

WESTON PUBLIC SCHOOLS

BYLAWS OF THE BOARD

Series 9000

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**Bylaws of the Board****Role of the Board and Member (Powers, Purposes, Duties)**

The Weston Board of Education is the governing body of the school district and derives its power and exists under the Constitution and General Statutes of the State of Connecticut and the procedures of the Connecticut State Board of Education.

Legal Reference:	Connecticut General Statutes
	1-18a          Definitions
	10-186        Duties of local and regional boards of education
	10-220        Duties of boards of education
	10-221        Boards of education to prescribe rules
	10-240        Control of schools
	10-241        Powers of school districts

Bylaw adopted by the board: March 5, 1991

Revised: February 10, 2003

**WESTON PUBLIC SCHOOLS**  
**Weston, Connecticut**

**Bylaws of the Board****Limits of Authority**

The Weston Board of Education is the unit of authority. Apart from their function as part of the unit, Board members have no individual authority. Individually the Board member may not commit the district to any policy, act or expenditure. The Board member is prohibited from doing business with the school district and from having an interest in any contract with the school district in general. The Board member does not represent a factional segment of the community, but is rather a part of the body, which represents and acts for the community as whole.

No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools, nor as an individual, command the services of any school employee.

No member of the Board of Education shall be asked to perform any routine or clerical duties, which may be assigned to an employee.

Legal Reference:      Connecticut General Statutes

10-232 Restrictions on employment of members of the board of education

10-220 Duties of boards of education

Bylaw adopted by the board: March 5, 1991  
Revised: February 10, 2003

**WESTON PUBLIC SCHOOLS**  
**Weston, Connecticut**

**Bylaws of the Board****Organization**

In accordance with the General Statutes and the Town Charter, the Weston Board of Education is the agent of the state and the duly constituted authority of the Town of Weston in all matters relating to the organization and administration of the schools. As such, the Board of Education shall perform such duties and have such powers as are imposed or vested by the General Statutes upon boards of education in the several towns.

In carrying out this mandate the Board of Education, without relinquishing ultimate responsibility and authority, may delegate executive functions to the Superintendent of Schools and his/her staff. The Board shall primarily concern itself with broad questions of educational policy. The Board shall act as a committee of the whole, and individual members shall make no commitments for the Board, except when acting upon instructions of the Board.

Bylaw adopted by the board: March 5, 1991  
Revised: February 10, 2003

**WESTON PUBLIC SCHOOLS**  
**Weston, Connecticut**

**Bylaws of the Board**

**Number of Members**

There shall be an elective Weston Board of Education consisting of seven members, not more than four of whom shall be members of the same political party.

**Terms of Office**

The term of office of a school board member shall be four years.

At each biennial election in November there shall be elected one member for a term of four years to succeed each member whose term shall expire so that such Board shall thereafter consist of seven members, each of whom is to be elected for a term of four years.

**Bylaws of the Board****Officers**

The officers of the Weston Board of Education shall be the chairman, vice-chairman and secretary/treasurer. They shall be selected by the members of the Board at the first regular meeting of the newly elected Board in an election year and at the first meeting in November in a non-election year.

Bylaw adopted by the board: March 5, 1991  
Revised: February 10, 2003

**WESTON PUBLIC SCHOOLS**  
Weston, Connecticut

**Bylaws of the Board**

**Chairman**

The chairman shall preside at all Board meetings. He/she shall sign legal documents and contracts for the Board with their approval. He/she shall perform such other duties as are imposed on him/her by law.

**Vice-Chairman**

The vice-chairman shall serve in the absence of the chairman, and in the performance of this service he/she shall exercise all powers of the chairman.

**Bylaws of the Board**

**Secretary/Treasurer**

The secretary/treasurer shall certify the minutes of meetings and other reports, sign necessary papers, and perform such other duties as are required by General Statutes.

Legal Reference:     Connecticut General Statutes  
                          10-224 Duties of the secretary



**Bylaws of the Board**

**Clerk**

The Weston Board of Education shall appoint a clerk who shall assume the responsibility of keeping accurate records of the proceedings of the Board.

**Bylaws of the Board****Committees**

Standing committees may be appointed for an annual term by the chairman of the Weston Board of Education at its November meeting. Special committees may also be appointed by the chairman and when their specific assignment has been completed they will be discharged. Committees may advise the Board but not determine policy.

**Bylaws of the Board**

**Committee of the Whole**

The Weston Board of Education shall act as a committee of the whole in final consideration of all matters.

Legal Reference: Connecticut General Statutes

1-18a Definitions

1-21 Meetings of government agencies to be public

**Bylaws of the Board****Special Committees/Advisory Committees**

The chairman of the Board of Education shall appoint temporary and special committees as may be deemed necessary or advisable by the Board of Education, and the chairman shall be an ex officio member of each committee.

The duties of the committee shall be outlined at the time of appointment and the committee shall be considered dissolved when its final report has been made to the Board of Education.

All committees of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.

Legal Reference:     Connecticut General Statutes  
                          1-7 through 1-21k, Freedom of Information Act  
                          1-18a Definitions  
                          1-21 Meetings of government agencies to be public

Bylaw adopted by the board: March 5, 1991  
Revised: February 10, 2003

**WESTON PUBLIC SCHOOLS**  
**Weston, Connecticut**

**Bylaws of the Board****Filling Vacancies**

In accordance with the Charter of the Town of Weston, any vacancy on the Board of Education shall be filled by appointment by the Board of Selectmen for the unexpired portion of the term or until the next biennial election, whichever shall be sooner; provided, that when the persons vacating the office shall have been elected as a member of a political party, such vacancy shall be filled by the appointment of a member of the same political party.

If there shall be a biennial election before the expiration of the term of any office in which a vacancy occurs, such office shall be filled until said election by appointment as provided herein, and subsequently by the election of a person to fill that office for the remaining portion of the term, and such person shall take office upon election.

Legal Reference:      Connecticut General Statutes  
   10-219 Procedure for filling vacancy on board of education  
   Charter of the Town of Weston, Section 6.6

Bylaw adopted by the board: March 5, 1991  
Revised: February 10, 2003

**WESTON PUBLIC SCHOOLS**  
**Weston, Connecticut**

**Bylaws of the Board****Orientation of Board Members**

The Weston Board of Education and the administrative staff shall assist each new member-elect to understand the Board of Education's functions, policies and procedures and operation of the school district before the member takes office. The following methods shall be employed:

1. The incoming member shall be given selected materials on the function of the Board of Education and the school district.
2. The incoming member shall be invited to attend Board meetings and to participate in its discussions.
3. The incoming member shall be invited to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board and the school district.
4. The incoming member shall be provided with a copy of the Board's policies and bylaws, administrative regulations and copies of pertinent materials developed by the state school board association.
5. The incoming member may attend, at district expense, workshops for newly elected members as approved by the Board of Education.

**Bylaws of the Board****Remuneration and Reimbursement****Remuneration**

Weston Board of Education members shall receive no compensation for their services.

**Reimbursement**1. **Out-of-State Travel**

Board members authorized to attend educational conferences out of state shall be reimbursed, upon submitting vouchers and supporting documentation, for reasonable expenditures, transportation costs to and from the destination and registration fees. Board members must have approval in advance from the Board of Education.

2. **In-State Travel**

Board members shall be reimbursed, upon submitting vouchers and supporting documentation, for reasonable expenditures incurred in connection with the performance of their official board duties.

Legal References: Connecticut General Statutes

10-225 Salaries of secretary and attendance officers

10-232 Restrictions on employment of members of board of education

Bylaw adopted by the board: March 5, 1991  
Revised: February 10, 2003

**WESTON PUBLIC SCHOOLS**  
**Weston, Connecticut**

**Bylaws of the Board****Conflict of Interest**

No member of the Weston Board of Education, officer, or employee shall have an interest in any contract with the Weston school district unless such interest is specifically permitted by statute.

“Interest” shall mean pecuniary or material benefit accruing to a Board of Education member, officer or employee or their relatives resulting from a contractual relationship with the school system. If a member of the immediate family of a Board member, specifically parent/guardian, spouse, **domestic partner of a civil union**, child or grandchild, is being considered for employment, that member shall recuse himself /herself from participation in discussion or vote.

No member of the Board of Education may be employed for compensation by the school district. If a Board member is employed by the school district, the office to which he or she was elected or appointed shall become vacant.

Legal Reference: Connecticut General Statutes

7-479 Conflicts of interest (municipal employees)

10-156c Employees of boards of education permitted to service as elected officials; exception

10-232 Restrictions on employment of members of the board of education

**Public Act 05-10 An act concerning civil unions**

Bylaw adopted by the board: March 5, 1991

Revised: February 10, 2003

Revised: **October 6, 2005**

Revised: November 21, 2005

**WESTON PUBLIC SCHOOLS**  
**Weston, Connecticut**



**Bylaws of the Board****Code of Ethics**

This code of ethics is based upon the "Standards of Leadership for Members of the Boards of Education" recommended by CABE Board of Directors.

1. I will be an advocate of high quality free public education for all children regardless of their ability, race, creed, sex or social standing.
2. I will, as an agent of the state, uphold and enforce all laws, rules, regulations and court orders pertaining to public schools. I will strive to bring any needed change only through legal and ethical procedures.
3. I will work to help my community understand the importance of proper support for public education, whether it be in providing adequate finance, optimum facilities, staffing and resources, or better educational programs for children.
4. I will join with my Board, staff, community and students in becoming fully informed about the nature, value and direction of contemporary education in our society. I will support needed changes in our schools.
5. I will strive to ensure that the community is fully and accurately informed about our schools, and will try to interpret community aspirations to the school staff.
6. I will attempt to confine my Board action to policy-making planning and appraisal, and will help to frame policies and plans only after my Board has consulted those who will be affected by its actions.
7. I will arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in meetings. I will respect the opinions of others, and abide by the principle of majority-rule.
8. I will recognize that authority rests only with the whole Board assembled in meeting, and will make no personal promises nor take any private action which may compromise the Board.
9. I will acknowledge that the Board represents the entire community, and will refuse to surrender my independent judgment to special interest or partisan political groups. I will never use my position on the Board for personal gain.

**Code of Ethics** (continued)

10. I will hold confidential all matters discussed in executive session and all information which, if disclosed, might injure individuals or the schools.
11. I will insist that all school business transactions be open and ethical.
12. I will strive to appoint the best professional leader available when the vacancy exists in the chief administrative position.
13. I will strive to appoint the best-trained technical and professional personnel available, upon recommendation by the appropriate administrative officer.
14. I will support and protect school personnel in the proper performance of their duties. I will strive to ensure that all personnel have not only the requisite responsibilities, but also the necessary authority to perform effectively.
15. I will refer all complaints through the proper "chain of command" within the system; the Board will act on such complaints only when administrative solutions fail.

Reference: "Connecticut Code of Ethics for Boards of Education," printed in  
Responsibilities of Board of Education Membership (Revised June 1989)

**Bylaws of the Board****Board Operational Goals**

The Board is committed to the education of all students as appropriate to the best of their individual abilities; to a constant awareness of the concerns and desires of the whole community regarding the quality and performance of the school system; and to the employment of a Superintendent who will see that the district maintains a position as an outstanding school system and under those leadership school personnel will carry out the policies of the Board with imagination and dedication.

In carrying out this function, the Board recognizes the following general responsibilities as paramount:

1. Formulate and interpret policies.
2. Delegate administrative duties.
3. Make decisions on education, policy and budget matters.
4. Make a continuous appraisal of the educational and administrative process.
5. Judiciously administer town funds for education.
6. Determine school building needs and communicate them to the appropriate town agencies.
7. Set educational objectives.

The Board considers that its most important functions fall into the following categories:

1. Legislative or Policy making

The Board is responsible for the development of policy and for the employment of a Superintendent who will carry out its policy through the development and implementation of regulations.

2. Educational Planning and Appraisal

The Board is responsible for acquiring reliable information from responsible sources, which will enable it to make the best possible decisions about the scope

**Board Operational Goals** (continued)

and nature of the educational program. The Board is responsible for requiring appraisal of the results of the educational program.

3. **Staffing and Appraisal**

The Board is responsible for employing the staff necessary for carrying out the instructional program and establishing salaries and salary schedules, the other terms and conditions of employment, as well as for personnel policies. The Board is responsible for appraising the effectiveness of its staff by providing for their regular evaluation.

Bylaws of the Board

Changes, Additions or Removal in Board Policies and Bylaws

The Board may by majority vote, adopt, amend, or remove a policy or bylaw. The policy or bylaw proposal shall be reviewed at two regularly scheduled meetings of the Board with a vote to approve or disapprove occurring at the second meeting.

**Bylaws of the Board****Formulation, Adoption, Amendment of Administrative Regulations**

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

The Board of Education reserves the right to review and direct revisions of administrative regulations should they, in the Board of Education's judgment, be inconsistent with the policies adopted by the Board of Education.

Bylaw adopted by the board: March 5, 1991  
Revised: February 10, 2003

**WESTON PUBLIC SCHOOLS**  
**Weston, Connecticut**

**Bylaws of the Board****Suspension of Policies, Bylaws and Regulations**

Policies, bylaws and Board of Education-adopted regulations shall be subject to suspension for a specified purpose and limited time by majority vote of all members of the Board of Education at a meeting in the call for which the proposed suspension has been described in writing, or upon a two-thirds vote of all members of the Board of Education when no such written notice has been given.

Reference: Robert's Rules of Order

Bylaw adopted by the board: March 5, 1991  
Revised: February 10, 2003

**WESTON PUBLIC SCHOOLS**  
**Weston, Connecticut**

**Bylaws of the Board****Time, Place and Notification of Meetings****Regular Meetings**

The Board of Education shall file with the town clerk, not later than January 31<sup>st</sup> of each year, the schedule of the regular meetings of the Board of Education. No meeting shall be held sooner than 30 days after such filing.

**Special Meetings**

Notice of each special meeting of the Board of Education shall be filed not less than twenty-four hours in advance of the meeting with the town clerk and be posted in the office of the clerk giving the time and place of the special meeting and the business to be transacted. No other business shall be considered by the Board at that special meeting. Each member of the Board of Education shall be notified by the Superintendent or the clerk not less than 24 hours prior to the time of the special meeting and shall be advised of the time, place and business to be transacted, although any Board member may waive the 24-hour notification by a written waiver of notice or a telegram to the purpose.

**Notice of Meetings**

Notice of meetings will be mailed to persons filing a written request renewable in January of each year. The Board of Education will charge a fee for these notices based upon cost of the service, as provided by law.

Legal Reference: Connecticut General Statutes

1-21 Meetings of government agencies to be public

1-21c Mailing of notice of meetings to persons filing written request

1-21d Adjournment of meetings. Notice

1-21e Continued hearings. Notice

1-21f Regular meetings to be held pursuant to regulation, ordinance or resolution



**Time, Place and Notification of Meetings** (continued)

1-21i Denial of access to public records or meetings

10-218 Officers. Meetings

## Bylaws of the Board

### Public and Executive Session

The purpose of meetings of the Board of Education is to enable to discuss effectively the questions, the policies and the bylaws by which the schools are governed, and to arrive at well-informed decisions on them. In fact, it is only when the Board is in session that its members are empowered to discharge the duties for which they are elected. The Superintendent will see that an annual schedule of specific meeting dates, as approved by the Board, is filed with the town clerk by December 1 of each year as required by law.

### Regular Meetings

Regular meetings will normally be held monthly.

### Procedure During Board Meetings

Procedure will normally be informal for the sake of simplicity and to minimize diversion of discussion to procedural questions. If there is any procedural question among the Board members, however, Robert's Rules of Order, Revised, (latest edition) will be followed.

### Public Meetings

All meetings of the Board of Education shall be open to the public with the exception of executive sessions. A chance or social meeting, a caucus or a discussion of strategy or negotiations with respect to collective bargaining are not defined as meetings.

### Executive Sessions

The public may be excluded from the meetings of the Board of Education which are declared to be executive sessions. Executive sessions may be held on a 2/3 vote of the members present at a public meeting. Executive sessions may be held for one or more of the following reasons, and may not be held for any other reason:

1. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual is invited to attend and provided that the individual does not require that the discussion be held at an open (public) meeting.
2. Strategy and negotiations with respect to pending claims and litigation.

**Public and Executive Sessions****Executive Sessions** (continued)

3. Matters concerning security, the deployment of security personnel, or the devices affecting public security.
4. Discussion of the selection of real estate, or the lease, sale or purchase of real estate when publicity regarding such action would cause a likelihood of increased price. Discussions will be held in executive sessions until such time as all of the property has been acquired or all related proceedings or transactions have been completed.
5. Discussion of any matter which would result in the disclosure of public records or the information therein described in C.G.S. Section 1-19(b).

**Smoking**

Smoking will not be permitted in any room of the school district while a meeting is in session, or where the room is open to the general public, nor during the time immediately prior to the meeting.

Legal Reference: Connecticut General Statutes

1-18a Definitions

1-19 Access to public records

1-20 Meetings of government agencies to the public

1-21a Recording, broadcasting or photographing meetings

1-21b Smoking prohibited in certain places

1-21i Denial of access to public records or meetings

1-21g Executive sessions

Bylaw adopted by the board: March 5, 1991  
Revised: February 10, 2003

**WESTON PUBLIC SCHOOLS**  
**Weston, Connecticut**

**Bylaws of the Board****Construction of the Agenda**

The Superintendent in cooperation with the chairman of the Board of Education shall prepare an agenda for each regular meeting. An agenda shall be sent to all members of the Board of Education in advance of the meeting. Any member of the Board of Education may call the Superintendent and request any item to be placed on the agenda no later than 72 hours prior to the legally required public posting of the agenda.

To make possible effective planning for meetings, members of the public wishing to have an item placed on the agenda should make a written request to the Superintendent at least one week prior to the meeting at which they wish to have the item discussed.

**Posting of the Agenda**

At least 24 hours prior to the time of the regular meeting, the agenda shall be posted in the Board room of the district and in each school in a place readily available to parents, teachers and the general public, and shall be filed in the Superintendent's office and Town Hall.

Legal Reference: Connecticut General Statutes

1-21 Meetings of government agencies to be public

Bylaw adopted by the board: March 5, 1991  
Revised: February 10, 2003

**WESTON PUBLIC SCHOOLS**  
**Weston, Connecticut**

**Bylaws of the Board****Meeting Conduct**

Meetings of the Board of Education shall be conducted by the chairman in a manner consistent with the bylaws of the Board.

All Board meetings shall commence at the stated time and shall be guided by an agenda, which has been prepared and delivered in advance to all Board members and other designated person.

The conduct of meetings shall, to the fullest possible extent, enable members of the Board to (1) consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems, and (2) receive, consider and take any needed action with respect to reports of accomplishment, both as to students and to school system operations.

Provision for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be as follows:

1. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter.
2. No uncivil conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination by the chair of that person's privilege of address. If necessary, the chairman may clear the room so that Board members may continue the meeting.
3. No oral presentation shall include charges or complaints against any employee of the Board of Education, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify an individual. All charges or complaints against employees shall be submitted to the Board of Education under provision of Board of Education policy.

(cf. 1312 – Public Complaints)

The Board of Education may adjourn any regular or special meeting to a specified time and place. If all members of the Board are absent, the clerk may adjourn the meeting. A copy of the notice of adjournment shall be conspicuously displayed near the meeting room door within twenty-four hours of adjournment.

**Meeting Conduct** (continued)Actions by the Board

No action will be taken unless the subject acted upon was listed in the agenda published for that meeting, except that an item of business not included on the agenda of a regular meeting may be considered and acted upon after a two-thirds vote of the members present and voting to add such business to the agenda.

The Board of Education shall not adopt resolutions except where such adoption is required by law, or where the intent of the Board is to publish a status position of the Board, as in advising the General Assembly of the Board's position on a proposed law, or commending staff members or other agencies for work well done.

All actions taken by the Board shall be identified clearly in minutes of the Board meeting as provided by Bylaw 9326, Minutes.

(cf. 1120 – Board of Education Meetings re public participation)

(cf. 9321 – Time, Place, Notification of Meetings)

(cf. 9322 – Public and Executive Sessions)

(cf. 9323 – Construction/Posting of Agenda)

Legal Reference: Connecticut General Statutes

1-18a Definitions

1-19 Access to Public Records

1-21 Meetings of government agencies to be public

1-21a Recording, broadcasting or photographing meetings

1-21b Smoking prohibited in certain places

1-21d Adjournment of meetings

1-21g Executive sessions

**Meeting Conduct**

Legal Reference: Connecticut General Statutes (continued)

1-21h Conduct of meetings

1-21i Denial of access to public records or meetings

10-224 Duties of the secretary

Weston Board of Education  
Policy 1255 Civility

Bylaw adopted by the board: March 5, 1991  
Revised: February 10, 2003

**WESTON PUBLIC SCHOOLS**  
Weston, Connecticut

**Bylaws of the Board**

**Quorum**

A majority of the members of the Board shall constitute a quorum for the transaction of business.



**Bylaws of the Board****Order of Business – Adjourned Meetings**

## 1. Public Participation

Statements from individuals and groups will be considered on the agenda in accordance with a procedure established by the Board.

## 2. Agenda

Board agenda may include any or all of the following:

- A. Call to Order
- B. Personnel Actions
- C. Staff Reports
- D. Items requiring action by the Board
- E. Items for Board information not requiring Board action
- F. Approval of minutes
- G. Adjournment
- H. Executive session

## 3. Adjourned Meetings

Any meetings of the Board of Education may be adjourned to a future date by a majority vote of the members in attendance at the meeting.

Bylaws of the Board

Clerk

The Weston Board of Education shall appoint a clerk who shall assume the responsibility of keeping accurate records of the proceedings of the Board.

Bylaw adopted by the board: March 5, 1991

WESTON PUBLIC SCHOOLS  
Weston, Connecticut

**Bylaws of the Board****Minutes**

1. In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept.
2. Minutes shall be maintained at the Administrative Offices of the school district in an official record book designed for said purpose.
3. The minutes shall constitute the official records of proceedings of the Board of Education and shall be open to public inspection at all reasonable times.
4. The minutes shall include the following:
  - a) The time, place and date of each meeting
  - b) The names of those members in attendance
  - c) The disposition of all matters on which action was recommended
  - d) All motions and resolutions and their disposition, listing all votes, abstentions and absentees
  - e) All decisions concerning future meetings and agendas
  - f) By request, a brief statement of a Board member may be included.
5. A record of votes at each meeting shall be reduced to writing and made available for public inspection within forty-eight hours of the conclusion of the meeting at which the votes were taken. Votes taken shall also be reflected in the minutes of each meeting, and the minutes shall be made available for public inspection within seven days of the date of the meeting to which they refer. The official minutes of the Board of Education meetings and the master copy of the policy manual shall be kept in a fireproof vault.

Legal Reference: Connecticut General Statutes, 1-225, Meetings of government agencies to be public, recording of votes

Policy adopted: **March 5, 1991**  
Revised: **April 21, 2003**

**WESTON PUBLIC SCHOOLS**  
Weston, Connecticut

## **Bylaws of the Board**

### **Meetings**

#### **Electronic Mail Communications**

The Board of Education believes that Board members electronically connected to other Board members is an efficient and convenient way to communicate. The main goal of electronic mail (e-mail) is to expedite the passage of information. E-mail gives Board members quick access to one another. Communication among Board members via e-mail should conform to the same standards as other forms of communication, (i.e., committee meetings, etc.) as directed by the Freedom of Information Act. When used properly, e-mail is an effective communications tool and can provide a formal record of such communication. Board of Education members using the Weston email systems are subject to Policy 4118.4(a) to the extent applicable.

#### **Guidelines for Board E-Mail Usage**

The Freedom of Information Act mandates that all meetings of public bodies such as school boards be open to the public. It is the policy of the Board of Education that e-mail shall not be used in such a manner as to deprive the public of the rights given to it under the Freedom of Information Act. For this purpose, this bylaw sets forth guidelines for the uses intended to be made of e-mail by Board members when communicating with other Board members.

1. E-mail, like other written forms of communication relating to the conduct of the public business is subject to the Freedom of Information Act and subject to disclosure.
2. Board members shall not use e-mail as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally in any issues.
3. E-mail should be used to convey factual information.
4. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, pupil data, and other sensitive subjects must always be maintained.

## **Bylaws of the Board**

### **Meetings**

### **Electronic Mail Communications**

### **Retention Guidelines (continued)**

A message sent or received by e-mail in the conduct of public business as a Board member is a public record.

- Transitory messages, including copies posted to several persons and casual and routine communications similar to telephone conversations. No retention requirement. Public officials and employees receiving such communications may delete them immediately without obtaining the approval of the Office of the Public Record Administration and State Archives.
- Public records with less than Permanent retention period. Follow retention period for equivalent hard copy records as specified in an approved retention schedule. The record must be in hard copy or electronic format which can be retrieved and interpreted for the legal retention period. When there is a doubt about the retrievability of an electronic record over the life span of that record, the record should be printed out.
- Public records with a Permanent or Permanent/Archival retention period. Retention may be in the form of a hard-copy printout or microfilm that meets microfilm standards issued in GL96-2. The information must be eye readable without interpretation.

Legal reference: Connecticut General Statutes  
Connecticut Office of Public Records  
The Freedom of Information Act

Policy adopted: January 22, 2002

WESTON PUBLIC SCHOOLS  
Weston, Connecticut

**Bylaws of the Board****Board/School District Records**

Any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by the Board of Education or the school district, whether handwritten, typed, tape-recorded, printed, photostated, photographed, or recorded by any other method is by definition a "public record" and access thereto during normal hours of business shall be granted to any citizen. All such records shall be maintained at the office of the Superintendent of Schools, who shall be the custodian of all public records of the district.

Not included in the category of public records to which the privilege of access is given are the following:

1. Preliminary drafts or notes provided the custodian or the Board of Education has determined that the public interest in withholding such documents clearly outweighs the public interest in disclosure.
2. Personnel or medical files and similar files, the disclosure of which would constitute an invasion of personal privacy.
3. Records pertaining to strategy and negotiations with respect to pending claims and litigation to which the district is a party until such litigation or claim has been adjudicated or otherwise settled.
4. Trade secrets.
5. Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations.
6. The contents of real estate appraisals, engineering or feasibility estimates and evaluation made for or by the district relative to the acquisition of property or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all proceedings or transactions have been terminated (except that the law of public domain is not affected by this provision).
7. Records, reports and statements of strategy or negotiations with respect to collective bargaining.
8. Records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by the attorney-client relationship.

**Board/School District Records** (continued)

9. Names or addresses of students enrolled in the public schools without the consent of each student whose name or address is to be disclosed who is eighteen or older and a parent or guardian of such minor student.

**Availability of Records**

Any person shall receive promptly, on request, a plain or certified copy of any public record except those which access is not permitted under law, at a cost not to exceed the rate established by the Town of Weston. If any copy requested required a printout or transcription, or if any person applies for a printout or transcription of a public record, the fee shall not exceed the cost to the school district. The district will require pre-payment of the fee if the fee is estimated to be two dollars or more. There will be no sales tax for this service. There will be no charge if the person requesting the record is an indigent, the record requested is exempt from disclosure, or if, in the judgment of the custodian of records, compliance with the request benefits the general welfare.

An additional charge, based upon the rate established by the town of Weston, for each additional page may be made for certification of any records or of any fact within the record.

- Legal Reference:      Connecticut General Statutes
- 1-15 Application for copies of public records
  - 1-18a Definitions
  - 1-19 to 19(b) Access to public records
  - 1-19a Access to computer-stored records
  - 1-21 to 1-21k Meetings of public agencies