749	1.0434	1.0419	0.9881	1.0164	0.9890	1.0273	1.0021	1.0197	1.0000	0.9770	1.0000	1.4%
2017-18	1.7292	1.0612	1.0375	1.0249	1.0213	1.0121	1.0069	0.9956	1.0066	1.0191	0.9957	0.9939	1.0085	1.4%
2018-19	2.0174	1.0542	1.0317	1.0336	1.0108	1.0162	1.0286	0.9908	1.0223	1.0220	0.9958	0.9611	0.9959	1.9%
2019-20	1.8212	1.0231	1.0543	0.9693	1.0000	0.9652	0.9567	0.9536	0.9908	0.9825	0.9978	0.9937	0.9888	-1.7%

Source: Calculated by MMI based on data from State Department of Education, CeDar, 2001-02 to 2006-07; EdSight Enrollment Counts 2007-08 to 2018-19; Westport Public Schools 2019-20. Birth data provided by the CT Department of Public Health

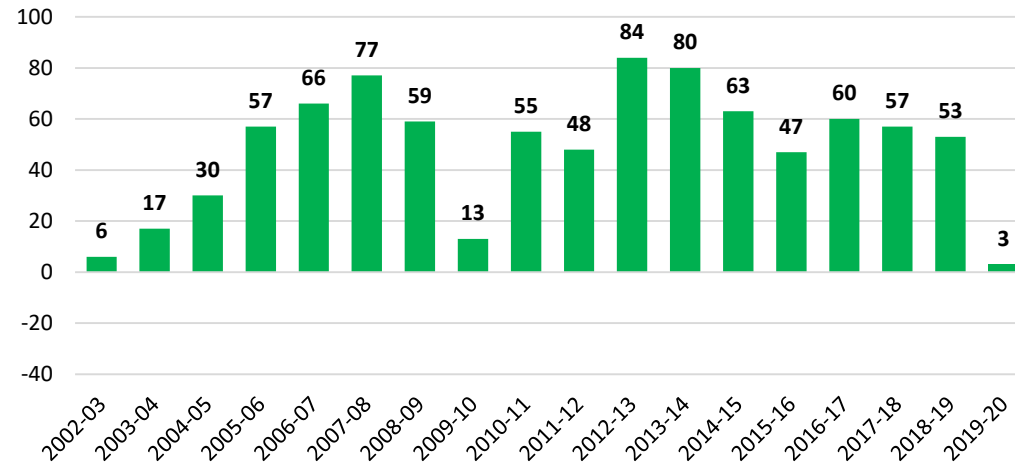
- **Net out-migration in grades 2 through 8 deviates significantly from historic trends.**
- Due to the unique circumstances surrounding school facilities this school year, 2019-20 persistence ratios may not accurately reflect the district's long term trajectory.



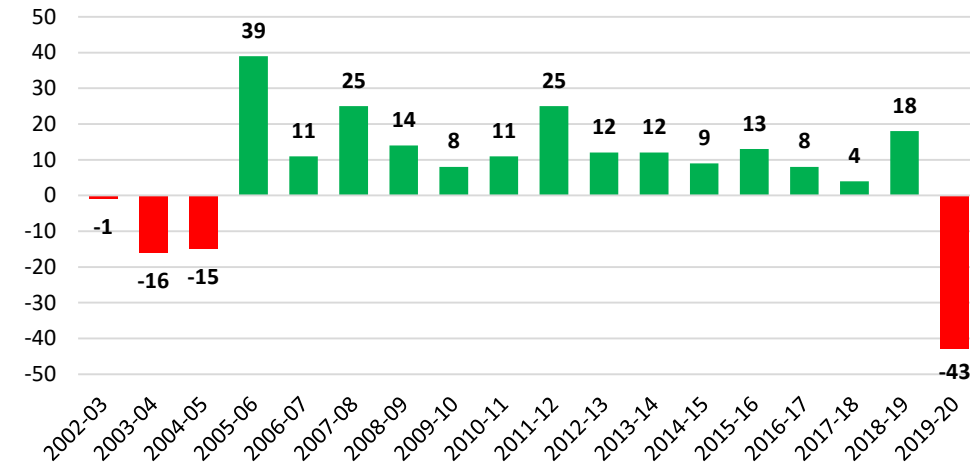


# Persistency Ratios

Historic Elementary Net Migration (1-5)



Historic Middle School Net Migration (6-8)



- Net in-migration of just **3** elementary students in 2019-20. Compares to an average of **56** students per year over the prior five school years.
- Net out-migration (**-43**) of middle school students for the first time since the 2004-05 school year. Over the prior five school years middle school grades averaged a net in-migration of **10** students per year.
- **Because this year's migration trends differ so much from previous years, 2019-20 persistency ratios were excluded from the projections.**

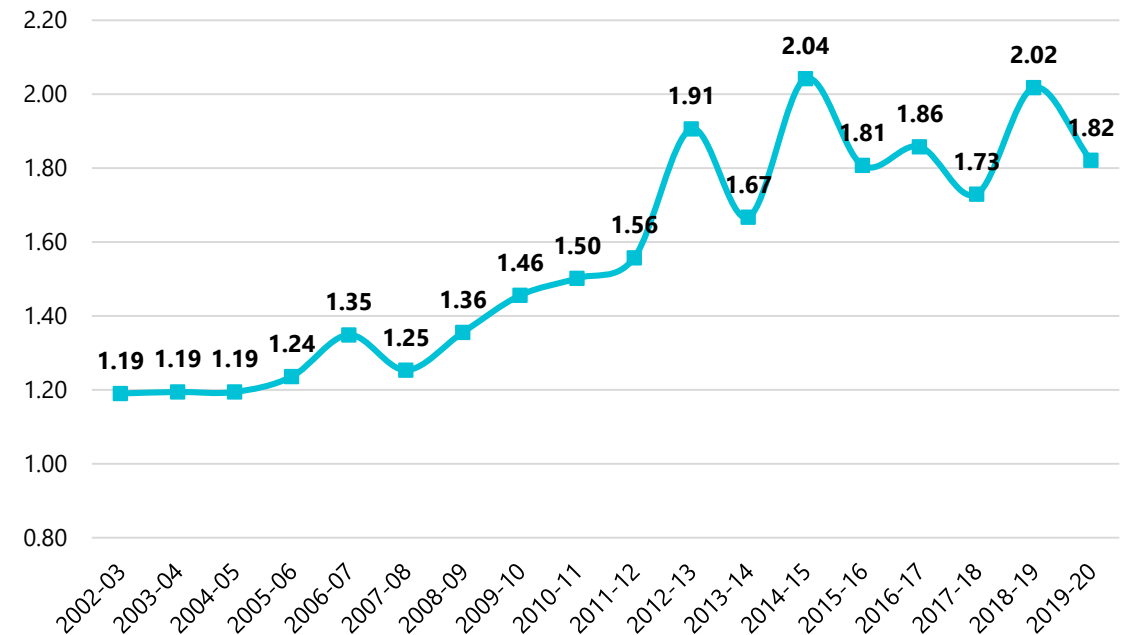


# Persistency Ratios

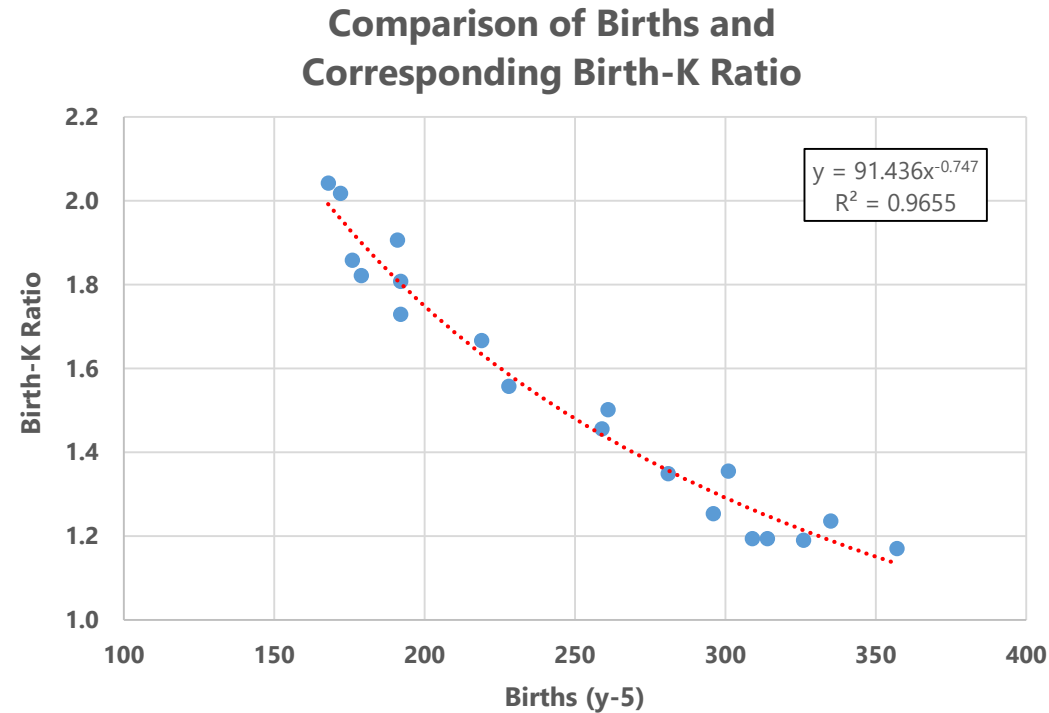
- The Birth-K persistency ratio is a key component for projecting future Kindergarten.
- As with many lower Fairfield County communities, Westport has experienced a rising Birth-K ratio since the onset of the Great Recession.
- Westport's Birth-K has exhibited greater year-to-year fluctuations over the last five years than in previous decade.



Westport Birth-K Ratio



# Persistency Ratios

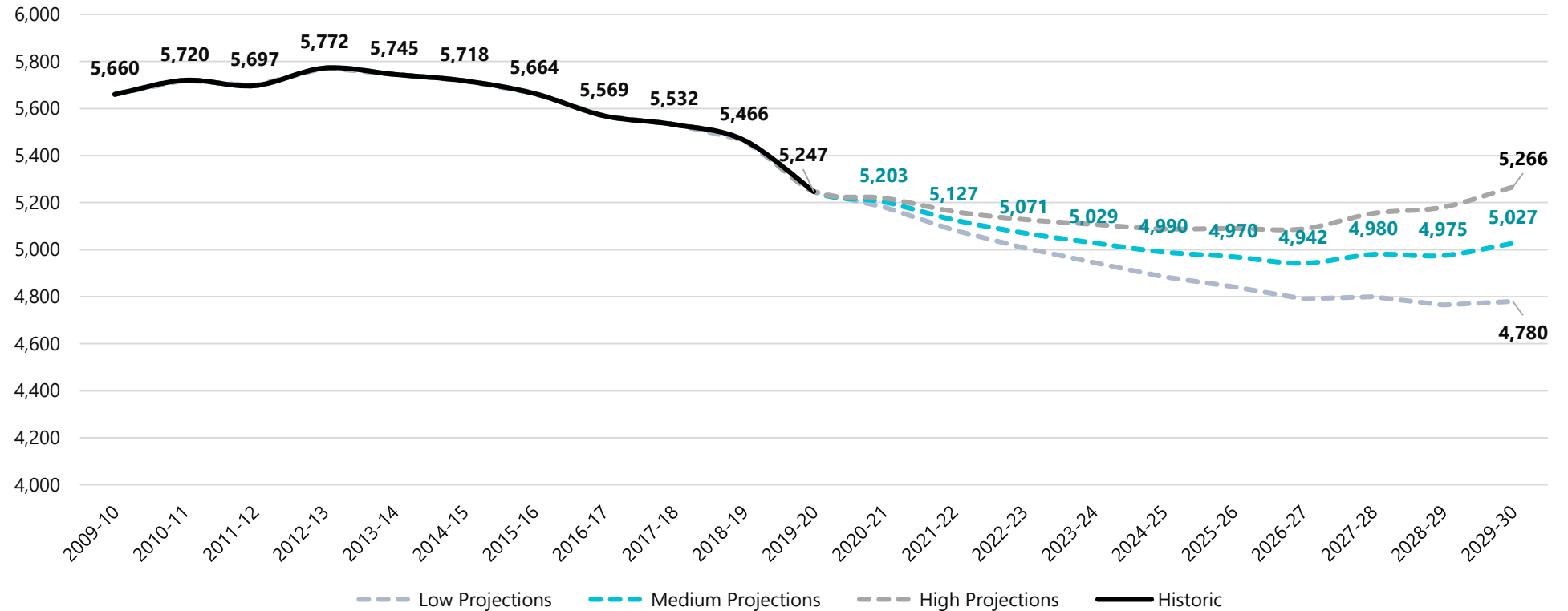


- A “best fit line” to represent the relationship between births (x) and historic birth-k ratios (y) yielded an  $R^2$  value of 0.9655 and an equation of  $y=91.436x^{-0.747}$
- Our “best fit line” guides the variable birth-k ratios.



# Districtwide Projections

**Westport Public Schools Actual and Projected Districtwide (K-12) Enrollment:  
2009-10 to 2029-30**



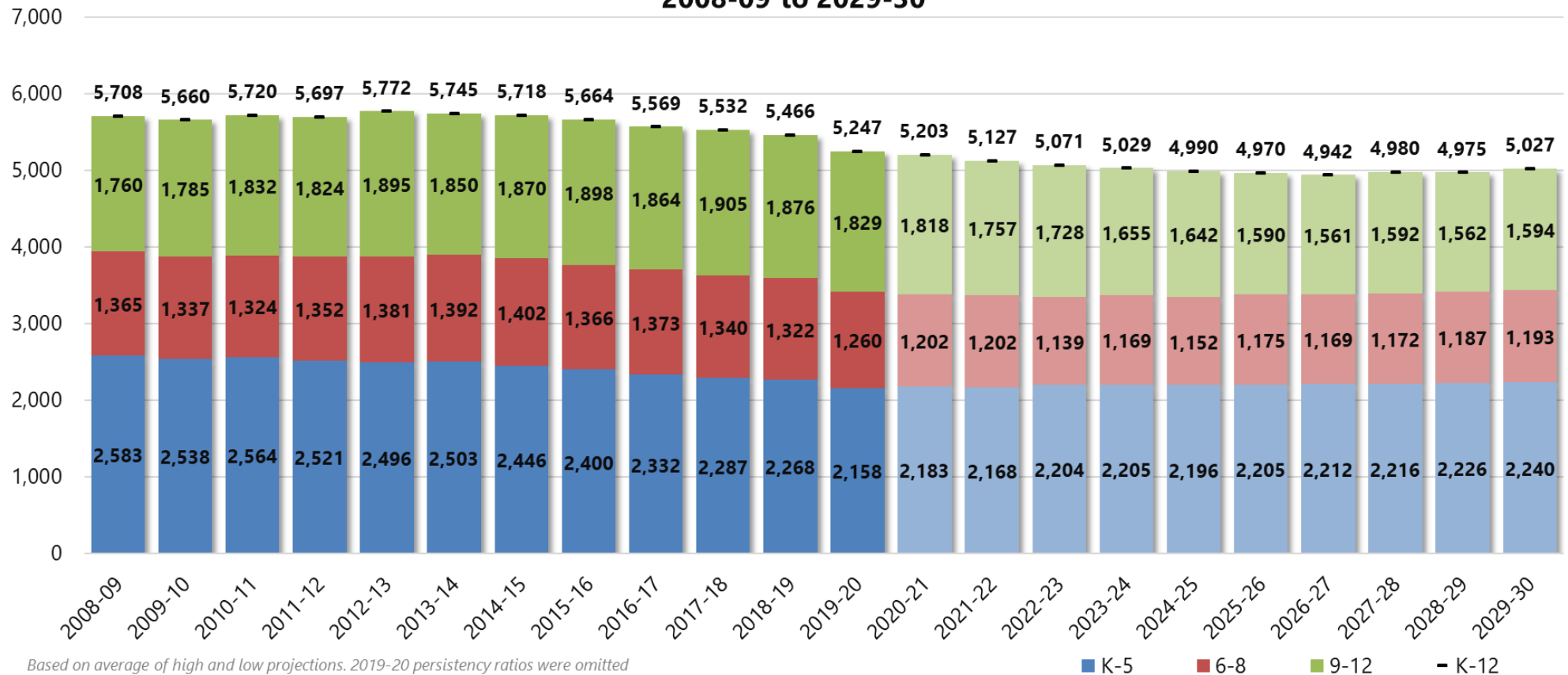
- High: Variable Birth-K Ratio escalated by 6%, Variable Persistency Ratios by Grade (omitting 2019-20), High Birth Regression.
- Medium: Average of the high and low projections.
- Low: Variable Birth-K Ratio deescalated by 4%, Variable Persistency Ratios by Grade (omitting 2019-20), Low Birth Regression.



# Districtwide Projections

## Historic and Projected K-12 Enrollment (Medium Scenario)

2008-09 to 2029-30

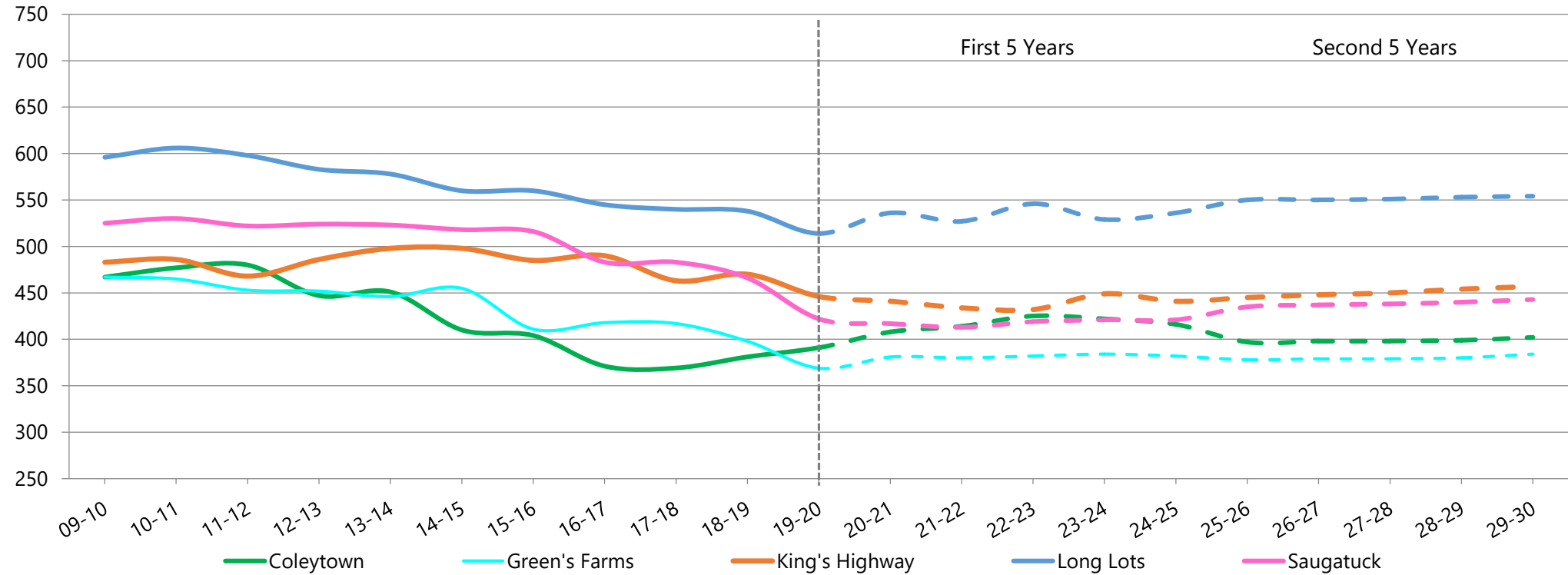


- Medium scenario depicts a decline in total enrollment until 2026-27 where enrollment begins to rebound primarily due to increasing K-5 enrollment



# Elementary School Projections

**Actual and Projected Elementary (K-5) Enrollments by School (Medium Scenario)**

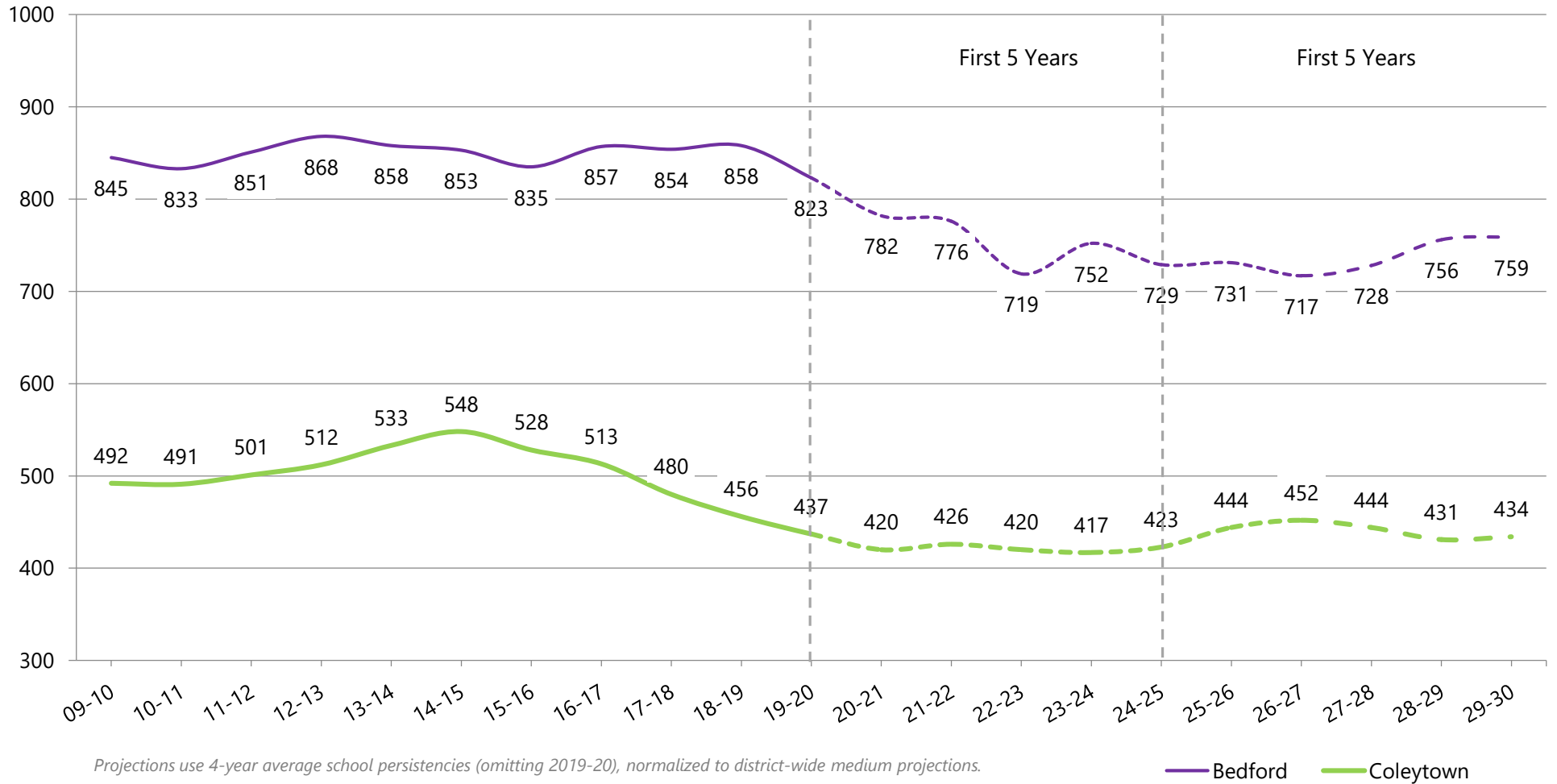


Projections based on 5-year average by-school persistencies, normalized to district-wide medium scenario projections.



# Middle School Projections

## Actual and Projected Middle (6th-8th) Enrollments (Medium Scenario)



Projections use 4-year average school persistencies (omitting 2019-20), normalized to district-wide medium projections.



— Bedford — Coleytown

# Projection Takeaways Districtwide

- All three models show districtwide enrollment bottoming out in 2024-25 or 2025-26 before beginning to rebound.
- **The medium projection scenario in our opinion reflects the most likely trajectory of future enrollments based on historic persistency ratios and likely economic and housing market conditions.**
- The medium and high enrollment scenarios depict a moderating or recovery trend in the last three years of the projections as projected future births begin to trend up.
- Projections are most reliable for the immediate future and should be used with caution in the five-to-ten year horizon.
- **The enrollment projections are based on the assumption that the anomalous dip in housing sales for 2019 YTD and the corresponding out-migration of elementary and middle school students was a one time event and not reflective of the district's long-term trajectory.**





# Projection Takeaways School Specific

- Over the next five years, CES, GFS, and LLS are projected to see a slight increase in enrollment while KHS and SES are projected to see slight declines.
- After 2024-25 to 2029-30, all elementary schools except CES are projected to have a slight increase in enrollment.
- CMS is projected to experience stable enrollment (420-450) over the next decade.
- After initial decline at BMS, enrollment stabilizes at 720-760 from 2023-24 through 2029-30.



# Appendix



# APPENDIX: Districtwide Projections Medium

Medium Districtwide Projections

																	Total	Total	Total	Total	Total	PK-12	K-12	K-5	6-8	9-12	PreK					
School Year	Birth Year	High Births	K	1	2	3	4	5	6	7	8	9	10	11	12	PK	PK-12	K-12	K-5	6-8	9-12	Historic Median	Historic Median	Historic Median	Historic Median	Historic Median	Historic Median					
2019-20	2014	179	326	355	369	347	400	361	420	411	429	450	464	475	440	70	5,317	5,247	2,158	1,260	1,829	5,623	5,569	2,521	1,340	1,824	54					
2020-21	2015	156	332	345	369	381	350	406	364	422	416	437	450	454	477	70	5,273	5,203	2,183	1,202	1,818	5,623	5,569	2,521	1,340	1,824	54					
2021-22	2016	168	338	351	358	381	385	355	409	366	427	424	437	440	456	70	5,197	5,127	2,168	1,202	1,757	5,623	5,569	2,521	1,340	1,824	54					
2022-23	2017	168	338	358	364	369	384	391	358	411	370	435	423	428	442	70	5,141	5,071	2,204	1,139	1,728	5,623	5,569	2,521	1,340	1,824	54					
2023-24	2018	167	338	358	371	376	372	390	393	360	416	377	435	414	429	70	5,099	5,029	2,205	1,169	1,655	5,623	5,569	2,521	1,340	1,824	54					
2024-25	2019	147	327	357	371	383	380	378	393	395	364	423	377	426	416	70	5,060	4,990	2,196	1,152	1,642	5,623	5,569	2,521	1,340	1,824	54					
2025-26	2020	159	334	346	370	383	387	385	380	395	400	371	423	369	427	70	5,040	4,970	2,205	1,175	1,590	5,623	5,569	2,521	1,340	1,824	54					
2026-27	2021	169	339	353	359	382	387	392	388	382	399	407	370	414	370	70	5,012	4,942	2,212	1,169	1,561	5,623	5,569	2,521	1,340	1,824	54					
2027-28	2022	178	343	358	366	371	386	392	395	390	387	407	407	363	415	70	5,050	4,980	2,216	1,172	1,592	5,623	5,569	2,521	1,340	1,824	54					
2028-29	2023	185	347	363	372	378	375	391	395	397	395	394	406	398	364	70	5,045	4,975	2,226	1,187	1,562	5,623	5,569	2,521	1,340	1,824	54					
2029-30	2024	192	350	367	377	384	382	380	394	397	402	402	394	398	400	70	5,097	5,027	2,240	1,193	1,594	5,623	5,569	2,521	1,340	1,824	54					

	K-12	K-5	6-8	9-12
<b>5-Year Change</b>	-4.9%	1.8%	-8.6%	-10.2%
<b>10 Year Change</b>	-4.2%	3.8%	-5.3%	-12.8%

# APPENDIX: Districtwide Projections High

High Districtwide Projections

High Districtwide Projections																	Total	Total	Total	Total	Total	PK-12	K-12	K-5	6-8	9-12	PreK
School Year	Birth Year	High Births	K	1	2	3	4	5	6	7	8	9	10	11	12	PK	PK-12	K-12	K-5	6-8	9-12	Historic Median	Historic Median	Historic Median	Historic Median	Historic Median	Historic Median
2019-20	2014	179	326	355	369	347	400	361	420	411	429	450	464	475	440	70	5,317	5,247	2,158	1,260	1,829	5,623	5,569	2,521	1,340	1,824	54
2020-21	2015	156	348	347	368	381	349	406	363	422	417	436	450	455	477	70	5,289	5,219	2,199	1,202	1,818	5,623	5,569	2,521	1,340	1,824	54
2021-22	2016	168	355	370	360	380	384	354	408	365	428	424	436	441	457	70	5,232	5,162	2,203	1,201	1,758	5,623	5,569	2,521	1,340	1,824	54
2022-23	2017	168	355	378	384	372	383	390	356	410	370	435	424	428	443	70	5,198	5,128	2,262	1,136	1,730	5,623	5,569	2,521	1,340	1,824	54
2023-24	2018	167	354	378	392	397	374	389	392	358	416	376	435	416	430	70	5,177	5,107	2,284	1,166	1,657	5,623	5,569	2,521	1,340	1,824	54
2024-25	2019	147	343	376	392	405	400	380	391	394	363	423	376	427	418	70	5,158	5,088	2,296	1,148	1,644	5,623	5,569	2,521	1,340	1,824	54
2025-26	2020	162	352	365	390	405	408	406	382	393	399	369	423	369	429	70	5,160	5,090	2,326	1,174	1,590	5,623	5,569	2,521	1,340	1,824	54
2026-27	2021	176	359	374	379	403	408	414	408	384	398	406	369	415	371	70	5,158	5,088	2,337	1,190	1,561	5,623	5,569	2,521	1,340	1,824	54
2027-28	2022	189	366	382	388	392	406	414	417	410	389	405	406	362	417	70	5,224	5,154	2,348	1,216	1,590	5,623	5,569	2,521	1,340	1,824	54
2028-29	2023	202	372	389	396	401	395	412	417	419	416	396	405	398	364	70	5,250	5,180	2,365	1,252	1,563	5,623	5,569	2,521	1,340	1,824	54
2029-30	2024	214	377	396	404	409	404	401	415	419	425	423	396	397	400	70	5,336	5,266	2,391	1,259	1,616	5,623	5,569	2,521	1,340	1,824	54

	K-12	K-5	6-8	9-12
<b>5-Year Change</b>	-3.0%	6.4%	-8.9%	-10.1%
<b>10 Year Change</b>	0.4%	10.8%	-0.1%	-11.6%

# APPENDIX: Districtwide Projections Low

## Low Districtwide Projections

																	Total	Total	Total	Total	Total	PK-12	K-12	K-5	6-8	9-12	PreK					
School Year	Birth Year	High Births	K	1	2	3	4	5	6	7	8	9	10	11	12	PK	PK-12	K-12	K-5	6-8	9-12	Historic Median	Historic Median	Historic Median	Historic Median	Historic Median	Historic Median					
2019-20	2014	179	326	355	369	347	400	361	420	411	429	450	464	475	440	70	5,317	5,247	2,158	1,260	1,829	5,623	5,569	2,521	1,340	1,824	54					
2020-21	2015	156	315	342	369	381	351	406	364	422	415	438	449	453	476	70	5,251	5,181	2,164	1,201	1,816	5,623	5,569	2,521	1,340	1,824	54					
2021-22	2016	168	321	331	355	381	385	356	409	366	426	423	437	439	454	70	5,153	5,083	2,129	1,201	1,753	5,623	5,569	2,521	1,340	1,824	54					
2022-23	2017	168	321	337	344	366	385	391	359	411	370	435	422	427	440	70	5,078	5,008	2,144	1,140	1,724	5,623	5,569	2,521	1,340	1,824	54					
2023-24	2018	167	321	337	350	355	370	391	394	361	415	378	434	412	428	70	5,016	4,946	2,124	1,170	1,652	5,623	5,569	2,521	1,340	1,824	54					
2024-25	2019	147	311	337	350	361	359	375	394	396	365	423	377	424	413	70	4,955	4,885	2,093	1,155	1,637	5,623	5,569	2,521	1,340	1,824	54					
2025-26	2020	156	315	326	350	361	365	364	378	396	400	372	422	368	425	70	4,912	4,842	2,081	1,174	1,587	5,623	5,569	2,521	1,340	1,824	54					
2026-27	2021	162	318	331	339	361	365	370	367	380	400	408	371	412	369	70	4,861	4,791	2,084	1,147	1,560	5,623	5,569	2,521	1,340	1,824	54					
2027-28	2022	166	320	334	344	350	365	370	373	369	384	408	407	363	413	70	4,870	4,800	2,083	1,126	1,591	5,623	5,569	2,521	1,340	1,824	54					
2028-29	2023	168	321	336	347	355	354	370	373	375	373	392	407	398	364	70	4,835	4,765	2,083	1,121	1,561	5,623	5,569	2,521	1,340	1,824	54					
2029-30	2024	169	322	337	349	358	359	359	373	375	379	381	391	398	399	70	4,850	4,780	2,084	1,127	1,569	5,623	5,569	2,521	1,340	1,824	54					

	K-12	K-5	6-8	9-12
<b>5-Year Change</b>	-6.9%	-3.0%	-8.3%	-10.5%
<b>10 Year Change</b>	-8.9%	-3.4%	-10.6%	-14.2%

# APPENDIX: Individual Elementary Projections (Medium)

Elementary School Actual and Projected Enrollments, 2010-11 to 2029-30

School	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30
<b>Coleytown</b>	477	480	447	451	410	404	371	369	381	391	408	414	425	422	416	397	398	398	399	402
<b>Green's Farms</b>	465	453	452	446	455	411	418	417	398	369	381	380	382	384	382	378	379	379	380	384
<b>King's Highway</b>	486	468	486	498	498	485	490	463	470	446	441	434	432	449	441	445	448	450	454	457
<b>Long Lots</b>	606	598	583	578	560	560	545	540	538	514	536	527	546	529	536	550	550	551	553	554
<b>Saugatuck</b>	530	522	524	523	518	516	483	483	466	422	417	413	419	421	421	435	437	438	440	443
<b>TOTAL:</b>	2,564	2,521	2,492	2,496	2,441	2,376	2,307	2,272	2,253	2,142	2,183	2,168	2,204	2,205	2,196	2,205	2,212	2,216	2,226	2,240

# APPENDIX: Individual Elementary Projections (Medium)

Westport Public Schools Elementary School Enrollment Projections 2020-21							
School	K	1	2	3	4	5	K-5th
Coleytown	57	76	74	73	59	69	408
Green's Farms	56	64	62	63	66	70	381
King's Highway	73	72	78	61	77	80	441
Long Lots	79	76	80	111	81	109	536
Saugatuck	67	57	75	73	67	78	417
<b>TOTAL</b>	<b>332</b>	<b>345</b>	<b>369</b>	<b>381</b>	<b>350</b>	<b>406</b>	<b>2,183</b>

Westport Public Schools Elementary School Enrollment Projections 2024-25							
School	K	1	2	3	4	5	K-5th
Coleytown	60	62	66	69	69	90	416
Green's Farms	51	62	64	66	69	70	382
King's Highway	67	77	78	77	73	69	441
Long Lots	78	87	90	95	97	89	536
Saugatuck	71	69	73	76	72	60	421
<b>TOTAL</b>	<b>327</b>	<b>357</b>	<b>371</b>	<b>383</b>	<b>380</b>	<b>378</b>	<b>2,196</b>

Westport Public Schools Elementary School Enrollment Projections 2027-28							
School	K	1	2	3	4	5	K-5th
Coleytown	59	61	66	70	70	72	398
Green's Farms	57	62	63	60	69	68	379
King's Highway	76	78	77	70	75	74	450
Long Lots	81	88	89	93	98	102	551
Saugatuck	70	69	71	78	74	76	438
<b>TOTAL</b>	<b>343</b>	<b>358</b>	<b>366</b>	<b>371</b>	<b>386</b>	<b>392</b>	<b>2,216</b>

Westport Public Schools Elementary School Enrollment Projections 2021-22							
School	K	1	2	3	4	5	K-5th
Coleytown	58	61	82	77	75	61	414
Green's Farms	56	62	66	65	65	66	380
King's Highway	74	75	73	77	59	76	434
Long Lots	81	85	78	85	114	84	527
Saugatuck	69	68	59	77	72	68	413
<b>TOTAL</b>	<b>338</b>	<b>351</b>	<b>358</b>	<b>381</b>	<b>385</b>	<b>355</b>	<b>2,168</b>

Westport Public Schools Elementary School Enrollment Projections 2025-26							
School	K	1	2	3	4	5	K-5th
Coleytown	57	64	66	69	70	71	397
Green's Farms	55	56	64	66	69	68	378
King's Highway	74	69	78	77	75	72	445
Long Lots	81	85	90	95	98	101	550
Saugatuck	67	72	72	76	75	73	435
<b>TOTAL</b>	<b>334</b>	<b>346</b>	<b>370</b>	<b>383</b>	<b>387</b>	<b>385</b>	<b>2,205</b>

Westport Public Schools Elementary School Enrollment Projections 2028-29							
School	K	1	2	3	4	5	K-5th
Coleytown	59	63	66	68	71	72	399
Green's Farms	57	63	65	65	62	68	380
King's Highway	77	79	79	77	68	74	454
Long Lots	84	87	90	93	97	102	553
Saugatuck	70	71	72	75	77	75	440
<b>TOTAL</b>	<b>347</b>	<b>363</b>	<b>372</b>	<b>378</b>	<b>375</b>	<b>391</b>	<b>2,226</b>

Westport Public Schools Elementary School Enrollment Projections 2022-23							
School	K	1	2	3	4	5	K-5th
Coleytown	58	62	65	85	78	77	425
Green's Farms	56	62	64	69	66	65	382
King's Highway	74	76	76	73	75	58	432
Long Lots	81	88	89	82	89	117	546
Saugatuck	69	70	70	60	76	74	419
<b>TOTAL</b>	<b>338</b>	<b>358</b>	<b>364</b>	<b>369</b>	<b>384</b>	<b>391</b>	<b>2,204</b>

Westport Public Schools Elementary School Enrollment Projections 2026-27							
School	K	1	2	3	4	5	K-5th
Coleytown	58	61	68	69	70	72	398
Green's Farms	57	61	58	66	69	68	379
King's Highway	75	76	70	78	75	74	448
Long Lots	81	87	88	94	98	102	550
Saugatuck	68	68	75	75	75	76	437
<b>TOTAL</b>	<b>339</b>	<b>353</b>	<b>359</b>	<b>382</b>	<b>387</b>	<b>392</b>	<b>2,212</b>

Westport Public Schools Elementary School Enrollment Projections 2029-30							
School	K	1	2	3	4	5	K-5th
Coleytown	60	63	68	68	69	74	402
Green's Farms	58	64	65	67	68	62	384
King's Highway	77	79	80	79	75	67	457
Long Lots	84	90	90	94	97	99	554
Saugatuck	71	71	74	76	73	78	443
<b>TOTAL</b>	<b>350</b>	<b>367</b>	<b>377</b>	<b>384</b>	<b>382</b>	<b>380</b>	<b>2,240</b>

Westport Public Schools Elementary School Enrollment Projections 2023-24							
School	K	1	2	3	4	5	K-5th
Coleytown	58	62	66	68	88	80	422
Green's Farms	56	62	64	66	70	66	384
King's Highway	75	76	78	76	70	74	449
Long Lots	81	88	90	93	85	92	529
Saugatuck	68	70	73	73	59	78	421
<b>TOTAL</b>	<b>338</b>	<b>358</b>	<b>371</b>	<b>376</b>	<b>372</b>	<b>390</b>	<b>2,205</b>

# APPENDIX: Individual Middle Projections (Medium)

<b>Bedford</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>Total</b>
2020-21	225	281	276	<b>782</b>
2021-22	260	229	287	<b>776</b>
2022-23	221	264	234	<b>719</b>
2023-24	258	225	269	<b>752</b>
2024-25	238	262	229	<b>729</b>
2025-26	221	242	268	<b>731</b>
2026-27	245	225	247	<b>717</b>
2027-28	249	249	230	<b>728</b>
2028-29	249	253	254	<b>756</b>
2029-30	248	253	258	<b>759</b>

Min Grade Size      221  
 Max Grade Size      287

<b>Coleytown</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>Total</b>
2020-21	139	141	140	<b>420</b>
2021-22	149	137	140	<b>426</b>
2022-23	137	147	136	<b>420</b>
2023-24	135	135	147	<b>417</b>
2024-25	155	133	135	<b>423</b>
2025-26	159	153	132	<b>444</b>
2026-27	143	157	152	<b>452</b>
2027-28	146	141	157	<b>444</b>
2028-29	146	144	141	<b>431</b>
2029-30	146	144	144	<b>434</b>

Min Grade Size      132  
 Max Grade Size      159





## WESTPORT PUBLIC SCHOOLS

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**Thomas A. Scavone**  
*PreK-12 Music & Visual Arts Coordinator*

Staples High School  
70 North Avenue  
Westport, CT 06880  
203-341-1308  
tscavone@westportps.org

October 23, 2019

Lauren Goodman  
9 Woody Lane  
Westport, CT 06880

Mrs. Goodman:

Thank you for your donation of the Trixon 4.3 Octave Marimba to the Staples Music Department.

We have no doubt your gift will help enhance our department and enrich our music students' learning experience.

Thank you again.

Sincerely,

Thomas A. Scavone

cc: David Abbey

*The Westport Music Department's vision is to develop our students' artistic literacy and global awareness by growing their ability to create, perform and respond to diverse music at the highest level in a safe and nurturing environment.*

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## WESTPORT PUBLIC SCHOOLS

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**Thomas A. Scavone**  
*PreK-12 Music & Visual Arts Coordinator*

Staples High School  
70 North Avenue  
Westport, CT 06880  
203-341-1308  
tscavone@westportps.org

October 24, 2019

Joel Pitkin  
4 Ambler Rd West  
Westport, CT 06880

Mr. Pitkin:

Thank you for your generous donation of the Yamaha N2 Electronic Piano for the Long Lots Elementary School music classroom.

We have no doubt your gift will help enhance the department and enrich our music students' learning experience.

Thank you again.

Sincerely,

Thomas A. Scavone

cc: David Abbey

*The Westport Music Department's vision is to develop our students' artistic literacy and global awareness by growing their ability to create, perform and respond to diverse music at the highest level in a safe and nurturing environment.*

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Saugatuck Elementary School  
170 Riverside Ave  
Westport, CT 06880

Westport Board of Education  
110 Myrtle Avenue  
Westport, Connecticut 06880

November 7, 2019

Dear Members of the Board of Education:

Saugatuck Elementary School feels very passionately about doing our part to be environmentally responsible. In April 2019, SES received a grant from The Plastic Pollution Project (P3) and its fiscal agent Earthplace to pilot composting in our cafeteria for 8 weeks. P3 is led by our parent, Greg Naughton, teacher Ashley Moran, and RTM Representative Andrew Collabella.

The pilot was a great success. Since then, teachers, staff, and especially students (we call them "Green Rangers") have come together to advance our school's "Zero Waste" work. In addition to composting, we have improved our recycling, reduced single usage of water bottles with 2 new water filling stations, and launched food rescue efforts. These actions have made a positive impact on our community and strengthened our commitment to sustainability.

To continue the work started last spring for the 2019-2020 school year, the PTA, in partnership with P3 and Earthplace, conducted a direct financial appeal to raise money to sustain our composting program for the full school year.

It is the pleasure of the SES PTA and P3 to gift \$3,500 to the Board of Education for the cost to compost school cafeteria lunch at SES for school year 2019-20.

We hope that the members of the Board of Education and the Administration will allocate funds for the 2020-21 budget and future years to continue the momentum of composting our school community started in 2019.

Most sincerely,  
Sarin Cheung and Michelle Barman  
SES PTA Co-Presidents

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**TOWN OF WESTPORT**  
**ART COLLECTION POLICY**

(adopted by Board of Selectmen \_\_\_\_\_, 2019)

**OVERVIEW**

The Westport Art Collection (hereinafter referred to as the “Collection”) is a collection of works of art that have been acquired primarily through gifts to the Town of Westport (“Town”) or purchased, along with works of art in the Works Progress Administration Collection (“WPA Collection”). The WPA Collection art was created under the federal art programs of President Franklin D. Roosevelt’s New Deal economic recovery plans of the 1930s and 1940s. It includes murals and other artwork commissioned for municipal and school buildings. Today, the Town of Westport is the steward of these federally owned works, most of which have been restored and remain on public view.

The Westport Board of Education (“BOE”) is entrusted with a Westport Schools Permanent Art Collection (“School Collection”), which is subject to the Board of Education’s Permanent Art Collection Policy 6161.3. The School Collection is a collection of original works of art that have been acquired primarily through gifts to the BOE. Westport Public Schools educator Burt Chernow founded the School Collection in 1964 with the vision that original art be a daily and integral part of the educational environment for cultural education of the students, educators, and community of Westport, and that the art may be used as a tool to increase effectiveness of teaching in the schools’ curricula.

**COMPOSITION**

The Collection is a corpus of charitable gifts entrusted to the Town for the benefit of the public. The Collection is composed of original works of art including but not limited to watercolors, prints, illustrations, drawings, comics, photographs, sculptures, paintings, and wall murals. The Collection is intended to remain permanent due to its significance, visual integrity, physical condition, and because these works are essential to the collection’s educational and social contributions, and through exhibition programs. The works in the Collection are assigned accession numbers and are catalogued, and their locations are tracked in the inventory.

**OWNERSHIP**

The Town has been, and shall continue to be, the sole possessor of all artworks in the Collection, which shall be held for the benefit of the larger Westport community, and the Collection shall be held in trust for future generations’ charitable and educational benefit. In accordance with the goals of the Collection, the Town shall not permit the removal of the entire Collection or a substantial portion of the Collection from the Town for permanent display elsewhere, nor shall it, for any purpose, divest the entire Collection, or any substantial portion thereof, by selling or giving the Collection to any individual, group or agency.

## **RESPONSIBILITIES**

The Collection is held in trust for the charitable and educational benefit of current and future generations of Westport residents. Accordingly, the Town and its agent will diligently care for the artwork in the Collection, and shall continue to display the artwork throughout the Town the purposes stated above.

The Town shall also ensure that the Collection Management Guidelines (hereinafter referred to as “CMG”) will be adopted and implemented. This CMG details procedures for Collection activity such as: collection records and inventories; accession and de-accession; appraisals; risk management and insurance; care and conservation; access; display; loans; and intellectual property rights.

The Town may allocate reasonable funds, when needed, for the Collection and may further offer available resources and expertise, when needed, to manage and support the continued care and use of the Collection. The Collection is and must be treated property of the Town, and each Town property including school buildings shall safely secure any artwork on view from the Collection. The Town shall reasonably regulate access to Collection works on Town property. The Town shall give access to the public works in the Collection in the same manner as any other appreciable tangible physical property owned by the Town.

The Town, acting through the First Selectman or his/her designee, will facilitate an up-to-date inventory, maintained by the agent the Town designates, and will manage and update insurance records for the Collection. All artwork documented in the Collection must be insured by the policy maintained and budgeted by the Town, or it must be self-insured. Any artworks from the Collection loaned to third parties will be insured by the borrower, for the duration of the loan period, unless otherwise determined.

The Town shall manage and administer the intellectual property rights, including copyrights, trademarks and reproduction rights connected to each work of art in the Collection. Artworks in the Collection may be reproduced by the Town or its agents in print and in online scholarly, school or Collection catalogs in compliance with federal law and the laws of the State of Connecticut. Fees or monies received from rights and reproductions must be allocated for the benefit of the Collection and its mission and vision, and for no other purpose.

## **STEWARDSHIP**

The Town, acting through the Board of Selectmen, shall designate one or more agents to maintain and manage the Collection, for a term determined by the Town upon the recommendation of the First Selectman or his/her designee. The Town reserves the right to terminate the designation of the agent(s) at any time.

In accordance with this Town Policy and the CMG, the agent(s) shall act as stewards and diligently care for, develop, and preserve the art and oversee the growth and use of the Collection. The agent(s) shall be responsible for: collections management; exhibitions and programs to enhance education and public interest in the Collection; donor cultivation;



recommendations for all acquisitions and deaccessioning; incoming and outgoing loans; the intellectual property rights, including rights and reproductions, and other duties necessary and proper within the scope of the agent(s)' role.

The agent(s) will furnish an annual report of artworks in the Collection to the First Selectman and will maintain the up-to-date inventory and insurance records for the Collection.

The agent(s) will account annually to the First Selectman, or his/her designee, on the use of funds allocated by the Town or donated for the Collection and its care and use.

The agent(s) shall facilitate and coordinate reasonable access for the residents and greater Westport community to the Collection, and shall:

- Distribute and display the Collection throughout the Town including town buildings, schools and other Town properties so residents and the community may experience original art as an integral part of their environment;
- Preserve the safety and physical integrity of the objects in the Collection under the Town's custody and control;
- Provide Westport residents and the community at large scholarly access to the Collection through educational programs, websites and exhibitions, and other enriching access and activities as may be conducted pursuant to Town policies and procedures;
- Use original art to increase the effectiveness in community enrichment and education through art.

The agent(s) shall administer any long-term and short-term loans from the Collection, including but not limited to, loans to museums or other public spaces, with notification to the First Selectman, or his/her designee, in advance of such lending. The borrower shall be responsible for arranging, funding and safely transporting borrowed art and for insuring the art door-to-door for the length of the loan period.

## **ACQUISITIONS AND ACCESSIONS**

The agent(s) shall make recommendations to the First Selectman or his/her designee on any and all acquisitions or gifts pursuant to this Town Policy and the CMG and based upon the object's visual integrity and suitable physical condition to be exhibited and educationally utilized. The agent(s) shall also make any and all recommendations to the Town and First Selectman for individual works of art, or parts of the Collection, to be disposed from the Collection in accordance with the process described herein and in the CMG.

Acceptance of gifts of artwork(s), or funds for the purchase and care of artwork(s) to be circulated or displayed in Town property shall conform to the Town's Policy on Gifts for Town. Purchases of artwork for the Collection shall be approved by the Town, acting through the Board of Selectmen. The Town cannot accept artworks into the Collection if the intent of the transaction is to immediately sell or exchange such artwork for another asset or for monetary compensation. All donations are irrevocable once the Town accepts the artwork into the Collection.

## **DISPOSAL AND DEACCESSION**

Works of art in the Collection may be deaccessioned if (1) the deaccession is recommended by the agent(s) and the First Selectman, or his/her designee, and (2) the deaccession enhances the value and quality of the Collection and advances the Collection's mission and goals of benefitting the students, residents and community of Westport through exposure to, and appreciation of visual art, and 3) all monies from the proceeds of the sale of a piece of art, or insurance from loss or damage, are exclusively used for the benefit of the Collection, including purchasing other artwork(s) and maintaining and conserving the Collection.

Analysis of any artwork(s) considered and recommended for deaccession or must be based on the criteria in the CMG and any such evaluation must be a documented and reasoned rationale prepared by the agent(s) for approval by the Town. The artwork may not be legally constrained at the time the artwork is considered for deaccession. If it is legally constrained or subject to pending litigation, the artwork may not be sold or disposed of unless or until such constraints are lifted or resolved.

## MEMORANDUM OF UNDERSTANDING

### WESTPORT SCHOOLS PERMANENT ART COLLECTION AND WESTPORT ART COLLECTION

*This Memorandum of Understanding* dated June 30, 2016 is between the Town of Westport and the Westport Board of Education.

*Whereas*, the Westport Schools Permanent Art Collection (“WSPAC”) is a collection of original works of art that have been acquired primarily through gifts to the Westport Board of Education, and the Westport Art Collection is a collection of works of art that have been acquired primarily through gifts to the Town of Westport, or purchased or created for Westport’s municipal and school buildings under the federal art programs of President Franklin D. Roosevelt’s New Deal economic recovery programs of the 1930s and 1940s; and

*Whereas*, the original works of art that are on display throughout the Westport schools and municipal buildings were previously managed and maintained by the Westport Schools Permanent Art Collection (“WSPAC”), formerly a sub-committee of the PTA Council; and

*Whereas*, the Westport Arts Advisory Committee was established by the Town of Westport to advise Town officials as to the preservation and promotion of the artistic heritage of the Town; and

*Whereas*, the Board of Education, amended Board of Education Policy P6161.3 on May 23, 2016 to allow the Board of Education to appoint an agent to maintain and manage the WSPAC Collection, and the Board of Education appointed the Westport Public Art Collections Committee as its agent for the period of July 1, 2016 to June 30, 2019; and

*Whereas*, the Town, in cooperation with the Board of Education, shall also designate Westport Public Art Collections Committee as agent to assume, among other things, the responsibility for the management of the entire inventory in the public art collections of Westport (“Collections”); and

*Whereas*, the purpose of this *Memorandum of Understanding* is to set forth the authority and responsibilities of the Westport Public Art Collections Committee in its role to manage the Collections as set forth.

*Therefore*, the Town of Westport and the Board of Education hereby agree as follows:

- 1) **Establishment of Committee** The Town shall establish Westport Public Art Collections Committee (“WestPAC”) as an official subcommittee of the Westport Arts Advisory Committee.
- 2) **Membership** Members of the WestPAC shall be named by the Arts Advisory Committee, and shall include the Town Curator and any other members needed to fulfill the obligations and responsibilities of the Committee and Collections.

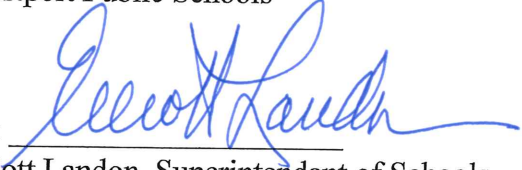
- 3) **Charge of the Westport Public Art Collections Committee** WestPAC will create Collections Management Guidelines and collaborate with the Superintendent of Schools to develop Administrative Regulation R6161.3 and with the Westport Arts Advisory Committee for the stewardship, management and educational uses of the Collections. WestPAC will maintain and manage the Collection in accordance with the Collection Management Guidelines.
- 4) **"Friends" Organization** WestPAC will encourage and support the creation of an independent not-for-profit "Friends" corporation for the purposes of raising funds to support the care, conservation, maintenance and educational use of the Collections. This corporation will be a tax-exempt charitable corporation, under Section 501(c)(3) of the Internal Revenue Code of the United States.

**WHEREFORE**, the Town of Westport and the Board of Education have entered into this Memorandum of Understanding as of the date and year first written above.

Town of Westport

By:   
James S. Marpe, First Selectman

Westport Public Schools

By:   
Elliott Landon, Superintendent of Schools

## **Instruction**

### **Permanent Art Collection**

#### **OVERVIEW**

The Westport Schools Permanent Art Collection (hereinafter referred to as "WSPAC" or "Collection") is a collection of original works of art acquired primarily through gifts, mostly given by the artists themselves, or donated by heirs, private collectors and gallery owners, or purchased.

Founded in 1964, by Westport Public Schools educator Burt Chernow, the Collection was founded with the vision that original art be a daily part of the educational environment for students' cultural education. The Collection uses original works of art to inspire and educate Westport students, faculty, and the town and community of Westport.

#### **COMPOSITION**

The Collection, the corpus of charitable gifts entrusted to the Westport Board of Education (hereinafter referred to as "BOE"), is composed of original works of art including but not limited to paintings, watercolors, prints, illustrations, drawings, comics, photographs, sculptures, and wall murals. The artworks are intended to be a permanent part of the Collection due to their significance, visual integrity, and physical condition, and because they are essential to the collection's educational contributions and exhibition program. These works are assigned an accession number, are catalogued, with locations tracked, in the current inventory.

#### **OWNERSHIP**

The BOE is, has been, and shall continue to be the trustee and sole possessor of all artwork in the Collection, for the benefit of the children enrolled in the Westport Public Schools (hereinafter referred to as "WPS") and the larger Westport community, and the Collection will be held in trust for future generations' charitable and educational benefit. In accordance with the goals of the Collection, the BOE shall not permit the removal of the entire Collection or a substantial portion of the Collection from the WPS for permanent display elsewhere, nor shall it, for any purpose, divest the school system of the entire Collection, or a substantial portion of it by selling or giving the Collection to any individual, group or agency.

#### **WESTPORT BOARD OF EDUCATION RESPONSIBILITIES**

The BOE acknowledges and agrees that the Collection is held in trust for the charitable and educational benefit of current and future generations of Westport students and residents. As such, the BOE and its agent(s) will diligently care for the artwork in the Collection, and shall continue to display the artwork throughout the schools for visual enrichment, and for educational support and classroom initiatives.

The BOE shall ensure that Collection Management Guidelines will be put in place, either by the designated agent or otherwise, subject to the approval of the BOE. This document shall detail procedures for collection activity, such as: collection records and inventories; accession and de-accession; appraisals; risk management and insurance; care and conservation; access; display; loans; and intellectual property rights.

The BOE may allocate reasonable funds, when needed, for the Collection. The BOE may further offer available resources and expertise, when needed, to manage and support the continued care and use of the Collection. The Collection shall be considered school property, and each school shall secure the safety of the artwork from the Collection on view or stored at each respective school and shall reasonably regulate student, teacher, staff, and public access to those works in the same manner as other school property.

Acceptance of gifts of artwork(s), or funds for the purchase and care of artwork(s), shall be in accordance with the BOE policy ([P3280](#)) on Gifts, Grants and Bequests. No artwork shall be accepted into the Collection if the

intent of the transaction is to immediately sell or exchange such artwork for another. All donations are irrevocable once they are accepted for the Collection by the BOE.

The BOE, acting through its Superintendent or his/her designee, will facilitate an up-to-date inventory, maintained by the agent(s) designated by the BOE, and will manage and update insurance records for the Collection. All artwork documented in the Collection are to be insured by the policy maintained and budgeted by the BOE, or self-insured. Any artwork from the Collection loaned to third parties will be insured by the "borrower" for the duration of the loan period.

Artwork in the Collection shall be routinely displayed and rotated throughout the schools and the Town of Westport to fulfill the Collection's goals as stated in the Collection Management Guidelines and the Overview herein. Artwork may also be displayed in and on buildings owned by the Town of Westport, which are open to the public, on a long-term basis.

The BOE, as trustees of the Collection, and its designated agent(s) shall manage and administer the intellectual property rights, including copyrights, trademarks and reproduction rights connected to each work of art and artist in the Collection. Artworks may be reproduced in print and in online scholarly, school or collection catalogs and publications in compliance with federal law and the laws of the State of Connecticut, with fees or monies received from rights and reproduction permissions used for the benefit of the Collection and its goals.

## **STEWARDSHIP**

The BOE shall designate an agent(s) to maintain and manage the Collection in accordance with the Collection Management Guidelines. The agent(s) will be appointed for a term determined by the BOE upon the recommendation of the Superintendent of Schools, or his/her designee, provided that the BOE reserves the right to terminate the designation of an agent at any time.

In this role as stewards of the collection and in accordance with this BOE Policy and Collections Management Guidelines, the agent(s) shall diligently care for, develop, and preserve the art and oversee the growth and use of the Collection. In this regard, the agent(s) shall be responsible for, among other things, collections management; exhibitions and programs to enhance education and public interest in the Collection; donor cultivation; recommendations for all acquisitions and de-accessioning, incoming and outgoing loans; and the intellectual property rights, including rights and reproductions.

The agent(s) shall make recommendations to the BOE and Superintendent of Schools on any and all acquisitions or gifts pursuant to the Collections Management Guidelines and based upon the object's visual integrity and suitable physical condition to be exhibited and educationally utilized. The agent(s) shall also make any and all recommendations to the BOE and Superintendent of Schools for individual works of art, or parts of the Collection, to be disposed from the Collection in accordance with the process described below.

The agent(s) will furnish an annual report of artworks in the Collection to the Superintendent of Schools and will help maintain the up-to-date inventory and insurance records for the Collection.

The agent(s) will account annually to the Superintendent of Schools, or his/her designee, and the BOE on the use of funds allocated by the BOE and/or donated for the Collection and its care and use.

The agent(s) shall facilitate and coordinate reasonable access to the Collection for teachers, students, and the public, and shall:

- Distribute and display the Collection throughout the schools and town buildings so that students and the community may experience original art as an integral and important part of their educational environment;
- Preserve the safety and physical integrity of the objects in the Collection under its control;

- Provide Westport students, schools and community scholarly and public access to the Collection through educational programs, websites and exhibitions, as may be conducted pursuant to BOE policies and procedures.
- Use original art to increase the effectiveness of teaching in the curriculum.

The agent(s) shall administer any long-term and short-term loans from the Collection, including but not limited to, loans to museums or other public spaces, with notification to the Superintendent of Schools, or his/her designee, in advance of such lending. The borrower shall be responsible for arranging, funding and safely transporting borrowed art and for insuring the art door-to-door for the length of the loan period.

## **DISPOSAL AND DEACCESSION**

Works of art in the Collection may be disposed of if such disposition is recommended by the agent(s) and the Superintendent of Schools, or his/her designee, and approved by the BOE and the Town of Westport, acting through the Board of Selectmen, and if such disposition enhances the value and quality of the Collection, and advances the Collection's goals and mission: to benefit the students, schools and community of Westport through exposure to and appreciation of the visual arts. The BOE recommends that all monies from the proceeds of the sale of a piece of art, or insurance from loss or damage, shall be exclusively used for the benefit of the Collection, including purchasing other artwork(s) and maintaining and conserving the Collection.

Analysis of any artwork(s) considered and recommended for deaccession must be based on the criteria in the Collections Management Guidelines and any such evaluation must be a documented and reasoned rationale prepared by the agent(s) for approval by the BOE. The Collection, the BOE and the agent(s) may not be legally constrained at the time artwork is considered for deaccession. If it is legally constrained or if the Town, the agent, or the BOE is party to any pending litigation regarding any part of the Collection, the artwork may not be sold or disposed of unless or until such constraints are lifted or resolved.

## **REVIEW AND REVISION**

The BOE may at its discretion, assign stewardship to an alternate party or entity. In so doing, the BOE will endeavor to assure that such successor independent entity includes members who possess the curatorial knowledge and expertise to undertake the above duties and display the requisite appreciation of visual art and art education.

**Policy adopted: May 23, 2016**

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## WESTPORT, CONNECTICUT

JAMES S. MARPE  
*First Selectman*

September 25, 2017

Mrs. Patricia Strauss  
Town Clerk  
Town of Westport  
Westport, CT 06880

Dear Patty:

Notice is hereby given that I have this day established the Westport Public Arts Collection (WestPAC) Committee, a subcommittee of the Westport Arts Advisory Committee of the Town of Westport. The Committee was established through a Memorandum of Understanding between the Town of Westport and the Westport Board of Education, dated June 13, 2016 (attached).

Enclosed is a list of the committee's membership. The appointments are effective immediately for terms which expire on June 30, 2019.

Sincerely,

A handwritten signature in blue ink, appearing to read "James S. Marpe", is written over a faint, larger version of the signature.

James S. Marpe  
First Selectman

JSM/ef  
Enclosures

cc: Nancy Diamond & Richard Epstein, Co-Chairs, Arts Advisory Committee  
Lynn Scully, Internal Auditor

**MEMORANDUM OF UNDERSTANDING**

**WESTPORT SCHOOLS PERMANENT ART COLLECTION AND  
WESTPORT ART COLLECTION**

*This Memorandum of Understanding* dated June 30, 2016 is between the Town of Westport and the Westport Board of Education.

*Whereas*, the Westport Schools Permanent Art Collection (“WSPAC”) is a collection of original works of art that have been acquired primarily through gifts to the Westport Board of Education, and the Westport Art Collection is a collection of works of art that have been acquired primarily through gifts to the Town of Westport, or purchased or created for Westport’s municipal and school buildings under the federal art programs of President Franklin D. Roosevelt’s New Deal economic recovery programs of the 1930s and 1940s; and

*Whereas*, the original works of art that are on display throughout the Westport schools and municipal buildings were previously managed and maintained by the Westport Schools Permanent Art Collection (“WSPAC”), formerly a sub-committee of the PTA Council; and

*Whereas*, the Westport Arts Advisory Committee was established by the Town of Westport to advise Town officials as to the preservation and promotion of the artistic heritage of the Town; and

*Whereas*, the Board of Education, amended Board of Education Policy P6161.3 on May 23, 2016 to allow the Board of Education to appoint an agent to maintain and manage the WSPAC Collection, and the Board of Education appointed the Westport Public Art Collections Committee as its agent for the period of July 1, 2016 to June 30, 2019; and

*Whereas*, the Town, in cooperation with the Board of Education, shall also designate Westport Public Art Collections Committee as agent to assume, among other things, the responsibility for the management of the entire inventory in the public art collections of Westport (“Collections”); and

*Whereas*, the purpose of this *Memorandum of Understanding* is to set forth the authority and responsibilities of the Westport Public Art Collections Committee in its role to manage the Collections as set forth.

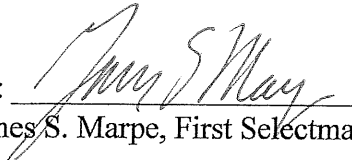
*Therefore*, the Town of Westport and the Board of Education hereby agree as follows:

- 1) **Establishment of Committee** The Town shall establish Westport Public Art Collections Committee (“WestPAC”) as an official subcommittee of the Westport Arts Advisory Committee.
- 2) **Membership** Members of the WestPAC shall be named by the Arts Advisory Committee, and shall include the Town Curator and any other members needed to fulfill the obligations and responsibilities of the Committee and Collections.


- 3) **Charge of the Westport Public Art Collections Committee** WestPAC will create Collections Management Guidelines and collaborate with the Superintendent of Schools to develop Administrative Regulation R6161.3 and with the Westport Arts Advisory Committee for the stewardship, management and educational uses of the Collections. WestPAC will maintain and manage the Collection in accordance with the Collection Management Guidelines.
- 4) **"Friends" Organization** WestPAC will encourage and support the creation of an independent not-for-profit "Friends" corporation for the purposes of raising funds to support the care, conservation, maintenance and educational use of the Collections. This corporation will be a tax-exempt charitable corporation, under Section 501(c)(3) of the Internal Revenue Code of the United States.

**WHEREFORE**, the Town of Westport and the Board of Education have entered into this Memorandum of Understanding as of the date and year first written above.

Town of Westport

By:   
James S. Marpe, First Selectman

Westport Public Schools

By:   
Elliott Landon, Superintendent of Schools

WestPAC MEMBERSHIP  
 Terms effective September 1, 2017 - June 30, 2019

<u>First Name</u>	<u>Last Name</u>	Notes	<u>Term Length</u>	<u>Term Exp</u>
Kathleen	Bennewitz	Town Curator	2 years	Jun-19
Christie	Stanger	co-chair	2 years	Jun-19
Inna	Agujen Veluso	co-chair	2 years	Jun-19
Lee	Goldstein	WAAC rep, ex-officio	2 years	Jun-19
Wendy	Morgan-Hunter	WAAC rep, ex-officio	2 years	Jun-19
Ive	Covaci		2 years	Jun-19
Jennifer	Fridland		2 years	Jun-19
Judy	Auber Jahnel		2 years	Jun-19
Maija	Krasts		2 years	Jun-19
Valerie	Smith Malin		2 years	Jun-19
Marion	Morra		2 years	Jun-19
Eve	Potts		2 years	Jun-19
Randa	Trivisonno		2 years	Jun-19
Barbara	Wang		2 years	Jun-19
Gwen	Baker		2 years	Jun-19
Anne	Levine		2 years	Jun-19
Elise	Meyer		2 years	Jun-19
Josh	Spivack		2 years	Jun-19
Scott	Springer		2 years	Jun-19

# Westport Public Art Collections

## FY 19 Report

(July 1, 2018 - June 30, 2019)

### WestPAC Committee

#### Status

- The Committee remains managed by co-chairs, Randa Trivisonno and Inna Agujen, who are responsible for the daily operations of WestPAC site reps and the art on location. The Town Curator, Kathie Bennewitz, oversees the conservation and collection management and also advises the Chairs and Committee on educational and programmatic uses of the artworks as well as safe handling and appropriate display.
- WPS contact is Tom Scavone, PreK-12 Music and Visual Arts Coordinator, as designated by Colleen Palmer, Superintendent of Schools.
- Committee expanded to 25 appointed and prospective members on Committee.
  - Of the 8 WPS schools, 7 sites have at least 1 rep; GFS still has no site rep.
  - 4/4 of the municipal buildings have a site rep;
  - There were 10 at large members to assist with school and municipal sites and help on other committee activities.
  - New members were recruited at a Friend's-hosted Informational Brunch, Back-to-School-Nights, online (WPS website and WestPAC social media pages), and through PTA and CBB communications per the Superintendent, and also by personal recommendation.
  - Prospective members are presented by the Committee Chairs to Arts Advisory, who recommends the individuals to the First Selectman for appointment; candidates are interviewed by the Second Selectwoman prior to appointment.

#### Staples High School Senior Internship

Two senior interns were assigned to the Committee. They worked about 90 hours each and were helpful and productive assisting with new installations, label writing, the sitewide inventory, teaching gallery installations for 2019-20, the Friends "Pop" gala and more.

#### Badges and Access to Sites

The WPS Director of Facilities approved issuing WPS photo ID badges to all appointed Committee members for security protocol when entering a building as a WestPAC representative. Members are to follow all stated security procedures for entering buildings.

#### New Term of Appointment

WestPAC was designated to serve in the capacity of Steward, or "Agent" by the First Selectman, WPS Superintendent of Schools and Board of Education on June 30, 2016 for an initial three-year term, which ended on June 30, 2019. This designation was to be subject to periodic renewal, and WestPAC is requesting a renewed term beginning July 1, 2019.

## Collections Management

### Online Collection Catalog

The entire collection can be viewed and searched at: <https://collections.westportps.org>

A museum registrar was contracted to continue professionalizing data entry and data entry of information in scanned archives. In addition, the registrar created two documents:

- *WestPAC Cataloging Conventions*: This document outlines cataloging standards, rules, protocols for anyone doing object data entry to follow.
- *Image Use Rights | Public Domain*: This document seeks to provide guidance to the Committee, Arts Advisory, and Westport Town Attorney's office regarding the usage of works in the collection that have been designated as being in the public domain and those under copyright.

### Collection Management Guidelines

WestPAC's *Collections Management Guidelines* ("CMG"), reviewed by BOE on November 13, 2017, was revised by the Town Curator in consultation with the Westport Assistant Town Attorney to make the document more concise, clear, and in full accordance with the BOE Policy 6161.13 and pending Town Art Policy written to complement the BOE policy.

*Note*: The final CMG document is to be shared in Fall 2019 with Arts Advisory, then presented for approval to WPS Superintendent and BOE and Westport Board of Selectmen. Following this, the CMG "Quick Guides" (*WPS and Town Administration WestPAC Handbook* and *WestPAC Site Representative Handbook*) will be revised and presented for administrative review.

### Biannual Inventory

Committee members, with 2 SHS senior interns, conducted biannual town- and school district-wide inventory of all works in the Collections, as required.



#### Framing

Framed or repaired framed for over 70 works of art.

#### Conservation

CMS: a team of conservators were brought in to examine all artworks (80) on display at this school site after the discovery of mold on the premises. All flagged impacted works and frames were immediately removed from the site by the Committee and conservators and stored in an off-site WPS location and included in the WPS's insurance claim. Over ensuing weeks, all works deemed unaffected were removed by the Committee and relocated to other sites or art storage.

Restored and framed Harold von Schmidt's *Forlorn Island* (1932), gouache on illustration board, which was appeared in Collier's magazine (\$1,600).

Identified and received treatment reports for 10 items in needs of conservation.

## New Acquisitions

No new acquisitions; works identified to be recommended for accession in FY20.

## Program Activity Highlights



In honor of LLS's production of *Annie Jr.*, WestPAC displayed two original drawings of *Little Orphan Annie* by Harold Gray and Leonard Starr, who lived and worked in Westport, along with a selection of famous cartoons created by other Westport artists.

Art installations were created for the new wing of the Center for Senior Activities. In addition, a gallery of comic strip art was installed from our superb collection of original drawings by world-renowned cartoon and comic artists. Tours were offered by WestPAC site reps in August 2019.



SHS's Advanced Digital Media students designed new WestPAC brand identify graphics/logos

Supported SHS Rho Kappa SS Honors Society community service projects.

Provided honoraria to SHS Social Studies Chair to undertake curriculum/artwork project and list works to integrate into classroom projects and the inaugural "SHS Learning Gallery" to debut in Fall 2019.

At Westport Country Playhouse, WestPAC helped plan, design and open a new exhibit space, the "Playhouse Gallery" to be used by the Artists Collective of Westport and WestPAC.

Supported PTA K-5 ArtSmart projects with use of original artworks in classrooms presentations and Museum Nights.

Delivered presentation, "Reframing WestPAC," to Westport Rotary and Sunshine Rotary meetings and to WPS visual arts teachers (K-12).

Worked with Westport Arts Advisory to develop the Otocast mobile app FREE guide to Westport's Art, Culture & History; presented launch at Art Advisory's TEA Talk, "The Arts Go Viral."



## Forthcoming Program Activities FY 2019-20



### Westport Library and "Let's Dance" Exhibition

The Westport Library will be mounting "Let's Dance," an exhibition drawn from the WestPAC collection, for its new Jesup Gallery that is dedicated to performing arts exhibits. The show will run from September 19 to December 12, 2019, with an reception on Thursday, October 3, 6-7 pm.

## Westport Youth Concert and China

To complement the WPS's Westport Youth Concert's global initiative's focus on China this year, WestPAC is arranging for an installation of two traditional Chinese paintings from the Collections to rotate through all the elementary schools between October 2019 and January 2020. We will also lead a professional development workshop for art teachers on Chinese painting styles, media, and techniques.

## New "Learning Galleries"

With funds provided by a Drew Freidman Foundation grant, the Committee is working with Tom Scavone and Lauren Francese to design and create dedicated spaces in each ES and at SHS to serve as a pilot "Learning Gallery" for Visual Art and Social Studies teachers in to use in classroom teaching. Each pre-approved wall space will be installed with a hanging system and signage and WestPAC reps will pull and install works selected by WPS educators.

The inaugural display is the Long Lots Learning Gallery, which will feature six still life images in styles ranging from abstract to realistic and in different media, selected by a LLS art teacher to support the K-5 art curriculum. Students will be able to view original works side by side for discussion and comparison during class and will make connections to their own art practice and study. Moreover, the continuing visibility of the artworks in a prominent area of the school will reinforce this learning throughout the school year.

## Friends of WestPAC, Inc.

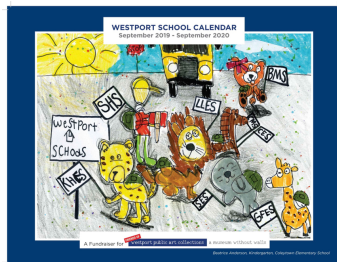
"Friends," a 501(c)(3) organization, raised and provided funds to support the care, conservation, maintenance, management and educational use of the Collections.

## Financials

**Sources and Uses of Funds July 1, 2018- June 30, 2019** (see detail attached)

- Total Uses: \$14,589
- Total Program Support for WestPAC: \$14, 266

## Key Funding Sources



- PTA Donations: 8/8 schools (\$2,500; \$300 requested per school)
- Westport School "Art" Calendar (\$6,594 net revenue)
- "Expressions" fundraising event/auction: (\$13,748 net revenue)
- Local Grants: Drew Friedman Foundation (\$3,000); Grace Salmon Trust (\$2,000)



## Friends of Westport Public Art Collections

Sources and Uses of Funds

July 1, 2018 - June 30, 2019

			% of Expense
Beginning Bank Balance		\$ 35,290.98	
SOURCES	School Calendar Sales (net)	6,594.08	
	Fundraising Event (net)	13,826.38	
	PTA Contributions	2,250.00	
	Grants	5,000.00	
	TOTAL SOURCES	27,670.46	
USES	Framing & Maintenance	7,864.37	
	Registrarial Services	2,500.00	
	von Schmidt Conservation	1,321.43	
	Recruiting	468.38	
	Playhouse Gallery	279.53	
	Labels and Graphics	193.14	
	Installation Supplies	709.52	
	Total Program Support	13,336.37	98%
	Business Fees	50.00	
	Supplies & Postage/PO Box	222.62	
	Bank/Credit Card fees	-	
	IT	50.00	
	Total Operations	322.62	2%
	TOTAL USES	13,658.99	100%
ANNUAL SURPLUS		14,011.47	
	Expenses to be paid (net change)	1,058.90	
Ending Bank Balance		\$ 50,361.35	

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## Westport Public Art Collections Committee 2017-18 Report (July 1-June 30 fiscal year)

### WestPAC Committee Status

- Collection stewardship is being jointly managed by Town Curator, Kathie Bennewitz, and WestPAC Co chairs, Randa Trivisonno and Inna Agujen, who are responsible for the daily operations and site management of WestPAC reps and art;
- Work with Tom Scavone at WPS designated contact;
- 7/8 Schools had reps (GFS no rep); plus 4 active at large members to help with other WPS and town sites and committee activities; 4/4 municipal sites have reps
- Recruited volunteers at BTSN, online (WPS website and WestPAC FB page), via PTA and CBB communications, and in person.

### Collections Management and Town-wide Inventory

- **Database**
  - Contracted museum registrar to professionalize data entry and standards
  - Website provides searchable public access to the artwork and images under the WPS “Community” tab:
    - WestPAC Website:
      - <http://www.westportps.org/community/westport-public-art-collections>
    - Online Public Database Access: <https://collections.westportps.org/>
- **Inventory:**

During the Spring 2018, WestPAC volunteers, college intern and registrar catalogued and inventoried all unframed artwork

### Program Activities

- WestPAC reps are undertaking new installations at BMS, SHS and CES, and more is planned. At CES, rep will be creating installation that utilize CTV and tie into K curriculum at request of, and in consultation, of CES principal;
- Supported PTA ArtSmart projects
- Supporting activities of SHS Rho Kappa SS Honors Society student’s community service projects
- Paid stipend to three WPS/SHS English teachers in summer to undertake an artwork/curriculum links project, executed with guidance of Julie Heller (\$1,500 total)
- Framed over 25 works of art
- Moved Robert Lambdins WPA mural, Pageant of *Juvenile Literature* from the Westport Library to Staples High School; with Westport Arts Advisory held mural re-dedication ceremony
- Westport Library to Staples HS
- Conserved/Repaired cracking plaster walls surrounding Curry frescos at KHS (\$5,600);
- Conserved Seymour Fogel’s *Sundance* (\$3,500) and Dohanos, *Carrousel Horse* and frame (\$1,000)
- Lent artwork to Westport Historical Society’s “Remembered: The History of African Americans in Westport”

- New Accession: Stevan Dohanos's "Hose Company No 4" lithograph

### **Collection Management Guidelines**

WestPAC's Collections Management Guidelines ("CMG") describes procedures to follow for collection activity, including collection records and inventories; accession and deaccession; appraisals; risk management and insurance; care and conservation; access; display; loans; and intellectual property rights. The CMG also details the Collections' purpose and objectives in accordance with the Westport Board of Education Policy 6161.13 (23 May 2016), and generally accepted standards, practices and ethics for the stewardship and use of the Collections.

- Drafted "Quick Guides" for use by 1) WPS and Town Administrators and Educators (for possible adoption as *R6161.13*) and 2) WestPAC Site reps

### **Friends of WestPAC, Inc.**

- Organization formed in 2016 to raise and maintain funds and to use such funds exclusively to support the care, conservation, maintenance and educational use of the Westport Public Art Collections for the benefit of present and future generations of Westport students and residents, and for the preservation and promotion of the artistic heritage of the Town of Westport. It operates as an IRS tax-exempt status under the Tax ID# 81-3624942.
- *Operating budget for WestPAC: \$ XX*
- *Funding Sources*
  - PTA Donations: 8/8 schools (\$2,400; \$300 per school)
  - Westport School Art Calendar (\$2,000 net revenue)
  - Fundraising event: Expressions
  - Local Grants: Drew Friedman Foundation (\$1,500); Grace Salmon Trust (\$1950)

## Friends of Westport Public Art Collections

### Sources and Uses of Funds

July 1, 2017 - June 30, 2018

			% of Expense
Beginning Bank Balance		\$ 25,312.07	
SOURCES	School Calendar Sales (net)	1,618.63	
	Fundraising Event (net)	12,716.19	
	PTA Contributions	2,250.00	
	Grants	3,950.00	
	In-Kind Donations	675.00	
	Interest	6.23	
	<b>TOTAL SOURCES</b>	<b>21,216.05</b>	
USES	Dohanos Horse Conservation	1,255.08	
	Camacho Prints Conservation test	1,000.00	
	Lambdin Mural SHS Installation	1,700.00	
	Collection Curriculum Dev't	1,500.00	
	Framing & Maintenance	3,429.92	
	Installation Supplies	462.33	
	<b>Total Program Support</b>	<b>9,347.33</b>	96%
	Business Fees	50.00	
	Supplies & Postage/PO Box	262.27	
	Bank/Credit Card fees	44.29	
	IT	44.35	
	<b>Total Operations</b>	<b>400.91</b>	4%
	<b>TOTAL USES</b>	<b>9,748.24</b>	100%
<b>ANNUAL SURPLUS</b>		<b>11,467.81</b>	
	Prepaid Calendar sales (net)	(1,488.90)	
Ending Bank Balance		\$ 35,290.98	

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## **Westport Public Art Collections Committee 2016-17 Report Westport Board of Education, November 13, 2017**

### **Overview of 2016-17\*** (July 1-June 30 fiscal year)

*\*First reported to Superintendent of Schools Colleen Palmer, Curriculum Directors Julie Droller and Jenifer Allen on June 30, 2017*

### **WestPAC Committee Status**

#### 2016-17

- In 2016 Committee established as subcommittee of Westport Arts Advisory Committee; as town subcommittee, members are appointed by First Selectman upon recommendation of WestPAC leadership and Westport Arts Advisory Committee (WAAC);
- 5/8 Schools had reps (GFS, SES, CES had no reps); plus 4 active at large members to help with other WPS and town sites and committee activities;
- Recruited volunteers at BTSN, online (WPS website and WestPAC FB page), via PTA and CBB communications, and in person.

#### Update: 2017-18

- Collection stewardship is being jointly managed by Town Curator, Kathie Bennewitz, and WestPAC Co chairs Christie Stanger and Inna Agujen, who are responsible for the daily operations and site management of WestPAC reps and art;
- To date, there are 21 members of WestPAC Committee; 8/8 Schools have at least 1 rep; other members are handling town sites, and at large committee work on the database, research and related activities;
- Recruiting volunteers at BTSN, online (WestPAC website and WestPAC FB page), via PTA and CBB communications, and in person; Friends of WestPAC, Inc. has offered to host a “meet and greet” coffee.

### **Collections Management and Town-wide Inventory**

- *Database*
  - The FileMaker collection records were successfully migrated to an Omeka open source software, hosted by WPS, for collection management, inventory tracking, creating inter-relations between works, artists and locations;
  - New site provides searchable public access to the artwork and images via the WestPAC website housed under the WPS “Community” tab:
    - WestPAC Website:
      - <http://www.westportps.org/community/westport-public-art-collections>
    - Online Public Database Access: <https://collections.westportps.org/>
- *Inventory:*

During the Spring 2017, WestPAC and WAAC volunteers inventoried all school and municipal buildings (they were assisted at SHS by Rho Kappa SS Honors Society students); artwork locations were updated and new (31) accessions added. To date there are objects in 12 sites town wide and in art storage; the following collections totals are: WSPAC (1,440); Town (92); WPA (62).

### **Program Activities**

#### 2016-17

- Installed exhibits at SHS on Dohanos’s *Band Played On* for Staples Players “Music Man” (Nov 2016) and Founder’s Day (Jan. 2017)
- Supported PTA ArtSmart projects and “Museum Night” displays with artwork and collection access
- Loaned six works to Westport Art Center’s exhibition, “Main Street to Madison Avenue” (April 21– June 23, 2017)

- Repaired or newly framed 30 works
- Conserved *Portrait of Horace Staples* (WPA) by Sam Brown and Seymour Fogel's *Untitled*
- Bought new hanging hardware system for all sites
- Updated Fine Art Appraisal for Dohanos's works in WestPAC

*Update: 2017-18*

- WestPAC reps are undertaking new installations at BMS, SHS and CES, and more is planned. At CES, rep will be creating installation that utilize CTV and tie into K curriculum at request of, and in consultation, of CES principal;
- Conserved/Repaired cracking plaster walls surrounding Curry frescos at KHS (\$5,600);
- Paid stipend to 3 WPS/SHS English teachers in summer to undertake an artwork/curriculum links project, executed with guidance of Julie Heller (\$1,500 total)
- Conservation underway of Seymour Fogel's *Sundance* (\$3,500) and Dohanos, *Carrousel Horse* and frame (\$1,000)
- Supporting PTA ArtSmart projects
- Supporting activities of SHS Rho Kappa SS Honors Society student's community service projects and "BMS Art Collective" (public art club), where students are creating their own art works "in conversation" WestPAC works on view.

### **Collection Management Guidelines implementation**

WestPAC's Collections Management Guidelines ("CMG") describes procedures to follow for collection activity, including collection records and inventories; accession and deaccession; appraisals; risk management and insurance; care and conservation; access; display; loans; and intellectual property rights. The CMG also details the Collections' purpose and objectives in accordance with the Westport Board of Education Policy 6161.13 (23 May 2016), and generally accepted standards, practices and ethics for the stewardship and use of the Collections.

- CMG content reviewed WAAC, then by WPS senior leadership, and revised current version (2.4: *July 10, 2017*) – (See attached)
- Document include: Google forms for art installation and relocation requests and damage reports, along with forms for the tracking and documenting accessions, outgoing and incoming loans, etc.
- "Quick guide" for WPS staff (*R6161.13*) and WestPAC committee members to be created with this notice of CMG implementation. (Sample attached)

### **Friends of WestPAC, Inc.**

- This Organization was formed in 2016 to raise and maintain funds and to use such funds exclusively to support the care, conservation, maintenance and educational use of the Westport Public Art Collections for the benefit of present and future generations of Westport students and residents, and for the preservation and promotion of the artistic heritage of the Town of Westport. It operates as an IRS tax-exempt status under the Tax ID# 81-3624942.
- *2016-17 Funding Sources*
  - PTA Donations: 8/8 schools
  - Westport School Art Calendar
  - Dohanos, *Band Played On* print sales at "Music Man"
  - Fundraising event: Second Story Moonlight
  - Local Grants
- *2016-17 Sources and Uses of Funds to Support WestPAC* -(see attached)



**Friends of Westport Public Art Collections**

Sources and Uses of Funds

July 1, 2016 - June 30, 2017

Beginning Bank Balance		\$ 18,172.47	
SOURCES			
	Art Calendar Sales (net)	5,183.97	
	Fundraising Event (net)	9,063.63	
	Print Sales (net)	538.55	
	PTA Contributions	2,450.00	
	Interest	11.60	
	TOTAL SOURCES	<u>17,247.75</u>	
USES			
	Dohanos Appraisals	725.00	
	Conservation-Curry Mural assess	200.00	
	Conservation-Horace Staples portrait	3,875.00	
	Conservation-Fogel "Sundance"	3,500.00	
	Collection Framing	2,703.05	
	Installation Supplies	<u>2,049.00</u>	
	Total Program Support	13,052.05	76%
	Solicitations	60.79	
	Set Up 501c3-Gov't fees	375.00	
	General Operations	214.80	
	Bank/Credit Card fees	209.53	
	IT	220.66	
	Total Operations	<u>1,080.78</u>	6%
	TOTAL USES	14,132.83	
	ANNUAL SURPLUS	3,114.92	
	FY 17-18 Calendar prepay	4,114.68	
Ending Bank Balance		\$ 25,402.07	

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TOWN OF WESTPORT AND WESTPORT BOARD OF EDUCATION

WESTPORT PUBLIC ART COLLECTIONS

COLLECTIONS MANAGEMENT GUIDELINES

(adopted by BOS \_\_\_\_\_ and by BOE \_\_\_\_\_)

**I. INTRODUCTION**

**A. The Collections.** The Westport Public Art Collections is made up of the Westport Art Collection (“Town Collection”) and the Westport Schools Permanent Art Collection (“School Collection”), which are referred to together in this document as the “Collections” or, individually, a “Collection.” The Town and BOE accept donations of artwork and funds to support the Collections, in accordance with the Town’s Policy for Gifts to the Town and the BOE’s Policy and Regulation on Gifts, Grants and Bequests. The official website for the Collections is at [westportarts.org](http://westportarts.org).

1. Town Collection. The Town Collection is a collection of works of art that have been acquired primarily through gifts to the Town of Westport (“Town”) as well as works of art in the Works Progress Administration Collection (“WPA Collection”). The WPA Collection art was created under the federal art programs of President Franklin D. Roosevelt’s New Deal economic recovery plans of the 1930s and 1940s. It includes murals and other artwork commissioned for municipal and school buildings. Today, the Town of Westport is the steward of these federally owned works, most of which have been restored and remain on public view.

2. School Collection. The School Collection is a collection of original works of art that have been acquired primarily through gifts to the Westport Board of Education (“BOE”). Westport Public Schools educator Burt Chernow founded the School Collection in 1964 with the vision that original art be a daily and integral part of the educational environment for cultural education of the students, educators, and community of Westport, and that the art may be used as a tool to increase effectiveness of teaching in the schools’ curricula. The School Collection is entrusted to the BOE.

**B. Designation of Agent.** The Town and the BOE are authorized to designate an agent to assume, among other things, the responsibility for the management of entire inventory of the Collections (the “Agent”). The Westport Public Art Collections Committee (“WestPAC”), a subcommittee of the Westport Arts Advisory Committee (“Arts Advisory Committee”), was designated to serve as Agent for the Collections for the three-year period ending June 30, 2019, and the Town and the BOE will designate an Agent for subsequent years.

**C. These Collections Management Guidelines.** The Town and the BOE, pursuant to a Memorandum of Understanding (“MOU”) between them dated June 30, 2016, charged WestPAC as Agent to “create Collections Management Guidelines and collaborate with the Superintendent of Schools to develop Administrative Regulation R6161.3 and with the Westport Arts Advisory Committee for the stewardship, management and educational uses of the Collections.” WestPAC as Agent is also charged to “maintain and manage the Collection in accordance with the Collection Management Guidelines.”

Pursuant to the MOU, WestPAC created these Collection Management Guidelines (“Guidelines”), which were approved by the Westport Board of Selectmen (“BOS”) and the BOE, to guide the development, use and care of the Collections. The Guidelines are to be followed by the Agent, the Town, the BOE, the Arts Advisory Committee, the Town Curator, and the Westport Public Schools (“Schools”) and by any other person or entity with responsibility over any portion of the Collections.

**D. Goals.** The Goals of these Guidelines are to help ensure that:

- The Collections are accounted for and documented;
- The Collections are protected, secure, cared for, and preserved;
- Artwork in the Collections is routinely displayed and rotated throughout the Schools and the Town to fulfill the Collections’ goals;
- Acquisition, de-accession, and loans of works of art in the Collections conform to the missions of the Town, the BOE, Arts Advisory Committee, the Schools and the Collections, and that such activity complies with applicable law and reflects ethical standards and best practices;
- Disposal of works from the Collections through sale, exchange, or other means is solely for the advancement of the Collections and their missions, and proceeds from the sale of such works are used only to purchase other works of art for the public collections or for direct care of the objects in the Collections;
- Access to the Collections in Town and School buildings and access to Collection information is permitted and appropriately regulated;
- Collection-related activities shall promote the public good and not individual financial gain.

## **II. MISSION AND VISION**

**A. Mission.** The Collections are an essential and enriching resource in the academic and daily lives of the students and residents of Westport. The mission of the Collections is to maximize the impact of the Collections by using original works of art to inspire and educate Westport students, teachers, staff and the community. This is achieved by increasing awareness

and accessibility of the Collections through developing and creating opportunities for programs and public display, caring for and curating these important Collections to insure their growth for future generations.

**B. Vision.** The Agent’s vision is to maintain the Collections’ mission and purpose through constant growth for future generations of students and residents in the Town and Schools, by physically maintaining the work in the Collections; preservation; acquiring new works to enhance the collection; and by working collaboratively with the BOE, Schools, Town, Arts Advisory Committee and donors. In doing so, the Collections can grow as both a valuable resource as well as a valuable asset to the Town and Schools.

### **III. RESPONSIBILITY AND AUTHORITY**

The Collections are held in trust for the charitable and educational benefit of current and future generations of Westport students and residents. As such, the Agent, Town Curator, Town, BOE and Schools will diligently care for the artwork in the Collections, and shall continue to display the artwork throughout Town and School buildings for visual enrichment, educational support, and classroom initiatives, to fulfill the policies set forth in the:

- Westport BOE Policy P6161.3
- Town of Westport Art Collection Policy
- The Memo of Understanding (MOU)
- BOE Policy P3280 on Gifts, Grants and Bequests
- Town Policy on Gifts to the Town

### **IV. REVIEW AND REVISION**

These Guidelines should be reviewed by the Agent and Arts Advisory Committee at least once every three (3) years, or when needed. The Agent may propose changes to these Guidelines to the Arts Advisory Committee, and the Arts Advisory Committee may recommend changes to the BOS and BOE for adoption. No changes to these Guidelines shall be effective unless they are approved by the BOS and BOE. Arts Advisory Committee is responsible for monitoring the Agent’s compliance with the Guidelines and for recommending review when warranted. A copy of these Guidelines may be made available to donors, lenders, borrowers, and other responsible persons and will be made publicly available via the WestPAC website: [westportarts.org](http://westportarts.org).

### **V. ACQUISITION**

**A. Procedure.** Any artwork that is proposed to be acquired into the Collections, whether through gift, bequest, purchase, exchange or other transfer (an “Acquisition”), including

without limitation donations from the Friends of WestPAC and other nonprofits, must be approved and accepted in accordance with the BOE and Town gift policies:

- If proposed to be acquired for the School Collection: **BOE Policy P3280 on Gifts, Grants and Bequests**
- If proposed to be acquired for the Town Collection: **Policy for Gifts to Town**

Proposed Acquisitions must be described in reasonable detail on a **Donation Proposal Form** and submitted to a Town Curator who is appointed by the First Selectman, if there is one; otherwise to the Agent. Objects considered for Acquisition into the Collections shall first be reviewed by the Town Curator and the Agent, and then by the Westport Arts Advisory Committee. A written recommendation from the Agent for the proposed gift or purchase shall be submitted to the Arts Advisory Committee for consideration and recommendation. The Arts Advisory Committee's written recommendation shall be submitted as follows:

- If the proposed Acquisition is to the School Collection: to the Superintendent of Schools or his/her designee, for presentation to the BOE for review and approval if needed; otherwise to the School administration;
- If the proposed Acquisition is to the Town Collection: to the First Selectman or his/her designee, for presentation to the BOS for review and approval if required. Gifts of works of art that are structures intended to be permanently placed on Town property also require RTM review and approval.

Objects delivered to the Town Curator, Agent or Arts Advisory Committee for examination and evaluation as proposed Acquisitions must be accompanied by a detailed **Temporary Custody Receipt**, completed by the Town Curator or the Agent, to ensure that all crucial components of the object and donor information is collected and to acknowledge that the object(s) being presented for Acquisition have been received. A **Temporary Custody Receipt** does not obligate the Town or BOE to formally accept an item. A **Temporary Custody Receipt** shall accompany the object being considered for Acquisition until a formal decision is made by the BOS, RTM (if necessary) or BOE, as the case may be, and the object is either accepted into a Collection or returned to the donor.

If the object(s) is accepted for Acquisition into a Collection by the BOS or BOE, a **Deed of Gift** and a **Letter of Acceptance** must be completed and sent to the donor by the respective governing authority (Superintendent of Schools or First Selectman).

**B. Criteria for Acceptance of Proposed Acquisitions.** The Town Curator, Agent, and Arts Advisory Committee, in making their recommendations regarding a proposed Acquisition, will consider whether the following criteria are met for the object:

1. The object(s) is consistent with and relevant to each Collection's mission, goals and purpose.

2. The object has potential for exhibition, study, or research.
3. There are sufficient financial or professional resources to care for and maintain the object. Included in the determination of this criteria shall be an evaluation of the object's condition and the financial or professional resources required to restore, conserve, and maintain the object as part of the collections.
4. All attempts to verify authenticity and provenance of an object must meet the satisfaction of the Town Curator and the Agent. Objects considered for Acquisition must be transferred by the owner with clear title or by an executor with proven authority to make such transfer.
5. Duplicates (i.e., objects similar or identical to items already in the Collections), may be accepted if they contribute to the quality and scope of an existing collection, or if they can be used to supplement a teaching or program collection.
6. No artwork shall be accepted into the Collections if the intent of the transaction is to immediately sell or exchange such artwork for another. All donations are irrevocable once they are accepted for the Collection by the First Selectman, School administration, BOS or BOE as required by the applicable gift policy.
7. The artwork meets requirements of the BOE or Town gift policy, as the case may be.

**C. Additional Criteria for Gifts, Grants or Bequests.** The following criteria and considerations apply to acquisitions by gift, grant or bequest. A gift, grant or bequest, or any part thereof, may be refused at the discretion of the Town Curator and/or the Agent if the object involved fails to meet the acquisition criteria:

1. Gifts, grants and bequests will only be accepted without restrictions;
2. The Agent shall make efforts to secure from the donor or third party sufficient funds to maintain the object as part of the collection, as needed;
3. Valuation:

(a) **The Donor's Valuation.** No one acting on behalf of the Town, BOE, WestPAC, the Arts Advisory Committee or any other Town or BOE agency shall provide to a donor or prospective donor an appraisal or authentication of any object being offered to the Collections. Donors must provide their own fair market value of the object. Donors desiring an appraisal for tax or other purposes must obtain that information from an independent appraiser at the donor's expense and provide a copy to the Agent for their records.

(b) **The Town's Valuation.** The Town Curator and the Agent acting together may appraise objects internally in order to establish a value for insurance. The Town Curator and the Agent may rely on their own market research, comparable values, and the

advice of professionals in the relevant field(s) to ascertain a reasonable estimate of value for insurance purposes.

**D. Additional Criteria for Purchase of Artwork.** In the event that the Town or BOE seeks to purchase an object for the Collections, the following criteria must be considered:

1. Cost of the purchase relative to its importance to the Collections.
2. Consultation with an appraiser, conservator, or professional regarding acquisition viability.
3. Possibility that a comparable object might be obtained through gift, grant or bequest.
4. Purchase of objects owned by the Town Curator, the Agent, elected or appointed officials of the Town or BOE, or employees of the Schools or Town, or their immediate families, should generally be prohibited. Exceptions to this policy require full disclosure of the donor's role with the Town or BOE and of the circumstances of the transaction, and the person involved in the purchase must not participate directly or indirectly in the decision-making process. Price must not exceed fair market value. Donations of objects by these parties at no expense to the Town, BOE or any other party may be accepted if such a donation of art meets the mission, vision, and criteria of the Collections.
5. If the purchase is greater than \$500.00, it must be approved by the Arts Advisory Committee.
6. All purchases will be included in the Agent's Collections reports, which are submitted to the BOE and BOS.

**E. Additional Criteria for Exchange of Artwork.** "Exchange" is when an object was acquired by transfer from another collection, or by exchanging an item from one of the Collections with an item from another collection. An object proposed for exchange must first be deaccessioned pursuant to the deaccession stated herein. The Town Curator and Agent shall be responsible for recommendations for all deaccessions and exchanges. Objects will be evaluated for exchange based on the following criteria:

1. Relative importance to the collection of the object(s) to be released from the Collection and the object(s) to be acquired.
2. Fair market values of the object(s) to be exchanged as appraised by at least two independent sources.
3. Acceptance of exchange by original donor if required.
4. Exchanges may be recommended by the Town Curator, the Agent, or Arts Advisory Committee and are subject to approval by the BOE (if for the School Collection) or BOS (if for the Town Collection).



5. Exchanges may only be made with museums, libraries, archives, or other tax exempt educational or cultural institutions and individuals, whose mission and interests are consistent with the interests of the Collections, or between the Town Collection and the School Collection.

## **VI. LOAN POLICIES**

The Agent shall maintain appropriate records for all internal use, document the movement and location changes of all artwork in the Collections, and all incoming and outgoing loans to and from the Collections.

**A. Town and School Use of Objects in the Collections.** Objects in the Collections shall be routinely displayed and rotated throughout the Schools and Town buildings on a long-term basis, and without loan agreements, to fulfill the Collections' goals as stated in herein.

School and Town administrators, teachers, staff and PTA members, including a PTA ArtSmart volunteers, who would like to request artwork shall contact WestPAC via an **Artwork Display Request Form**, or an email to [westpac@westportps.org](mailto:westpac@westportps.org) , within a timely manner, for:

- *Display in classrooms, offices, meeting rooms, or hallways*
- *Supporting classroom and student projects*
- *Relocation, as needed*
- *Other general needs*

The Agent will evaluate all requests and accommodate them if possible. If the Agent denies a request, the Agent will communicate to the requesting party by email its reasons for denial. If the Agent can accommodate the request, it will communicate by email with the principal at the affected school building, or with the Selectman's Office, and/or Town Department Directors, for municipal buildings, in advance of artwork being removed from display or Collection storage and transferred to a new site or to Collection storage.

### **B. Incoming and Outgoing Loans.**

1. Incoming and outgoing loan requests should be submitted in writing to the Town Curator or the Agent with as much lead time as possible to ensure adequate condition assessment, conservation, preparation, and processing time. Loan requests must specify the work(s) to be loaned or borrowed, purpose, and length of the loan period. Initial requests describing the exhibition, preferably in writing, should be made three (3) months in advance of the beginning of the loan period; however, exceptions to this may be made upon the recommendation of Agent or Town Curator.

2. Objects considered for incoming and outgoing loan shall be reviewed by the Town Curator, then reviewed by the Agent and presented to the Arts Advisory Committee for review. A written recommendation from the Agent for the proposed loan shall be submitted to:

- If loaned to or from the School Collection: Superintendent of Schools, or his/her designated agent, for review and approval;
- If loaned to or from the Town Collection: With the written recommendation of the Arts Advisory Committee to the First Selectman for review and approval

3. The Agent shall administer both short-term and long-term incoming and outgoing loans and shall obtain and maintain signed **Incoming Loan Agreements** or **Outgoing Loan Agreements** from each lender or borrower of artwork to or from a Collection, as the case may be, and shall maintain written records and location tracking for all loans.

4. The borrower of the artwork, whether of incoming or outgoing loans, shall be responsible for arranging and funding both the packing and safe transport of all loaned artwork, and for providing all-risk, wall-to-wall insurance coverage for the full length of the loan period and until returned to the lender, and paying all expenses associated with the loan. Exceptions to any of these requirements must be reviewed and approved by the Town Curator and the Agent.

5. The Agent and borrower shall record the condition of all loaned objects using a standard **Loan Condition Report** form, before and after shipping, with photographs as needed. Objects shall be returned to the lender in the same condition in which they left the lender.

6. All **Incoming** and **Outgoing Loan Agreements** must be signed by the lender or borrower, as the case may be, signifying acceptance of the terms of the loan contract, and countersigned by:

- If loaned to or from the School Collection: Superintendent of Schools or designee, or Director of School Business Operations
- If loaned to or from the Town Collection: First Selectman or his designee

7. It should be noted that all **Incoming** and **Outgoing Loan Agreements** incorporate relevant and pertinent terms and conditions.

**C. Additional Conditions for Outgoing Loans.** Outgoing loans from the Collections may be made from the Collections to other museums, libraries, historical institutions, and institutions engaged in nonprofit, educational, and scholarly purposes.

1. The Town Curator and the Agent will assess the feasibility of outgoing loans. These parties will consider loans for education, research, conservation, or reproduction, and approval for each loan will be conditioned upon meeting professional standards and best practices.

Consideration will be given to the scholarly significance of the proposed use of the loaned object(s) or research material in relation to the exhibition needs of the borrower. If a conflict of a display or educational opportunity arises, the Agent may suggest a reasonable alternative for one of the conflicted objects. Should a duplicate or related object exist, it will be provided.

2. Objects considered for loan must be determined by the Town Curator to be stable, in condition suitable for exhibition, and able to withstand transit, minimal climate changes, and handling.

3. Loan fees will be negotiated or waived according to circumstances and with the approval of the Agent and/or Town Curator.

4. No Town or BOE elected or appointed official or employee, volunteer, or any other individual, regardless of his or her relationship with the Collections, the Schools or the Town, may borrow or use works from the Collections for a personal purpose.

**D. Additional Conditions for Incoming Loans.** Short-term loans for the purpose of exhibits and research may be requested by contacting the Agent, and may be independently recommended by the Agent. Should there be any question as to the insurance requirements or general suitability of a loan, or should an incoming loan be subject to unusual restrictions, the Arts Advisory Committee will be consulted.

1. Before accepting any incoming loan, the following conditions should be addressed:

- a. Availability of storage or exhibition space;
- b. Transportation;
- c. Conservation;
- d. Preservation requirements;
- E. Lender's restrictions;
- f. Problems of provenance or copyright;
- g. Proposed expense of loan.

2. The Agent will not provide extended storage to lenders.

3. Objects on loan shall not be put in harm's way, nor shall they be lent to a third party without the lender's written permission.

**E. Additional Rules for Long-Term Loans.** The Agent will consider long-term or indefinite loans (incoming or outgoing), with approval of the Town Curator, Arts Advisory Committee and respective governing parties.

Objects that are considered for incoming and outgoing long-term loan must meet specific criteria set forth in the Loan Agreement forms and BOE and Town policies. Long-term loan agreements, object condition assessments, and certificates of insurance must be renewed annually with the lender and insurance carrier.

## **VIII. DISPOSAL AND DEACCESSION**

Deaccessioning is the opposite of accessioning. It is the permanent removal of an object from the Collections. There are many reasons for deaccessioning an object, several of them being controversial, but from time to time this practice is a typical part of collections stewardship and a way for the museums and other cultural organizations and institutions to refine its collection and to advance its mission.

This process requires careful thought, and should reflect appropriate policy-making decisions rather than a reaction to the exigencies of a particular moment. Care must be taken to ensure that the cultural organization or institution is under no legal constraints regarding the disposition of the work considered for deaccession.

**General.** Works of art in the Collections may be disposed of if such disposition is recommended by the Town Curator, Agent and Arts Advisory Committee; such action must be approved by the Superintendent of Schools, or his/her designee, and the BOE, and by the Town, acting through the BOS, as the case may be, but only if such disposition on balance enhances the value and quality of the Collections, and advances the Collection's goals and mission: to benefit the students, schools and community of Westport through exposure to and appreciation of the visual arts. Conditions governing Disposal and Deaccession are outlined in BOE Policy P6161.3 and the Westport Town Art Collection Policy.

Unless otherwise directed by the BOS (in the case of the Town Collection) or BOE (in the case of the School Collection), all monies from the proceeds of the sale of a piece of art, or insurance from loss or damage, shall be exclusively used for the benefit of the Collections, including purchasing other artwork(s) and maintaining and conserving the Collections.

### **A. Criteria.**

1. Each object considered for deaccessioning must be carefully and individually evaluated and documented. General criteria to be considered include:
  - a. The object is outside the scope of the Collections or its mission.
  - b. The object is rarely or never exhibited, is not useful as part of a study collection, and is deemed to have no relevance to the future activities of the Collections.
  - c. The object is a duplicate (of a multiple such as a print or photograph) or redundant to other closely related objects in the Collections.

- d. The possession of the object is not legitimate (*e.g.*, it was stolen or illegally exported/imported).
  - e. The object is not authentic.
  - f. The physical condition of the object is poor and restoration is not feasible; and/or the object's condition poses a risk to other collection objects or a health hazard to the staff; and/or it no longer retains its physical integrity.
  - g. The Agent is unable to properly conserve, preserve and/or store the object.
  - h. There is a repository into whose mission the object more directly fits or which will provide greater public access to the object.
  - i. The object is subject to the Native American Graves Protection and Repatriation Act.
2. Deaccessioning and disposal must comply with all applicable local, state, and federal laws.
3. The Agent will endeavor to honor legal restrictions attached to the gift or bequest of any work of art. If this becomes impossible, the deaccession will require the approval of the Town Attorney's Office (if from the Town Collection) or the attorneys for the BOE (if from the School Collection).
4. The donor, or if deceased, his/her heirs, of any work to be deaccessioned will be notified in advance.
5. When a work of art by a living artist is deaccessioned, every reasonable effort and special care will be given to notifying the artist, in advance of action by the Agent. The same consideration will be accorded to heirs and estate trustees who retain interest in such works. The deaccession of works by living artists will take place in such a manner that it will not impugn the reputation of the artist or their body of work.
6. No member of the BOE, Arts Advisory Committee, Agent or staff member of the Town or Schools, may acquire directly or indirectly a work deaccessioned, or otherwise benefit from its sale or trade.
7. Documentation of deaccessioned objects shall be kept separately from accession files by the Agent, and shall include the full object record and photograph, written recommendation Agent, with reasons for the deaccession, minutes of the official meetings recording the approval for the deaccession, advice of legal counsel (if applicable) and means of disposal with date.

8. Original artworks will be disposed of in a manner most suitable to the individual item and circumstances.
9. Donation of the artwork to another public nonprofit institution that will carry out the donor's wishes for display or for teaching use of the object is the preferred method of disposal. The Agent may also exchange a deaccessioned object (in accordance with the exchange requirements of these Guidelines) with a museum, library, or educational or cultural institution, provided that the institution intends to use the item to further its mission.
10. Public auction is the alternate preferred method, should no non-profit beneficiary for the works be identified. Consideration may also be given to other methods that might yield a greater monetary return.
11. When items have deteriorated beyond repair, are infested beyond control of an exterminator, or are composed of dangerous materials, and when suitable, after reasonable offers have been made to donate materials to other institutions, they may be destroyed.
12. Deaccessioned objects shall be itemized in the Agent's Annual Report on the Collection.

**B. Authority for Deaccessioning.** The Town Curator and Agent shall make any and all recommendations for deaccessioning individual works of art, or parts of the Collections, to be disposed from the Collections in accordance with the process described below.

Objects considered for deaccession for the Collections shall be reviewed by the Town Curator, the Agent and then by Arts Advisory Committee. Analysis of any artwork(s) considered and recommended for deaccession or must be a documented and reasoned rationale prepared by the Agent and Town Curator for approval by the Schools and Town. The written recommendation from the Agent for the proposed gift or purchase shall be submitted to:

- School Collection: Superintendent of Schools, or his/her designated agent, for presentation to the BOE for review and approval; then to the BOS for review and approval.
- Town Collection: Upon the written recommendation of the Arts Advisory Committee to the First Selectman, for presentation to the BOS for review and approval.
- WPA: no works may be deaccessioned. As summarized in the U.S. General Services Administration's pamphlet *New Deal Artwork: GSA's Inventory Project*: "The U.S. General Services Administration's Fine Arts Program Office and the Office of the Inspector General (OIG) work together to locate, identify and recover lost portable works

of art produced by artists through the New Deal era federal art programs of the 1930s through the mid 1940s. When a New Deal artwork is offered for sale and/or is suspected to be federal property, the OIG is notified. The notification can be made by anyone, including, but not limited to, the Fine Arts Program, a private individual, a museum staff member, art dealer, appraiser or lawyer. The possessor is requested to maintain care and possession of the artwork until research about title is complete. If the artwork is determined to be federal property, the GSA works with the possessor to return the work of art to federal custody, with the ultimate goal of having the artwork loaned to a qualifying institution.”

A **Deaccession Form** shall be completed by Agent for each proposed object to be deaccessioned and signed by the Town Curator. After approval by the Agent and Arts Advisory Committee, the Deaccession Form shall be signed by the Agent, who will then present the deaccession recommendation to the BOE, then BOS for ratification. Upon approval, the object shall be provisionally deaccessioned. The Secretary of the BOS shall indicate the decision on the Deaccession Form.

## **IX. DOCUMENTATION AND RECORD KEEPING**

Documentation captures an object’s condition, history, use and value. It is how the Agent maintains physical and intellectual control over the Collection. Without documentation, an object has no identity. The Agent must therefore be diligent in creating legible and comprehensive documentation and in managing those records.

The following records are maintained:

**A. Temporary Custody Form.** Any object left in the temporary care of the Agent for acquisition consideration must be acknowledged with a **Temporary Custody Receipt**. A copy of the completed form is given to the potential donor; the original is kept with the object(s).

### **B. Transfer of Title Documents:**

1. Gift Agreement Form/Deed of Gift
2. Bill of Sale
3. Negotiations regarding bequests
4. Exchange agreements
5. Records related to deaccessioned objects.

**C. Registration and Documentation Records.** The Agent shall maintain, manage, and make available to authorized persons all original documents regarding accessioned objects and

objects on short- or long-term loan, accession and catalog records containing research material, condition assessments, storage location, and provenance pertaining to Collection objects.

The primary purpose of registration records is to maintain control and management of collections documentation. Therefore, registration records should provide the following information:

1. Identifying description of each object.
2. Accession number.
3. Legal status of the object (temporary custody, loan, ownership)
4. Method of acquisition and donor/vendor identification.
5. Acquisition date establishing legal status.
6. Provenance, history, date, condition.
7. Storage and exhibition location.
8. Credit line at time of acquisition.
9. Research related to the object.
10. Conservation documentation.

**D. Loan Agreements.** An **Incoming Loan Agreement** form and **Outgoing Loan Agreement** form shall be used to contract and delineate the conditions covering the temporary transfer of collection objects, then signed and countersigned by the authorized parties representing the lender and borrower

Any collection object(s) which leave the site for conservation, framing loan, or other purpose shall have their new locations tracked in the collection inventory records.

**E. Donor Records.** All records pertaining to Donors and or Agents of the Donor or Institution will be maintained with acquisition materials and accompany all registration documentation.

**F. Appraisal Records.** All information pertaining to any appraisal conducted shall be attached to the collection record in the collections database and shared with the Town and Schools and insurance provider.

**G. Inventory Records.** Periodic inventories of the collections shall be made every two years, indicating the current location and condition of each object.

**H. Photographic Records.** Photographs of all collection objects will be maintained for research, condition, and identification reference. Photographs will be attached to the collection record in the collections database.



**I. Privacy of Records.** The following items of information are considered privileged and shall not be made public except to those persons with a right to know as approved by the First Selectman and Superintendent of Schools, upon written recommendation of the Agent and/ or Town Curator:

1. Names of anonymous donors, lenders, or prior holders.
2. Mailing addresses of donors, lenders, or prior holders.
3. Location of objects not on public display.
4. Object purchase price, insurance valuation, appraised value, or similar assessment of value.

## **X. CARE AND PRESERVATION OF COLLECTIONS**

There are many factors that affect the quality of care for collections. The Agent and Town Curator must properly preserve and care for Collections held in the public trust. To protect the Collections from deterioration, the Agent is encouraged to address the following: storage, temperature and relative humidity, conservation, handling of objects, disaster planning and location inventories.

The Collection shall be considered school and town property, and each school and municipal building shall secure the safety of the artwork in the Collection on view or stored at each respective school and shall reasonably regulate student, teacher, staff, and public access to those works in the same manner as other school property.

Provisions are to be made by the Agent, with the cooperation of the Schools and Town, for the Protection of Collections from fire, theft, vandalism, natural disasters, and damage in transit are pursuant to the insurance policies of the Town of Westport, Westport Public Schools, and the Agent cooperation and understanding of said policies.

Prior to any refurbishing of school or town buildings (painting, floors, ceiling work, et al) that might damage or put artwork at risk, the school of facilities administrator is to contact the Agent in writing via email [westpac@westportps.org](mailto:westpac@westportps.org), the **Art Relocation Request Form** within a timely manner (preferably within ten days) of said refurbishing, providing a date, time and place of such work . The Agent will make arrangements with the Principal/Department Director or Head Custodian, or School Facilities Director to move the respective art, and request, when needed, a work order for additional Facilities assistance.

- A. Conservation Measures.** The Town Curator and Agent bears direct responsibility for the care of the Collections, initiating all conservation procedures performed by an outside facility. Treatment of objects will be carried out only as necessary and must

respect their historic and artistic integrity. The Town Curator must be consulted about any conservation treatment, cleaning, repair, or other work affecting the collections. All such work must be undertaken with the supervision and approval of the Town Curator.

**B. Outside Contract Work.** The Agent may commission outside professional conservators to perform any necessary treatments, off site or in the building (pursuant to current town and school policies and procedures) and in accordance with ethical standards established by the American Institute for Conservation of Historic and Artistic Works.

All treatments will be fully documented, and if significant original materials are removed, they will be preserved as part of the object record. Conservation Reports must be completed for any conservation or cleaning of an artifact and the Agent will maintain all appropriate records.

**C. Disaster Plan.** The Agent, in consultation with the Superintendent of Schools and Selectman's Office, may develop, implement, and periodically review a Disaster Response Plan.

**D. Monitoring.** The Agent, with the Schools and Town, shall strive to preserve the safety and physical integrity of the objects in the Collection under its control. The Agent is responsible for monitoring the collections on display in public and office areas.

1. School and Town Administrators, Teachers, Staff and PTA reps, including ArtSmart volunteers, shall contact the Agent via the **Damage Report/Relocation Request Form** or via email, [westpac@westportps.org](mailto:westpac@westportps.org) to report:

- *Damage to artwork or other concerns*
- *Missing artwork*
- *Artwork needs relocation due to facilities work*
- *Artwork needs rehanging for safety*
- *Artwork needs relocation due to an Event*

2. If the Agent or a staff member believes any object is missing, the Town Curator and Agent are to be contacted immediately. If the object is not located after a prompt and reasonable search, the Agent will inform the Arts Advisory Committee and the Superintendent of School and Selectman and notify the police, if required. The loss of, or damage to an artwork(s) shall be immediately documented by the Agent with a **Damage Report Form**.

3. In the event of loss, theft or damage of artwork(s) in the Collections, an appropriate School or Town designee, with the approval of the First Selectman (Town Collection) or Superintendent (School Collection) shall notify the Town's insurance company, sharing the **Damage Report Form** with the insurance company.

**E. Safety.** The safety of staff, students, volunteers, and the public takes precedence over the Schools and Town properties, including its Collections.

## **XI. STORAGE AND DISPLAY OF COLLECTIONS**

### **A. Collection Storage**

1. When not on view to the public, Collection items shall be stored in a secure, locked location. The designated storage site shall not be used for any other purpose.
2. Access to the storage room(s) shall be limited to the Town Curator, designated volunteers under the Agent' supervision, and designated Town and School Administration and Facilities Directors, with the Agent's and Town Curator's knowledge.
3. Storage locations shall be monitored regularly by the Agent.
4. Keys to the storage room(s) are held by School Facilities Director and Town Curator.

### **B. Collections on Display**

1. Collections on display shall be monitored regularly by the Agent' site reps.
2. Collection objects may not be handled or moved without the Agent's knowledge or permission.
3. Care shall be taken when facilities/custodial work near collection objects.

**C. Environmental Controls.** Collection objects shall be protected as best as possible from contact with corrosive support materials through the use of acid-free barriers, and suitably light levels and lack of direct sunlight to avoid damage to collections.

## **XII. ACCESS TO COLLECTIONS**

**A. Access.** The Agent shall facilitate and coordinate reasonable access to the Collection for teachers, students, and the public, and shall:

- Distribute and display the Collection throughout the schools and town buildings so that students and the community may experience original art as an integral and important part of their educational environment;
- Provide Westport students, schools and community scholarly and public with reasonable access to the Collection through educational programs, websites and exhibitions, as may be conducted pursuant to Westport Board of Education policies and procedures.
- Use original art to increase the effectiveness of teaching in the curriculum.

## **B. Retrieval and Use**

1. School and Town Administrators, Teachers, Staff and PTA reps, including ArtSmart volunteers, shall contact WestPAC via the **Artwork Display Request Form**, or via email, [westpac@westportps.org](mailto:westpac@westportps.org), within a timely manner to request artwork, digital images or object and research records to support classroom and student projects and other educational uses of the Collections.

2. To meet this request, the Agent shall communicate in writing by email with the principal and head custodian for school buildings or with the Selectman's Office, and/or Town Department Directors, for municipal buildings, in advance of artwork being removed from display, transferred to a new site to support such uses. These artworks shall be retrieved and handled by the Agent site rep, trained to handle and transport art by the Agent and/or Town Curator.

3. Once approved by the Agent, a record shall be kept in the collections database of the location and movement of all Collection objects.

4. When artwork is temporarily taken off display for specific short-term reason, a card shall be put in place where it hung, with a notice that the artwork is temporarily removed. A record shall be kept in the collections database of the temporary location and movement.

**C. Rights & Reproductions.** The Agent and/or Town Curator shall consult the Town Attorney's Office with all written requests for works of art to be reproduced for commercial, educational, and nonprofit use.

## **XIII. INSURANCE**

The Town and the BOE (acting through its Superintendent or his/her designee) will facilitate an up-to-date inventory, executed and maintained by the Agent every two years, and will manage a fine art insurance policy and updated insurance records for the Collections. All artwork documented in the Collections by the Agent are to be insured by the policy maintained and budgeted by the Town, Westport Public Schools, or self-insured. Any artwork from the Collections loaned to third parties will be insured by the "borrower" for the duration of the loan period.

In concert with the Town and Schools, the Agent will help ensure that the collection is properly valued, and coordinate insurance valuations, when needed, and update recorded values accordingly in the database and reporting to the Town and Westport Public Schools. The Town's Finance Office and Westport Public Schools Business Office are responsible for keeping the insurance broker apprised of changes and revisions and reviewing and approving policy coverage as needed. The full insurance policies are kept in the Town's Finance Department and Westport Schools Business Office.



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

**REVISED 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)

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June 2021				
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## Personnel -- Certified/Non-Certified

### Non-Discrimination

The Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression, except in the case of a bona fide occupational qualification.

It is the policy of the Board of Education that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability (including pregnancy), genetic information, veteran status or gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), veteran status or gender identity or expression.

For the purposes of this policy, "genetic information" means the information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. "Genetic information" may also include an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

For the purposes of this policy, "veteran" means any person honorably discharged from, or released under honorable conditions from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

Any employee wishing to file a complaint regarding discrimination may obtain a copy of the Board's complaint procedures and complaint form which are included in the Board's

Administrative Regulations Regarding Non-Discrimination/Personnel. These regulations accompany Board Policy #4111.1 and Board Policy #4211.1 and are available online at <http://www.westportps.org/district/policies> or upon request from the main office of any district school.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex or disability, such complaints will be handled under other appropriate policies (e.g., Policy #4118.112 and Policy #4218.112, Sex Discrimination/Harassment in the Workplace; Policy #4111.4 and 4211.4, Section 504/ADA).

Any employee also may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office  
U.S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109- 3921  
(617) 289-0111  
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Employees may also file a complaint regarding employment discrimination with the Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
(800-669-4000)

Employees may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities  
450 Columbus Blvd.  
Hartford, CT 06103-1835  
(800-477-5737)

Anyone who has questions or concerns about this policy, or would like a copy of the Board’s complaint procedures or complaint forms related to claims of discrimination, may contact:

**The Office of the Superintendent, 203-341-1025**

Anyone who has questions or concerns about the Board’s policies regarding discrimination on the basis of gender/sex may contact the Board’s Title IX Coordinator:

**Director of Human Resources and General Administration, 203-341-1023**

Anyone who has questions or concerns about the Board’s policies regarding discrimination on the basis of disability may contact the Board’s Section 504/ADA Coordinator:

**~~Director~~ Assistant Superintendent of Pupil Personnel Services, 203-341-1250**



Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.  
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.  
Age Discrimination in Employment Act, 29 U.S.C. § 621  
Americans with Disabilities Act, 42 U.S.C. § 12101  
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794  
Title II of the Genetic Information Nondiscrimination Act of 2008, Pub.L.110-233, 42 U.S.C. § 2000ff; 29 CFR 1635.1 et seq.  
Connecticut General Statutes § 10-153. Discrimination on basis of marital status  
Connecticut Fair Employment Practices Act, Connecticut General Statutes § 46a-60  
Connecticut General Statutes § 46a-81a Discrimination on basis of sexual orientation: Definitions  
Connecticut General Statutes § 46a-81c Sexual orientation discrimination: Employment.  
Public Act 17-127, An Act Concerning Discriminatory Practices Against Veterans, Leaves of Absence for National Guard Members, Application for Certain Medicaid Programs, and Disclosure of Certain Records to Federal Military Law Enforcement.

Policy adopted: October 1976  
Policy amended: December 1978  
Policy amended: March 2005  
Policy amended: January 22, 2018

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut

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## Personnel – Certified

### Students

#### Prohibition on Recommendations for Psychotropic Drugs

In accordance with Conn. Gen. Stat. § 10-212b, the Board of Education prohibits school personnel from recommending the use of psychotropic drugs for any child. Moreover, personnel may not require that a child obtain a prescription for a controlled substance (as defined in the Controlled Substances Act, 21 U.S.C. § 801 et seq.) in order for the child to: 1) attend school; 2) receive an initial evaluation or reevaluation to determine a child's eligibility for special education; or 3) receive special education and related services. Notwithstanding the foregoing, school health or mental health personnel may recommend that a child be evaluated by an appropriate medical practitioner and school personnel may consult with such practitioner with the consent of the parents or guardian of such child, in accordance with the procedures outlined in the administrative regulations.

#### I. Definitions

For purposes of this policy, the following definitions apply:

- A. Psychotropic drugs means prescription medications for behavioral or social-emotional concerns, such as attentional deficits, impulsivity, anxiety, depression and thought disorders, and includes, but is not limited to, stimulant medication and antidepressants.
- B. Recommend means to directly or indirectly suggest that a child should use psychotropic drugs.
- C. School health or mental health personnel means:
  - 1. school nurses or nurse practitioners appointed pursuant to Conn. Gen. Stat. § 10-212;
  - 2. school medical advisors appointed pursuant to Conn. Gen. Stat. § 10-205;
  - 3. school psychologists;
  - 4. school social workers;

5. school counselors;
6. school administrators;
7. other school personnel (such as a teacher designated as a child's Case Manager) who have been identified by a Planning and Placement Team, Section 504 team, Student Assistance Team or similar group of district professionals as the person responsible for communication with a parent or guardian about a child's need for medical evaluation;
8. a school professional staff member designated by the Superintendent to communicate with a child's parent or guardian about a child's need for medical evaluation.

Legal References:

Conn. Gen. Stat. 10-76d

Conn. Gen. Stat. § 10-212b

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34 C.F.R. § 300.174. Prohibition on mandatory medication

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Policy adopted:

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut

Students

HOMELESS CHILDREN AND YOUTH

In accordance with federal law, it is the policy of the Westport Board of Education (the “Board”) to prohibit discrimination against, segregation of, or stigmatization of, homeless children and youth. The Board authorizes the Administration to establish regulations setting forth procedures necessary to implement the requirements of law with respect to homeless children and youth. In the event of conflict between federal and/or state law and these administrative regulations, the provisions of law shall control.

Legal References:

State Law:

Public Act 19-179, “An Act Concerning Homeless Students’ Access to Education”

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers

10-253 School privileges for children in certain placements, non-resident children and children in temporary shelters

Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., as amended by Every Student Succeeds Act, Pub. L. 114-95.

Policy adopted:

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut

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## Students

### Health/Medical Records

When applicable, District schools will comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to maintain the privacy of protected health information that it receives, obtains, transmits or sends. The Board of Education designates the Assistant Superintendent for Pupil Personnel Services as its HIPAA Privacy Officer.

Student education records, including personally identifiable health information, maintained by the District is subject to and protected by the Family Educational Rights and Privacy Act (FERPA). Both the United States Department of Health and Human Services and the United States Department of Education Family Policy Compliance Office have stated that student records under FERPA are not subject to HIPAA. Therefore, District schools will comply with FERPA's confidentiality provisions rather than HIPAA's.

The District will seek Medicaid eligibility information to determine if services to a student may be billed. Bills will be processed electronically for Medicaid reimbursement for qualified services to eligible special education students. The District will comply with HIPAA's electronic transactions requirements. Procedures and safeguards will be developed to protect the privacy of health information and prevent wrongful user and disclosure. At a minimum, the policy and procedure for student records will comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) with assurances that the District has obtained authorization from the parent or adult student prior to the release of protected health information for the purpose of Medicaid billing. Individuals involved in the Medicaid billing process for the District shall be trained on the privacy procedures. Discipline shall be imposed, up to and including discharge, for staff that wrongfully uses or discloses protected health information.

(cf. 5125 - Student Records; Confidentiality)

Legal Reference: Connecticut General Statutes

1- 19(b)(11) Access to public records. Exempt records.

2-

10- 15b Access of parent or guardians to student's records.

10- 154a Professional communications between teacher or nurse & student.

10- 209 Records not to be public

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93 568, codified at 20 U.S.C.1232g.).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and 2331

42 U.S.C. 1320d-1320d-8, P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)

65 Fed. Reg. 50312-50372

65 Fed. Reg. 92462-82829

63 Fed. Reg. 43242-43280

67 Fed. Reg. 53182-53273

Policy adopted:

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut

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## Students

### WEAPONS AND DANGEROUS INSTRUMENTS

The Board of Education determines that possession, concealment, and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district. Possession and/or use of any dangerous or deadly weapon, firearm, or destructive device in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited even if the person possessing the deadly weapon or firearm has a permit for such item.

#### I. Definitions:

A. Dangerous Instrument means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.

B. Deadly Weapon means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge; method of discharge (i.e. spring v. CO2 cartridge) and potential for serious bodily harm or death.

C. Electronic Defense Weapon means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.

D. Firearm, as defined in 18 U.S.C § 921, means (a) any weapon (including a starter gun) that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in this definition, a "destructive device" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than 1/2" in diameter. The term

"destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.

E. Martial Arts Weapon means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or Chinese star.

F. School-Sponsored Activity "means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property." Conn. Gen. Stat. § 10-233a(h).

G. Weapon means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release devise by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under Section 29-38 of the Connecticut General Statutes.

## II. Consequences

A. A student who possesses and/or uses any deadly weapon or firearm on school property in violation of this policy shall be disciplined in accordance with Board of Education Student Discipline Policy.

### Legal References:

Connecticut General Statutes § 10-233a,  
§ 10-244a  
§ 29-28(e),  
§ 53a-3,3  
§ 53a-217b

Policy adopted:

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut

## **Students**

### **PHYSICAL ACTIVITY AND STUDENT DISCIPLINE**

It is the policy of the Board to promote the health and well-being of district students by encouraging healthy lifestyles including promoting physical exercise and activity as part of the school day.

#### **Prohibition on Deprivation of Physical Exercise Period as a Form of Discipline:**

For elementary school students, the Board includes a time of not less than twenty (20) minutes in total, during the regular school day, to be devoted to physical exercise, except that a planning and placement team (“PPT”) may develop a different schedule for students requiring special education and related services. Further, the Board permits, in its elementary schools, including an additional amount of time, beyond the required twenty minutes for physical exercise, devoted to undirected play during the regular school day, subject to the approval of the building administration.

In an effort to promote physical exercise, the Board prohibits school employees from disciplining elementary school students by preventing them from participating in the entire ~~full 20 minutes of~~ time devoted to physical exercise or undirected school play during the regular school day, except in instances where the student’s behavior poses a health and/or safety concern.

#### **Prohibition on Compulsion of Physical Activity as a Form of Discipline:**

For all students, the Board prohibits school employees from disciplining students by requiring students to engage in physical activity as a form of discipline during the regular school day.

#### **Definition:**

For the purposes of this policy, a “school employee” is defined as (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in the district schools, or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the district schools pursuant to a contract with the Board.

#### **Disciplinary Action for Failure to Follow Policy:**

Any employee who fails to comply with the requirements of this policy may be subject to discipline, up to and including termination of employment. Any contracted individual who provides services to or on behalf of students enrolled in the district and who fails to comply with

the requirements of this policy may be subject to having his/her contract for services suspended by the district.

Legal References:

Connecticut General Statutes:

§ 10-221o Lunch periods. Recess. Boards to adopt policies addressing the limitations of physical exercise as amended by PA 19-173 An Act Concerning the Improvement of Child Development Through Play

§ 10-221u Boards to adopt policies addressing the use of physical activity as discipline

Policy adopted:

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut

## Personnel – Certified

### Drug and Alcohol Testing For School Bus Drivers

The Westport Public School district is committed to the establishment of a drug use and alcohol misuse prevention program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991 (OTETA), as may be amended, and applicable state statutes pertaining to pre-employment and random drug testing of school bus drivers. The District shall adhere to federal and state law and regulations requiring a school bus driver's drug and alcohol testing program.

In addition to the above cited federal requirement, the Board of Education expects its school transportation carrier, by June 30, 2019, to provide training to all school bus drivers, including instruction on (1) identifying the signs and symptoms of anaphylaxis, (2) administering epinephrine by a cartridge injector ("EpiPen"), (3) notifying emergency personnel, and (4) reporting an incident involving a student's life-threatening allergic reaction.

Beginning July 1, 2019, each carrier must provide the training to school bus drivers following the issuance or renewal of a public passenger endorsement to operate a school bus for carrier employees, and upon the hiring of a school bus driver who is not employed by such carrier (e.g., subcontractor), except a driver who received the training after the most recent issuance or renewal of his or her endorsement is not required to repeat it.

School districts contracting with a private service provider must ensure the provider has a drug and alcohol testing program fulfilling federal regulations, and state law pertaining to a required pre-employment and random drug testing program for drivers of school buses and school transportation vehicles (STVs) that carry ten or fewer students.

Legal Reference: United States Code, Title 49

2717 Alcohol and controlled substances testing (Omnibus Transportation Employee Testing Act of 1991)

Code of Federal Regulations, Title 49; section 40.85

40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs

382 Controlled Substance and Alcohol Use and Testing

395 Hours of Service Drivers

Holiday v. City of Modesto (1991) 229 Cal. App. 3d. 528, 540.

International Brotherhood of Teamsters v. Department of Transportation

932 F. 2d 1292 (1991)

American Trucking Association, Inc. v. Federal Highway Administration, (1995) WL 136022 (4th circuit)

10-212c Life-threatening food allergies and glycogen storage disease: Guidelines; district plans. (as amended by PA 18-185)

14-261b Drug and alcohol testing of drivers of certain vehicles, mechanics and forklift operators

14-276a School bus operators and operators of student transportation vehicles: Regulations: qualifications; training; drug testing.

52-557b Immunity from liability for emergency medical assistance first aid or medication by injection.

School personnel not required to administer or render. (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors and PA 18-185, An Act Concerning Life-Threatening Food Allergies in Schools)

Policy adopted: \_\_\_\_\_ WESTPORT PUBLIC SCHOOLS

Policy amended: \_\_\_\_\_ Westport, Connecticut

## Students

### Exploitation: Sexual Harassment

#### Sexual Abuse Prevention and Education Program

##### Definitions

Sexual violence is a multi-layered oppression that occurs at the societal and individual level and is connected to and influenced by other forms of oppression, in particular, sexism, racism and heterosexism. On the societal level, it is the preponderance of attitudes, actions, social norms that perpetuate and sustain environments and behaviors that promote a cultural tolerance, acceptance, and denial of sexual assault and abuse. On an individual level, sexual violence is a wide range of sexual acts and behaviors that are unwanted, coerced, committed without consent, or forced either by physical means or through threats.

Sexual abuse refers to coerced or forced sexual contact or activity that may be ongoing or occurs over time, often within a trusting relationship. Most victims know their perpetrators. Perpetrators are usually older than their victims and may trick or force them into gradually doing the sexual behavior. The sexual behavior may not be violent and may even be pleasurable to the child, who doesn't necessarily know it is wrong. Perpetrators of ongoing sexual abuse control the child/youth through secrecy, shame, or threats. Children cannot consent to sexual contact with adults or older youth, and sexual contact is considered abuse, regardless of whether it includes touching or not.

Sexual assault usually refers to forced or unwanted sexual contact or activity that occurs as a single incident, as opposed to ongoing sexual abuse that may continue over time. It may also involve verbal or visual behaviors, or any type of pressure designed to coerce or force someone to join in the unwanted sexual contact or activity. The assault may involve a similar range of behaviors that are attempted or perpetrated against a victim's will or when a victim cannot consent because of age, disability, or the influence of alcohol or drugs. Sexual assault may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure. The offender usually takes advantage of the victim's vulnerability. Anyone can perpetrate this type of abuse - a trusted friend or family member, a stranger, a casual acquaintance, or an intimate partner.

Sexual harassment: In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment. Sexual harassment creates a hostile environment if the conduct is sufficiently severe or pervasive such that it interferes with or limits a student's ability to participate in or benefit from the school's program. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social media websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

## **Program**

The Westport Public Schools shall implement the Sexual Abuse and Assault Awareness and Prevention Program identified or developed, in compliance with CGS 17a-101q, by the Department of Children and Families, in collaboration with the Department of Education and other assisting entities, with the goal of informing students and staff about child sexual abuse and assault awareness and available resources. The District's implementation of the Sexual Abuse and Assault Awareness and Prevention Program, per statute, shall be not later than October 1, 2016. The program, for students in Grades K-12, inclusive, shall include, but not be limited to:

1. Providing teachers instructional modules that may include, but not be limited to:
  - a. Training regarding the prevention and identification of, and response to, child sexual abuse and assault, and
  - b. Resources to further student, teacher and parental awareness regarding child sexual abuse and the prevention of such abuse and assault.
2. Providing students age-appropriate educational materials designed for children in grades kindergarten to twelve, inclusive, regarding child sexual abuse and assault awareness and prevention that may include, but not be limited to:
  - a. The skills to recognize:
    - i. Child sexual abuse and assault,
    - ii. Boundary violations and unwanted forms of touching and contact, and



- iii. Ways offenders groom or desensitize victims.
- b. Strategies to promote disclosure, reduce self-blame and mobilize bystanders.
- c. Actions that child victims of sexual abuse and assault may take to obtain assistance.
- d. Intervention and counseling options for child victims of sexual abuse and assault.
- e. Access to educational resources to enable child victims of sexual abuse and assault to succeed in school.
- f. Uniform procedures for reporting instances of child sexual abuse and assault to school staff members.

The lessons should be evidence-informed, developmentally and age appropriate and informed by the required curricula standards and performance indicators contained in the SDE Guidelines (Section Three).

3. Implementing a child sexual abuse curriculum to provide age-appropriate information to teach students the difference between appropriate and inappropriate conduct in situations where child sexual abuse or sexual assault could occur, and to identify actions a child may take to prevent and report sexual abuse or sexual assault. Students will be:

- a. Provided with resources and referrals to handle these potentially dangerous situations.
- b. Provided access to available counseling and educational support.

The Board of Education directs the Superintendent develop administrative regulations to address the issues of students obtaining assistance, intervention and counseling options, access to educational resources and procedures for reporting instances of child sexual abuse and assault. A student shall be excused from participating in the sexual abuse, assault awareness and prevention program offered within the school, in its entirety or any part thereof, upon receipt by the Principal or his/her designee, of a written request from the student's parent/guardian.

Any student exempted from the sexual abuse and assault awareness and prevention program shall be provided, during the period of time in which the student would otherwise be participating in such program, an opportunity for other study or academic work.

### **Reporting Child Sexual Abuse and Assault**

Students shall be encouraged to disclose abuse to a trusted adult member of the staff, including, but not limited to, teachers, administrators, nurses, coaches, and counselors. Child abuse reporting procedures will be followed for all acts of violence and sexual abuse against children as delineated in policy #5141.4, "Reporting of Suspected Child Abuse," and its accompanying regulations.

Connecticut General Statutes §17a-101, as amended, requires all school employees including the Superintendent of Schools, school teachers, substitute teachers, administrators, school guidance counselors, school paraprofessionals, licensed nurses, physicians, psychologists, social workers, coaches of intramural or interscholastic athletics, or any other person, who in the performance of his/her duties, has regular contact with students and who provides services to District students, who have reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent risk of serious harm to report such abuse and/or neglect in compliance with applicable state statutes.

An oral report by telephone or in person shall be made as soon as possible but no later than 12 hours to the Commissioner of Children and Families and to the Superintendent of Schools or his/her designee followed within 48 hours by a written report to the Department of Children and Families.

Reporting suspected abuse and/or neglect of children, in addition to the requirements pertaining to staff training, record keeping and dissemination of this policy, shall be in accordance with the procedures established and set forth in the Administrative Regulation #5141.4.

(cf. 5131.911 - Bullying)

(cf. 5141.4 - Reporting of Suspected Child Abuse)

(cf. 5145.5 - Sexual Harassment)

Legal Reference: Connecticut General Statutes

17a-101q Statewide sexual abuse and assault awareness and prevention program (as amended by Section 415 of the June 2015 Special Session Public Act 15-5)

A Statewide K-12 Sexual Assault and Abuse Prevention and Awareness Program developed by DCF, SDE, and Connecticut Alliance (The Alliance) to End Sexual Violence.

Regulation adopted:

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut

## 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) ~~—~~ Two (2) minutes may be allotted to each speaker on non-agenda items and three (3) minutes on agenda items and with a maximum of  
~~—~~ fifteen (15) minutes on non-agenda items 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

## **Bylaws of the Board**

### **Agenda Preparation and Dissemination**

~~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~~

~~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~~

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## Mission-Goals-Objectives

### Goals for the Public Schools

#### Introduction

The terms "goal", "objective", and "performance objective" parallel those originally published by the American Association of School Administrators.

**Goal:** "A goal statement is one step more precise than a mission statement. Many goal statements may come out of a mission declaration. Each describes a desired terminal point to be reached sometime in the future to fulfill the mission, and general directions to pursue the mission. A goal statement, likewise, remains too broad to be useful in identifying specific operational activities. A goal is seen by some as a "broad objective". It must be broken down further if its declarations and outcomes are to serve as guides to action."

**Objective:** "An objective is an outcome statement that is consistent with and grows out of a related goal statement. It is a more specific expression of a position, behavior, process, or product to be achieved by a major operational division of an organization over a shorter time period. It is a desired outcome that is capable of being measured with specificity."

These goals are presented with the full realization that the school is only one of several social institutions or influences affecting the child. Its contribution is modified by the intellectual, social, emotional, and affective potentialities that each child brings to the school environment. Our intent is that the school should contribute as fully as possible to the development of each child in the directions indicated by the goals stated.

It is the responsibility of the School Administration and Staff to delineate and update those educational objectives and performance objectives which at each school level will best achieve the goals as stated, together with the means to evaluate periodically the attainment of such objectives. Only then will these goals have full meaning.

#### To implement the Philosophy of the Public Schools, we accept this charge:

1. to enable students to grow academically, socially, and emotionally by encouraging them to accept responsibility and to understand the consequences of their decisions;
2. to provide students with opportunities to master basic skills essential to competent functioning in society, including the ability to read, write, listen, and speak and view proficiently; to manipulate basic mathematical concepts; and to acquire a general knowledge of the sciences;

3. to enable students to apply knowledge, problem solving techniques, creativity, and current technology from the various disciplines to the challenges presented by our changing society and physical environment;

4. to enable students to pursue independent thought and research through both assigned and self initiated projects;

5. to enable students to explore the world's cultural heritage through experiences which help to broaden social awareness;

6. to provide curricular and co curricular activities which will give students the opportunity to grow aesthetically, emotionally, intellectually, physically, and socially through interaction with others;

7. to provide appropriate programs and services for students with special intellectual, physical, and emotional needs;

8. to enable students to develop aesthetic appreciation through integral experiences in art, music, science, literature, and languages;

9. to enable students to develop as healthy individuals by providing life skills through health and physical education programs and health services;

10. to enable students to develop personal and vocational skills through appropriate grade level experiences in foreign language, practical., and technical arts;

11. to enable students to meet their academic, personal, social, emotional, and vocational needs through guidance, counseling, and special services;

12. to enable students to learn the responsibilities of citizenship in a democracy, emphasizing participation in global, national, and community affairs through practical curricula and co curricular activities in the social sciences;

13. to enhance the capabilities of the staff by setting expectations and by providing opportunities for growth through professional development and other experiences;

14. to foster greater community understanding and support by encouraging citizen involvement in school activities and programs;

15. to provide a safe and orderly environment conducive to the learning process.

(cf. 0100 Mission Statement)

Legal Reference: Connecticut General Statutes

10-4(c) Duties of board. Reports. Comprehensive plan for elementary,

secondary, vocational, career and adult education.

10-220(b) Duties of boards of education

Policy adopted:

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut

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## Business and Non-Instructional Operations

### Safety Complaints/Records and Reports

The Superintendent of Schools shall:

1. develop procedures for reporting all complaints relative to school transportation safety, including complaints about bus drivers;
2. shall maintain a written record of all such complaints;
3. within thirty days of the close of school each year, submit a report containing all complaints received within the previous twelve month period to the Commissioner of Motor Vehicles;
4. within ten days of its occurrence, the Superintendent make a written report to the Commissioner of Motor Vehicles, on the form prescribed by the Commissioner, of the circumstances involving a motor vehicle and any student pedestrian at, or in the immediate vicinity of, a school bus stop;
5. on a regular basis, and upon occurrence as appropriate, review with the Board of Education any complaints received and any accidents reported between motor vehicles and district students.

Legal Reference: Connecticut General Statutes

10-221c Development of policy for reporting complaints re school transportation safety. Reporting of accidents at school bus stops.

Policy adopted:

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut

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## Instruction

### Ceremonies and Observances

### Separation of Church and State

In accordance with the mandate of the Constitution of the United States prohibiting the establishment of religion it is the policy of this Board that the public schools will, at all times and in all ways, be neutral in matters of religion.

This requirement of neutrality need not preclude nor hinder the public schools in fulfilling their responsibility to educate students to be tolerant and respectful of religious diversity. The district also recognizes that one of its educational responsibilities is to advance the students' knowledge and appreciation of the role that religion has played in the social, cultural, and historical development of civilization.

Therefore, the district will approach religion from an objective, curriculum-related perspective, encouraging all students and staff members to be aware of the diversity of beliefs and respectful of each other's religious and/or non-religious views. In that spirit of respect, students and staff members should be excused from participating in activities that are contrary to religious beliefs unless there are clear issues of compelling public interest that would prevent it.

As required by the Every Student Succeeds Act, the Superintendent will, by October 1 of each year, certify in writing to the state that students of the District are not prevented by policy or rule from participating in constitutionally protected prayer. The Superintendent will ensure that the staff, parents/guardians and students are made aware of the parameters of acceptable religious speech and actions. The Superintendent will also distribute guidelines to each school concerning religion in the schools, after such guidelines/regulations have been approved by the Board attorney and reviewed by the Board.

### Holiday Celebration and Observances

The building Principal is responsible for monitoring compliance with this policy. Pertinent information will be included in the student, parent, and staff handbooks.

### Absence for Religious Observation

Student absences for religious observances shall be excused. Furthermore, such absences should not prohibit receipt of attendance related awards nor impact student grades or participation in school events.

## Recognition of Religious Holidays

The objective study of religious holidays provides a natural opportunity to promote an appreciation for and respect of diversity. Learning opportunities should extend beyond Judeo-Christian beliefs; reflecting the diversity of global cultures.

1. Recognition of religious holidays will not dominate the educational program and must support curricular objectives.
2. All religions must be afforded equal dignity, but none advanced nor disparaged.
3. Symbols such as Santa Claus, menorah, dreidels, shofar, Easter eggs, Christmas wreaths and trees, etc., while they may have no religious significance or liturgical applications, have unquestionably become associated with religious celebrations. Therefore, to avoid having students or visitors to the schools feel uncomfortable or left out, staff should be sensitive when displaying holiday symbols. If used in classrooms or hall bulletin boards, they are to be used in an educational context, and are to reflect cultural and religious diversity.

Decorations in public areas should be minimal. They should not use the holiday symbols of one religion exclusively or dominantly, or display them in such a way as to suggest that the school is celebrating a particular religious holiday.

4. Programs should focus on seasonal rather than religious themes' inclusive of concerts, enrichment programs and Parent-Teacher Organization sales.
5. Performances which recognize holidays must be of an artistic nature, not religious. Religious music must not dominate any school program. Program selections should not, by their nature, exclude students from participation.
6. The Cafeteria staff will consider religious dietary restrictions when planning menus (non-meat meals, limiting pork to one menu choice).
7. Parents may exclude their children from programs involving the recognition of religious holidays or if celebration is in conflict with family beliefs. A written request for exclusion should be sent to the Principal.

## Silent Meditation

The Board directs that the administration shall provide for students and teachers the opportunity to observe an appropriate period of time for silent meditation at the beginning of each school day.



## Pledge of Allegiance

Students will be offered the opportunity to recite the Pledge of Allegiance to the United States Flag at least once during each school day. Participation in reciting the Pledge of Allegiance will be voluntary. Students may refuse to participate in reciting the Pledge of Allegiance for any reason, including religious, political, philosophical or personal reasons. If a student chooses not to participate, he/she may stand or sit in silence.

### Legal Reference: Connecticut General Statutes

10-16a Silent meditation.

10-230 Flags in schoolrooms and schools. Policy on the reciting of the "Pledge of Allegiance."

Every Student Succeeds Act

Policy adopted:

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut

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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 1<sup>st</sup> 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 3<sup>rd</sup> priority for use of facilities.
4. Activities of school-related organizations, e.g., PTA, booster clubs and parent support groups shall have 4<sup>th</sup> 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.

## Business/Non-Instructional Operations/Community Relations

### Use of School Facilities

#### B. Requirements and Application Procedures (continued)

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.

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

### **Use of School Facilities**

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

##### **\*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.

## Business/Non-Instructional Operations/Community Relations

### Use of School Facilities (continued)

#### 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  
[Revised:](#)

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut

## 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, or e-cigarettes 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, pharmaceuticals, adult 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.

## Business/Non-Instructional Operations/Community Relations

### Use of School Facilities

#### Procedures (continued)

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.



## Business/Non-Instructional Operations/Community Relations

### Use of School Facilities

#### Procedures (continued)

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.

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

### **Use of School Facilities**

#### **Procedures (continued)**

#### **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  
[Revised:](#)

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut

## Students

### ~~Immunization of School Children~~ Health Assessments and Immunizations

- ~~A. It is the policy of the Westport Board of Education to conform with Connecticut General Statutes 10-204a, as currently written, and as they may be changed in the future, with respect to immunization requirements for school admission.~~
- ~~B. 1. For the purpose of this Policy and Procedures, the State Department of Health Services defines “legally qualified physician” to be a doctor of medicine (M.D.) or an osteopathic physician (D.O.), licensed to practice medicine in this or another state.~~
- ~~2. The definitions of “adequate immunization,” as developed by the State Commissioner of Health, are enumerated in the Procedures section and are to be updated if and when State requirements are revised.~~
- ~~C. In accordance with State law, a child may be exempted from the requirements of this policy under the following conditions:~~
- ~~1. A certificate is presented signed by a legally qualified physician stating that, in the opinion of the physician, such immunization is medically contraindicated because of the physical condition of the child; or~~
  - ~~2. A certificate is presented from a legally qualified physician, indicating that initial immunizations have been given to such child (including the dates of such initial immunizations) and that additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health Services; or~~
  - ~~3. A written statement is presented to the Principal by the parent/legal guardian (or the student over 18 or an emancipated minor), stating that such immunizations are contrary to the religious beliefs of the parent, guardian or student.~~

The Board of Education recognizes the importance of periodic health assessments, including oral assessments, according to state health regulations.

To determine health status of students, facilitate the removal of disabilities to learning and find whether some special adaptation of the school program may be necessary, the Board of Education requires that students have health assessments.

The Board of Education adheres to those state laws and regulations that pertain to school immunizations and health assessments, including oral health assessments. It is the policy of the Board of Education to insure that all enrolled students are adequately immunized against communicable diseases. The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206, as may be periodically amended.

The Superintendent shall designate the school nurse to receive reports of health assessments and immunizations from health care providers.

Parents wishing their children exempted or excused from health assessments, on religious grounds, must request such exemption to the Superintendent of Schools in writing. This request must be signed by the parent/guardian.

Parents/guardians wanting their children excused from immunizations on religious grounds (prior to enrollment and grade 7 entry) must request such exemption in writing, using State of Connecticut Department of Public Health Religious Exemption Statement form, to the school nurse, if such immunization is contrary to the religious beliefs of the child or of the parent/guardian of the child. The request must be officially acknowledged by a notary public or a judge, a clerk or deputy clerk of a court having a seal, a town clerk, a justice of the peace, or a Connecticut-licensed attorney.

It is the responsibility of the Principal to ensure that each student enrolled has been adequately immunized and has fulfilled the required health assessments. The school nurse shall check and document immunizations and health assessments on all students enrolling in school and to report the status to the school principal. The school nurse shall also contact parents or guardians to make them aware if immunizations and/or health assessments are insufficient or not up-to-date. The school nurse will maintain in good order the immunization and health assessment records of each student enrolled.

The school nurse who is required to verify the immunization status for children enrolled in District schools, pre-K to grade 12, inclusive, pursuant to C.G.S. 10-204a, shall be provided with sufficient information on the children living within his/her jurisdiction and is listed on the Department of Public Health's registry of immunization status. The school nurse is authorized to determine which children in their jurisdiction are overdue for scheduled immunizations and provide outreach to help get them vaccinated.

Students born, traveling, and /or residing for at least one month in a country other than the United States, Canada, Australia, New Zealand, or a country in western or northern Europe and entering school in Connecticut for the first time, should receive either TST (tuberculin skin test) or IGRA (interferon-gamma release assay). Any individual found to be positive shall have an appropriate medical management plan developed that includes a chest radiograph.

Students not already known to have a positive test for tuberculosis should be tested if they meet any of the risk factors for TB infection, such as immunosuppression, current or planned or close contact to someone with infectious TB disease.

No record of any student's medical assessment may be open to the public.

As required, the District will report, beginning in October 2017, on a triennial basis, to the Department of Public Health and to the local Health Director the asthma data, pertaining to the total number of students per school and for the district, obtained through the required asthma assessments, including student demographics. Such required asthma diagnosis shall occur at the time of mandated health assessment at the time of enrollment, in grade six or seven, and in grade ten or eleven. Such asthma diagnosis shall be reported whether or not it is recorded on the health assessment form, at the aforementioned intervals. The District, as required, will also participate in annual school surveys conducted by the Department of Public Health pertaining to asthma.

As required, the District will annually report to the Department of Public Health information required on the School Immunization Entry Survey.

The Superintendent of Schools or his/her designee shall give written notice to the parent/guardian of each student who is found to have any defect of vision or disease of the eyes, with a brief statement describing such defect or disease and a recommendation that the student be examined by an appropriately licensed optometrist or ophthalmologist.

Note: PA 18-168 requires boards of education to request that students have an oral health assessment prior to public school enrollment, in grade 6 or 7, and in grade 9 or 10. The legislation establishes related requirements on providers authorized to perform the assessments, parental consent assessment forms, and records access. The specifics are detailed in the administrative regulation pertaining to this policy.

(cf. 5111 - Admission)

(cf. 5141.31 - Physical Examinations for School Programs)

(cf. 5125 - Student Records)

(cf. 5135.11 - Health/Medical Records - HIPAA)

(cf. 5141 - Student Health Services)

Legal Reference: Connecticut General Statutes

~~10-204 Vaccination~~

10-204a Required immunizations ~~as amended by PA 96-244.~~ (as amended by P.A. 15-174 and P.A. 15-242)

10-204c Immunity from liability

10-205 Appointment of school medical adviser

**P-5141.3(b)**

## **Students**

### **Immunization of School Children**

~~Legal Reference: (continued)~~

10-206 Health assessments (as amended by PA 17-146 and PA 18-168)

10-207 Duties of medical advisors

10-206a Free health assessments

10-208 Exemption from examination or treatment

10-208a Physical activity of student rest cites; board to hone notice

nurses

10-209 [Records not to be public. Provision of reports to school.](#)~~School~~

10-212 School nurses

10-214 Vision, audiometric and postural screenings. When required. Notification of parents re defects; record of results ([as amended by PA 17-173](#))

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[Department of Public Health, Public Health Code, 10-204a-2a, 10-204a-3a, 10-204a-4](#)

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[Section 4 of PA 14-231](#)

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[Federal Family Educational Rights and Privacy Act of 1974 \(section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g.](#)

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[P.L. 93-568; codified as 20 U.S.C. 1232g](#)

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[42 U.S.C. 1320d-1320d-8 P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 \(HIPAA\)](#)

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[PA 17-146 "An Act Concerning the Department of Public Health's Various Revisions to the Public Health Statutes," Section 5, effective 10/1/17](#)

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[PA 18-168 An Act Concerning the Department](#)

Policy adopted: June 29, 1992  
[Amended:](#)

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut