

**WESTPORT BOARD OF EDUCATION
POLICY COMMITTEE**

NOTICE OF SPECIAL MEETING

AGENDA

(Agenda Subject to Modification in Accordance with Law)

PUBLIC SESSION:

8:00 a.m. Westport Town Hall Room 307

DISCUSSION:

1. First reading and discussion of the following policies and regulations:
 - R 5141.21 Administration of Medication – Procedures, *pages 1-32*
 - P 5113.2 Student Attendance and Truancy
 - Parent Observation of Students with IEP

2. First reading and discussion of the following bylaws:
 - 9321 Time, Place, and Notification of Meetings, *pages 33-37*
 - 9322 Public and Executive Sessions, *pages 39-44*
 - 9324 Construction and Posting of Agenda, *pages 45-48*
 - 9325.2 Order of Business, *pages 49-50*
 - 9325.3 Meeting Conduct/Parliamentary Procedures, *pages 51-60*
 - 9325.1 Quorum and Voting Procedures, *pages 61-63*
 - 9326 Minutes, *pages 65-68*
 - 9326.1 Taping/Recording Board Meetings, *pages 69-71*
 - 9327 Electronic Mail Communications, *pages 73-75*

3. Second reading and discussion of the following bylaws:
 - 9250 Reimbursement of Board Member Expenses (New), *pages 129-130*
 - 9222 Removal Of Officers (New), *pages 131-132*
 - 9311 Formulation, Adoption, Amendment, or Deletion of Policies (Revised), *pages 133-134*
 - 9312 Formulation, Adoption, Amendment, or Deletion of Bylaws (New), *page 135*
 - 9313 Formulation, Adoption, Amendment, or Deletion of Regulations(New), *page 137*
 - 9314 Suspension of Policies, Bylaws, or Administrative Regulations (New), *page 139*

4. Other policy business

ADJOURNMENT

WESTPORT PUBLIC SCHOOLS



ADMINISTRATION OF MEDICATION – PROCEDURES

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- F. SNAP Directions for Documenting Medications and Treatments
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- H. Refusal to Permit Administration of Epinephrine for Emergency First Aid Form

I. GENERAL PROCEDURES

The following general procedures apply to all instances of medication administration in Westport Public Schools.

Medicinal preparations (medications), including over the counter medicines and such controlled drugs as the Commissioner of Consumer Protection designates by regulation, shall be administered to children in the Westport Public Schools by ~~qualified~~ licensed school nurses according to the policy and procedures of the district. ~~when such medication is required during the school day in order to (a) maintain a student's health, (b) support student learning, or (c) intervene in a medical emergency~~^[A1]. Circumstances in which competent students may self-administer medication and qualified personnel other than a school nurse may administer medication to a student are delineated in the sections below *Self Administration of Non-Controlled Drugs* and *Administration of Medications in Special Circumstances*, respectively.

1. Administration of medication by school personnel includes any one of the following activities: handling, storing, preparing or pouring of the medication; conveying it to the student according to the order; if indicated, observing the student inhale, apply, swallow, or self-inject the medication; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.
2. ~~No medication shall be administered in school or self-administered by a student until the school nurse has (a) reviewed the medical order for safety parameters according to pediatric practice standards, as published in a text such as the Physician Desk Reference, (b) reviewed the medical necessity for administering the medication during school hours, and (c) established the medication or self-administration of medication plan.~~^[A2] Experimental, investigational and "off-label" medications that are not recommended or approved for children or orders for medications that provide the student with a single or cumulative daily dosage beyond recommended pharmacological parameters will be reviewed by the health services supervisor and school medical advisor to determine whether it is safe and appropriate for the medication to be administered in school as ordered by the prescriber. Investigational drugs or research of student study medications may be administered only by a licensed nurse. See also Section IV.
3. Nothing in this policy shall be construed to prohibit a parent/guardian from administering a medication in school or on school grounds to his or her own child. ~~in an emergent or urgent situation, or as an alternate plan if the school district believes that school personnel cannot safely administer the medication or prescribed dosage to the student~~^[A3].
- ~~3.4.~~ A school nurse in collaboration with the school principal shall select at least one qualified school employee, generally the health assistant in each health office, for each school to administer epinephrine to students who experience allergic reactions and do not have prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine during regular school hours and on school grounds in the absence of the school nurse. Regular school hours are those listed in the parent handbook and on the district website. There shall always be at least one school nurse or one qualified school employee, generally the health assistant, available during regular school hours and on school

grounds. In the event that the school nurse is unavailable, the school nurse will notify the designated qualified school employee(s), generally the health assistant, of their responsibility for emergency administration of epinephrine. These selected qualified school employees ~~shall~~ must voluntarily agree to take part in an annual training and to administer epinephrine in cartridge injectors for the purpose of emergency first aid. After the emergency administration of epinephrine, personnel who administered the epinephrine must report such administration immediately to the school nurse and medical advisor, and the school nurse or personnel ~~or~~ who administered the epinephrine must report such administration immediately to the student's parent or guardian. Parents will be notified annually of this public act in the student handbook and may submit in writing to the school nurse and school medical advisor in the event that they do not want epinephrine administered to their child in the event of a potential allergic reaction. These names of students whose parents have requested in writing that they do not want epinephrine administered in the event of a potential allergic reaction will be made available to all school nurses and communicated to all qualified school employees designated to administer epinephrine to a student experiencing an allergic reaction who do not have a prior written authorization. For the purpose of ~~administration of epinephrine to students without written authorization who are experiencing a life threatening allergic reaction~~ this section, qualified school employees refers to principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the school district, coach or school paraprofessional, which includes health assistants. A supply of epinephrine shall be available in each health office in the district and will be available to qualified, trained school employees during school hours. The school nurse, in consultation with the school nurse supervisor, shall determine the supply of epinephrine in cartridge injectors that shall be available in the individual school. In making this determination, the school nurse may consider, among other things, the number of students regularly in the school building during the regular school day and the size of the physical building.

~~4.5.~~ No medication, with the exception of epinephrine for the purpose of emergency first aid to students who experience allergic reactions and do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine ~~(when the nurse is unavailable)~~, may be administered by any school personnel without the following:

- a. the written medication order, as defined in C.G.S. Sec. 10-212a-1, of a physician licensed to practice medicine or a dentist licensed to practice dental medicine in this or another state, an advanced practice registered nurse licensed under chapter 378, a physician assistant licensed under chapter 370, an optometrist licensed under chapter 380 or, for interscholastic and intramural athletic events only, a podiatrist licensed under chapter 375;
- b. the written authorization of the student's parent/guardian or eligible student; and
- c. the written permission of the parent/guardian or eligible student for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of medication in school.

~~5.6.~~ The written medication order of the prescriber, the written authorization of the parent/guardian or eligible student, and the written permission of the parent/guardian of eligible student for the exchange of information between the prescriber and the school nurse must be:

- a. valid for no more than one full year. and must indicate both the start and end dates, and
- b. provided on the Westport Public Schools form, *Authorization for the Administration of*

Medication by School Personnel (see Appendix A) unless an alternate form containing all required information is submitted.

- ~~6.7.~~ If necessary in a given situation, an authorized prescriber's verbal (telephone) order for a change in a medication order may be received only by a school nurse. The verbal order must be followed by a written order within three (3) school days; a faxed order is acceptable.
- ~~7.8.~~ Prescribed medication shall be administered to and taken by only the person for whom the prescription has been written.
- ~~8.9.~~ Self-administration or carrying of any medication including over-the-counter medications, except as permitted in the Section II, *Self Administration and/or Self Possession of Medication*, is not permitted in Westport Public Schools or in any school district program or activity. In a rare circumstance as part of a Section 504 plan or IEP, a student who is unable to self-administer a medication may be permitted to carry it on his or her person with the written permission of a parent/guardian and an authorized prescriber, for life-saving reasons.
- ~~9.10.~~ Medicinal preparations administered by injection to children in the Westport Public Schools shall be consistent with provisions of the Needlestick Safety Act and OSHA regulations. For the purposes of this policy, cartridge injector means an automatic pre-filled cartridge injector, such as an Epi Pen or similar automatic injectable equipment that is easy to administer and is used to deliver epinephrine in a standard dose for emergency first aid response to anaphylactic reactions.
- ~~10.11.~~ ~~11.~~ Standing orders for medication shall be developed by the school medical advisor and health services supervisor in keeping with medical and nursing standards of practice for community-based interventions in medical emergencies and management of certain routine health problems. The purpose of such orders in an emergency is to prevent harm or death, and stabilize the individual until emergency transport to the hospital is available. The purpose of such orders for the management of routine health complaints is to keep students, who are not acutely ill, in school and available for learning. These orders, which shall be kept at a minimum, must be reviewed and authorized at least annually by the school medical advisor. Administration of acetaminophen and ibuprofen under standing orders of the school medical advisor requires written parental permission which shall be valid for twelve months.

II. SELF-ADMINISTRATION AND/OR POSSESSION OF MEDICATION [A4]

1. Westport Public Schools promotes the self-administration and/or possession of non-controlled drugs (medications) by mature students with a verified chronic health condition who demonstrate the requisite knowledge, skills and behaviors necessary for the safety of themselves and others in the school setting pursuant to:
 - a. ~~authorization~~ a written medication order for self-administration and/or possession of the medication by the authorized prescriber, written authorization for self-administration and/or possession of the medication from the student's ~~the~~ parent/guardian, and the authorization of the school nurse for self-administration after a competency assessment, except that authorization by the school nurse is not required for the self-administration of asthma inhalers and epinephrine auto injectors;
 - b. review of the medication order and parent/guardian authorization;
 - c. completion of a nursing assessment to determine if the student has the requisite knowledge, skills and behaviors necessary to safely administer and/or possess medication in school and provide documentation of student assessment in SNAP.
 - d. notification of the principal and appropriate staff that the student is self-administering and/or possessing prescribed medication

2. In the case of a student with a medically diagnosed life-threatening allergic condition, such student may possess, self-administer, or possess and self-administer medication during school, school activities and on school transportation, including but not limited to medication administered with a cartridge injector, to protect such student against serious harm or death, as long as the school nurse receives (1) the written authorization for possession, self-administration, or possession and self-administration of medication from the student's parent/guardian; and (2) the written order of a qualified medical professional providing for the student's possession, self-administration, or possession and self-administration of medication. [A5]

3. The school nurse shall develop a plan for self-administration and general supervision and shall document the plan in the student's cumulative health record. The school nurse shall assess a student's competency for self-administration and shall deem it safe and appropriate for the student to self-administer (except for student's self-administering asthma inhalers and epinephrine auto injectors). Such assessment shall include that the student: is capable of identifying and selecting the appropriate medication by size, color, amount or other label identification; knows the frequency and time of day for which the medication ordered; can identify the presenting symptoms that require medication; administers the medication appropriately; maintains safe control of the medication at all times; seeks adult supervision whenever warranted; and cooperates with the established medication plan.

- 2.4. Self-administration means that the student brings the medication to and from home each day, keeps it on or with his or her person at all times during the school day, including and during extra-curricular activities and in before and after school and school readiness programs, and is capable of independently administering the medication to himself or herself. Possession of medication means that the student brings the medication to and from home each day and keeps it on or with his or her person at all times during the school day, and during extra-curricular activities and in before and after school and school readiness programs. This opportunity is

generally, but not exclusively, available to middle and high school students who have asthma, severe food allergy, and other chronic health conditions for which students require immediate access to their medication for emergency purposes or for proper medical management of their condition.

- 3.5. If the nurse's assessment of a student authorized by the prescriber and parent/guardian to self-administer an asthma inhaler or epinephrine auto injector does not support that the student is safe to self-administer the medication in the school setting, the school nurse will share the assessment results with the health services supervisor, principal, parent/guardian and prescriber, and will provide recommendations for helping the student attain the requisite knowledge and skills for a school setting. If the prescriber and parent/guardian want the student to self-administer the inhaler or auto injector nonetheless, and the school nurse and administrators agree that this poses a safety concern for the student or others, then the school nurse and principal will document the school's concern in writing to the parent/guardian and prescriber.
- 4.6. Self-administration [and/or possession](#) of controlled drugs is never permitted during school or extra-curricular activities. In an extraordinary circumstance, such as an international field trip, self-administration of a controlled drug may be considered with an appropriate plan approved by the Health Services supervisor and School Medical Advisor in advance of the situation or event.

III. DELEGATION OF MEDICATION ADMINISTRATION TO OTHER STAFF

1. ~~When judged appropriate by the school nurse [A6] and~~ In the absence of the school nurse, the school nurse may delegate the administration of a specific medication for a specific student to another nurse licensed pursuant to the provisions of chapter 378, or to the principal, a full time teacher, or a full time licensed physical or occupational therapist who works with the student as an employee of the school district, for example, to accommodate student medication needs on field trips.
2. ~~When judged appropriate by a~~ With the approval of the school nurse and school medical advisor, a school paraprofessional, which includes health assistants, ~~may, under the supervision of the school nurse,~~ administer medication ~~administered through a cartridge injector [A7]~~ to a specific student with a medically diagnosed allergic condition that may require prompt treatment to protect the student from harm or death, so long as that paraprofessional has received training in the administration of medication in accordance with this policy, there is a written order from an authorized prescriber, and written authorization from the parent/guardian for the administration of medication. For example, it may be appropriate to delegate the administration of medication to a paraprofessional when a student who has a medically-diagnosed allergic condition is unable to self-administer the medication when the student travels into the community for educational program purposes with a paraprofessional who has one-to-one responsibility for the student during the community based learning activity.
3. Qualified school employees may administer glucagon within injectable equipment used to administer glucagon in an appropriate dose for emergency first aid response to students with diabetes that may require prompt treatment in order to protect the student against serious harm or death, as long as ~~in the event that~~ there is written authorization of ~~the~~ a student's parent or guardian, a written medication order for such administration, and the school nurse and school medical advisor have attested in writing that the qualified school employee has completed the annual training. The qualified school employee must be selected by either the school nurse or principal and must voluntarily agree to serve in this capacity. Authorization of injectable glucagon is limited to situations when the school nurse is absent or unavailable. For purposes of emergency medication administration of glucagon, qualified school employees refers to a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the school district, coach or school paraprofessional.
4. With the approval of the school nurse supervisor and school medical advisor, the school nurse may in rare circumstances, if judged appropriate and necessary for a safe emergency medication plan, delegate the administration of a specific medication for a specific student to a certified athletic trainer or coach of the student in intramural or interscholastic athletics according to the requirements of C.G.S. Sec. 10-212a(c) and its regulations, and school district policy and procedures. During intramural and interscholastic athletic events, a coach or licensed athletic trainer may administer (1) inhalant medications prescribed to treat respiratory conditions and (2) medication administered with a cartridge injector for students with a medically diagnosed allergic condition to a specific student when a plan for self-administration of medication is not a viable option, as determined by the school nurse and (3) injectable equipment used to administer glucagon in an appropriate dose for emergency first aid response to diabetes provided the following requirements have been met:

- a. The coach or licensed athletic trainer has been trained according to the requirements as pertinent to receiving, storing and ~~assisting with~~administering inhalant medications or cartridge injector medications and glucagon injectable medications.
- b. The school nurse has provided a copy of the authorized prescriber's order and the parental permission form to the coaches.
- c. The parent/guardian or guardian has provided to the coach or licensed athletic trainer the medication in accordance with the provisions for safe handling and storage in Section VI below.
- d. The medication provided to the coach or licensed athletic trainer, such as the inhaler cartridge injector or glucagon injectable equipment, is maintained separately from the medication stored in the school health office for use during the school day.
- e. The coach or licensed athletic trainer has agreed to the administration of emergency medication and is prepared to implement the emergency care plan.
- f. For the purposes of glucagon, there must be a ~~that there is~~-written authorization from~~of~~ a student's parent or guardian and the school nurse and school medical advisor ~~have- attested~~must attest in writing that the ~~qualified school employer~~coach or licensed athletic trainer has completed the annual training for the administration of medication and voluntarily agrees to serve in this capacity.
- ~~g. Medications to be used in athletic events must be in compliance with the policy including storage, maintenance and errors-are stored:~~
 - ~~• in containers for the exclusive use of holding medication;~~
 - ~~• in locations that preserve the integrity of the medication;~~
 - ~~• under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and~~
 - ~~• g. in a locked secure cabinet when not in use at athletic events.~~
- ~~h. Errors in the administration of medication are addressed in the same manner as Section 10-212a-6 of the Regulations of Connecticut State Agencies, except that if the school nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next school day.~~
- ~~i. Documentation of any administration of medication by a coach or licensed athletic trainer shall be completed on forms provided by the school nurse, and the school nurse shall be notified as follows:~~
 - ~~• a separate medication administration record for each student shall be maintained in the athletic area (see Appendix B)~~
 - ~~• administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time but not later than the next school day;~~
 - ~~• all other instances of the administration of medication shall be reported to the school nurse at least monthly or as frequently as required by the individual student plan;~~
 - ~~• the administration of medication record shall be submitted to the school nurse at the end of each sport season and filed in the student's cumulative health record according to Section 10-206 of the Regulations of Connecticut State Agencies of each sport season and filed in the student's cumulative health record according to Section 10-212a-6 of the Regulations of Connecticut State Agencies. [AS]~~

5. Qualified school employees may administer antiepileptic medication, including by rectal syringe, to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan, as long as in the event there is written authorization of the student's parent or guardian, a written medication order from the student's physician, and the school nurse and medical advisor have attested in writing that the qualified school employee has completed annual training program established by the Connecticut Department of Education and the Association of School Nurses in Connecticut. The qualified school employee must be selected by the school nurse and school medical advisor and voluntarily agrees to serve in this capacity. Authorization of administration of emergency antiepileptic medication by a trained, qualified school personnel shall be limited to situations when the school nurse is absent or unavailable. The school nurse shall meet with qualified school personnel monthly to review procedures and determine competency. Qualified school employee for the purposes of emergency administration of antiepileptic medication include principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional, including which include health assistants.
6. When a school nurse delegates medication administration according to the provisions in #1-3 above, the school nurse will provide medication administration training to the delegate(s) at least annually, and more frequently if indicated. Only trained personnel shall be permitted to administer medications.- The school nurse will maintain documentation of such training for each school year, including dates, content, individuals who have completed training, and the name and credentials of the school nurse who provides the training. When required by law, delegates will complete trainings developed and/or provided by the Connecticut Departments of Education and/or Public Health, and will complete training in cardiopulmonary resuscitation. Such training will be documented on Westport Public Schools forms developed for such purposes, *General Principles of Medication Administration* and *Student Specific Principles of Medication Administration* (see Appendix C and D), and will include the following content:
 - a. General principles of safe medication administration;
 - b. Procedural aspects of medication administration, including the safe handling and storage of medications, and documentation; and
 - c. Specific information related to each student's medication(s) and medication plan(s) including the type of medication, indications for medication, routes and time of administration, therapeutic effects and, potential side effects or untoward reactions, and when to implement emergency interventions.
7. When a school nurse delegates medication administration according to the provisions in #1-3 above, the school nurse shall be responsible to provide and document ongoing general supervision to the delegate(s). The school nurse shall provide general supervision by:
 - a. Establishing a plan and schedule to ensure that medications are administered properly. This plan may be the same as or an adaptation of the student's IECF and medication plan during the school day.
 - b. Reviewing orders and changes in orders and communicating these to personnel designated and trained to administer the medication.
 - c. Periodic observation and review of the delegate's performance in handling and administering the medication.
 - d. Consultation by telephone or other means on an as-needed basis.

IV. ERRORS IN MEDICATION ADMINISTRATION

1. Medication error means:
 - a. Failure to do any of the following as ordered is considered an error in medication administration:
 - (1) administer a medication to a student; or
 - (2) administer medication within the time designated by the prescribing practitioner; or
 - (3) administer the specific medication prescribed for a student; or
 - (4) administer the correct dosage of medication; or
 - (5) administer medication by the proper route; ~~and~~or
 - (6) administer the medication according to generally accepted standards of practice
 - b. Administration of a medication to a student which is not ordered, or which is not authorized in writing by the parent/guardian of such student; and
 - c. Inadvertent destruction, theft or loss by other means of medication stored in school or in a school readiness or before or after school ~~child-care~~ program (refer to Section VI, #16-18 of these procedures for handling the loss, by any means, of controlled drugs in school).
2. If an error in medication administration (as defined in 1.a. and 1.b. above) occurs or is suspected, the school nurse or substitute nurse shall immediately assess the student and:
 - a. Determine error and potential for emergency
 - b. Call 911 if applicable
 - c. Implement Standing Orders if applicable
 - d. Call Poison Control if applicable (1-800-222-1222)
 - e. Follow directions of Poison Control - note who you spoke to, time call was made, what directions were given, and what actions you took
 - f. Call prescribing practitioner - follow prescriber's directions, if applicable
 - g. Notify health services supervisor
 - h. Notify student's parent/guardian immediately
 - i. Notify principal/administrator
 - j. Monitor student and provide interventions as directed by Poison Control, student's physician, Standing Orders or nursing protocols, as applicable, until EMS or parent/guardian arrives
 - k. Complete Medication Error Report form (see Appendix E)
 - l. Document the incident in the student's electronic health record (SNAP). Describe the error and sequence of events thereafter, including nursing assessment and interventions, medical treatment, and exchanges of information; print and attach SNAP "Event Form II" to the Medication Error Report form. Send the completed Report and Event Form II to the health services supervisor.
3. If qualified personnel other than the school or substitute nurse make or recognize a medication error, the personnel shall immediately notify the school nurse. If the school nurse is not available, the qualified personnel shall:
 - a. In a true emergency call EMS, then Poison Control if applicable;

- b. If not an immediate emergency, follow the sequence of steps in 2.a., and 2.d.-i. above and consult, as applicable, with the school nurse if available by phone;
 - c. Immediately notify the building principal and the school nurse supervisor, authorized prescriber or the school medical advisor. The person making the error, in conjunction with the school principal, nurse supervisor or medical advisor shall immediately notify the parent or guardian.
 - ~~e.~~d. Monitor the student and provide first aid care as directed by Poison Control, the student's physician, or the school nurse or school nurse supervisor, as applicable, until EMS or parent/guardian arrives.
 - ~~d.~~e. Document the incident, including all details, on the Medication Error Report form; use and attach an additional page to complete the documentation as needed.
 - e.f. Send the completed form to the health services supervisor. For coaches and licensed athletic trainers, if the school nurse is unavailable, the report must be submitted to the school nurse the next school day.
 - ~~f.~~g. Provide a copy of the completed Medication Error Report to the school nurse who shall file it in the student's CHR. If the incident occurs in a ~~child-care~~school readiness or before or after school program, instead provide a copy of the Medication Error Report form to the program Director for filing in the ~~child-care program~~appropriate file.
4. The health services supervisor shall investigate the incident, review the Event Form II, as applicable, and the Medication Error Report form (see Appendix E), and shall document any corrective action taken in the Follow up section of the Medication Error Report form, following review with the pupil services director.

V. MEDICATION EMERGENCIES

Definition: Medication emergency means a life-threatening reaction of a student to a medication.

1. Each health office shall post in a prominent location on or near the medication cabinet the following information:
 - a. The Poison Control information center telephone number (1-800-222-1222);
 - b. This section of the medication procedures (managing emergencies) and Section IV, Medication Errors; and
 - c. The name of the building administrator responsible for decision making in the absence of a school or substitute nurse.
2. If qualified personnel other than the school or substitute nurse recognize a potential medication emergency, the qualified individual shall immediately notify the school nurse.
3. In a medication emergency, the school nurse shall proceed as in Section IV, Medication Errors, 2.a. through 2.j., as indicated by the circumstances.
4. After managing and documenting in SNAP the medication emergency, the school nurse shall generate a report using Westport Public Schools' Event Forms I and II according to standard district procedures.
5. In the absence of a school or substitute nurse, the building administrator responsible for decision making, the qualified individual off site, such as a teacher on a field trip, or the Director of a ~~child-care~~ school readiness or before or after school program shall proceed as in Section IV, Medication Errors, 3.a. through 3.f., as indicated by the circumstances.
6. In all circumstances of medication emergencies, the building principal shall be notified as soon as possible. The principal shall immediately thereafter contact the Superintendent or the Superintendent's designee, who shall thereafter notify the parent or guardian, advising of the existence and nature of the medication emergency and all steps taken or being taken to resolve the emergency and protect the health and safety of the student, including contact with the authorized prescriber and/or any other medical action(s) taken.

VI. HANDLING, STORAGE AND DISPOSAL OF MEDICATIONS

1. All medications, prescription and nonprescription, except those approved for transport by students for self-administration, those administered by coaches of intramural or interscholastic athletics or licensed athletic trainers in accordance with this policy, and epinephrine to be used for emergency first aid in accordance with this policy, shall be delivered by the parent/guardian or other responsible adult, and shall be received by the responsible school nurse or substitute nurse or other qualified personnel for schools trained in the administration of medication and assigned to the school. Medications administered by coaches of intramural or interscholastic athletics or licensed athletic trainers must be delivered by the parent or guardian directly to the coach or licensed athletic trainer in accordance with this policy.
2. The school nurse or in the absence of the school nurse, a substitute nurse, shall review the medication, authorization form, and supply of medication, and shall develop a medication administration plan for the student, before the medication can be administered by school personnel.
3. No medication for a student shall be stored at school without a current written order from an authorized prescriber.
4. Upon receipt of a new medication order, the school nurse or substitute nurse will review the medication order for completeness:
 - a. ~~Each medical order for the administration of medication in school must be written by the prescriber on an original Westport Public Schools Authorization for the Administration of Medication by School Personnel form (Appendix A).~~ [A9] A properly executed and signed faxed copy of the order constitutes a legal order in Connecticut.
 - b. The order form must be completely filled in by an authorized prescriber as defined in Section I. General Procedures (#4) and must include:
 - the name of the student
 - name and generic name of the medication
 - dosage
 - time, route and frequency of administration
 - known allergies
 - indications for the medication
 - relevant side effects or untoward reactions
 - start and end dates that the medication is to be administered, not to exceed a 12-month period
 - name/title of the authorized prescriber, as well as his/her **written signature**. A prescriber's stamped signature is not acceptable.
 - date the order was written
5. The medication order must meet safety parameters (see General Procedures, #2). The school nurse will consult with the school nurse supervisor if the medication is an investigational, experimental or "off-label" drug, a research or study medication, or the dosage ordered

provides the student with a single or cumulative daily dosage beyond recommended pharmacological parameters. The nursing supervisor and school medical advisor, in conjunction with the authorized prescriber and parent/guardian, will determine whether it is safe and appropriate for the medication to be administered in school as ordered by the prescriber. [A10]

6. If the medication is a research or study medication (an FDA-approved medication being administered according to an approved study protocol), a copy of the study protocol must be provided to the school nurse along with the name and acceptable range of dose of the medication to be administered.
7. The Parent/Guardian Authorization section of the Administration of Medication in Schools Form must be completed by the parent/guardian of students under the age of 18 years. An eligible student, one who is 18 years or older, is eligible to complete this section on his/her own behalf. If the school nurse questions the competency of an eligible student, he/she should consult with the nursing supervisor. This section of the form must be completed before a medication may be administered in school.
 - a. If the form contains a request for self-administration, please see *Section II, Self-Administration of Medication*.
 - b. If the school nurse needs clarification from the parent/guardian or eligible student regarding the medication order, the school nurse should seek such clarification from the parent/guardian or eligible student.
 - c. Once the parent/guardian authorization section has been signed, the school nurse may consult with the authorized prescriber if she/he has any questions regarding the order.
8. The school nurse or in the absence of the school nurse, a substitute nurse shall examine the medication on-site:
 - a. Each prescribed medication must be in the original, properly labeled container and dispensed by a physician/pharmacist.
 - b. Over-the-counter medications must be delivered in an unopened, properly labeled container.
 - c. If the medication is a controlled drug as defined in Section 21a-240 of the Connecticut General Statutes and in Section 10-212a-2 (f) of the Regulations of Connecticut State Agencies, the school nurse shall conduct a medication count in the presence of the person delivering the medication. If the medication is in liquid form, the amount of fluid in the container should be confirmed with the person delivering the medication to the school nurse.
 - d. No more than a three month supply of a medication for a student shall be stored at school.
9. The school nurse or in the absence of the school nurse, a substitute nurse shall sign receipt of medication:
 - a. Once the medication order and medication have been reviewed and approved by the school nurse, the school nurse shall sign and date the bottom of the *Authorization for the Administration of Medication* form, side two (2) (see Appendix A).
 - b. In the case of a controlled medication, the number of pills or the fluid volume shall be noted at the bottom of the *Authorization for the Administration of Medication* form, side

two (2), and both the adult delivering the medication and the school nurse receiving the medication shall sign and date the form beside the count.

10. The school nurse or, in the absence of the school nurse, a substitute nurse, shall establish a plan for medication administration, except that, if a substitute nurse establishes the plan, the plan will be reviewed and revised as needed by the school nurse on the next day that the school nurse is available, as follows:
 - a. Obtain input, as appropriate, from the prescriber, parent/guardian, teacher, and student.
 - b. Record the medication order in SNAP according to SNAP procedures (see Appendix F or pages 30-35 in the SNAP Manual).
 - c. Document the medication plan which shall consist of the medication order as specified in SNAP or, when indicated, both the order as specified in SNAP and medication administration planning included in the student's IHCP or IECP.
11. The school nurse or in the absence of the school nurse, a substitute nurse shall document the order transcription process in the SNAP daily log as a visit under Indirect Care, Medication Management. See the Section VII, *Documentation of Medication Administration*, for additional direction about record keeping.
12. When a parent/guardian or other responsible adult delivers an additional supply of a medication, follow the steps in #8 and #9 above. In addition:
 - a. The school nurse or substitute nurse will review all medication refills with the original medication order and parent/guardian authorization.
 - b. In the case of a controlled medication, document the new total medication count in SNAP on the medication order according to SNAP instructions.
 - c. Document the process in the SNAP daily log as a visit under Indirect Care, Medication Management.
13. Store medications in appropriate manner:
 - a. Access to stored medications shall be limited to persons authorized to administer medications. Each school or before-and-after school program and school readiness program shall maintain a current list of such authorized persons.
 - ~~a.~~b. Except as otherwise determined by a student's emergency care plan, sStore all emergency medications in an unlocked, clearly labeled and readily accessible cabinet in the health office during school hours and under the general supervision of the school nurse or, in the absence of the school nurse, the principal or principal's designee who has been trained in the administration of medication. The emergency medications cabinet should be locked outside of regular school hours, unless there is an exception made pursuant to a student's medication and individualized emergency care plan.
 - ~~b.~~c. All other non-controlled medications, except those approved for keeping by students for self-administration, shall be stored in a designated locked container, cabinet or closet used exclusively for the storage of medications.
 - ~~c.~~d. Controlled medications must be stored separately from other medications in a separate, secure, substantially constructed locked metal or wood cabinet, pursuant to Section 21a-262-8 of the Regulations of Connecticut State Agencies.

- ~~d.~~e. Medications requiring refrigeration shall be stored in a refrigerator in the health office with limited access at no less than 36°F and no more than 46°F. Non-controlled medications may be stored directly on the shelf with no further protection needed. Controlled medications must be stored in a locked box which is affixed to the refrigerator shelf.
14. At least two sets of keys for the medication containers or cabinets shall be maintained for each school building or before-and-after school program and school readiness program. One set of keys shall be maintained under the direct control of the school nurse or nurses, and an additional set shall be maintained under the direct control of the principal who has been trained in the general principles of medication administration. If necessary, as agreed with the supervisor of health services, the director or lead teacher of a before- or after-school or readiness program shall also have a set of keys.
15. All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent/guardian or, if the medication cannot be returned to the parent/guardian, the medication shall be destroyed by the school nurse or health services supervisor, as follows:
- If medications are returned to the parent/guardian, "Returned to parent/guardian," the date, and the parent/guardian and nurse's signatures should be written at the bottom of page two (2) of the *Authorization for the Administration of Medication* form. If a controlled medication is returned, the exact number of pills or amount of liquid medication returned shall also be noted.
 - If the medication cannot be returned to the parent/guardian, non-controlled medications may be destroyed in the presence of at least one (1) witness. "Destroyed," the date, the nurse and the witness' signatures should be written on page two (2) of the *Authorization for the Administration of Medication* form (Appendix A).
 - If a controlled drug cannot be returned to the parent/guardian, the remaining medication must be destroyed in accordance with the requirements of Section 21a-262-3 of the Regulations of Connecticut State Agencies. Destruction and disposal of a controlled drug requires consultation with the Commissioner of Consumer Protection or his/her designee unless otherwise indicated herein. "Destroyed," the date, the exact number of pills or amount of liquid medication destroyed, and the nurse and the witness' signatures should be written on page two (2) of the *Authorization for the Administration of Medication* form (Appendix A).
 - The school nurse shall enter a note on the medication order in SNAP and document a visit in SNAP under Medication Management, recording that the medication was returned to the parent/guardian or how the medication was destroyed, including the name of the witness.
16. Accidental destruction or loss of controlled drugs must be verified by the school nurse in the presence of the health services supervisor, pupil services director, or designee, including confirmation of the presence or absence of residue and jointly documented on the student medication administration record and on a medication error form to include a detailed list of any controlled substance(s) lost, destroyed or stolen, the kind and quantity of such substances and the date of the discovery of such loss, destruction or theft. ~~The medication error report must be made available.~~ If no residue is present, notification must be made to the Commissioner of Consumer Protection or his/her authorized agents, pursuant to Section 21a-262-3 of the Regulations of

Connecticut State Agencies.

17. If a loss of controlled drugs is discovered, the school nurse or substitute nurse shall immediately notify the health services supervisor who will:
 - a. gather relevant information and review with the school nurse available documentation and known facts;
 - b. consult with the pupil services director; and
 - c. notify the Superintendent of Schools.

18. If the loss of controlled drugs cannot be explained by accidental destruction or loss, and theft is a possibility, the Superintendent or his/her designee shall notify the Westport police and the Commissioner of Consumer Protection or his/her authorized agent.

19. All school will maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions and do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine.

20. Medications to be administered by coaches of intramural or interscholastic athletic events or licensed athletic trainers shall be stored: (a) in containers for the exclusive use of holding medications; (b) in locations that preserve the integrity of the medication; (c) under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and (d) in a locked secured cabinet when not under the general supervision of the coach or licensed athletic trainer during intramural or interscholastic athletic events.

VII. DOCUMENTATION OF MEDICATION ADMINISTRATION

1. The school nurse, and before-and-after school program and school readiness program where medications are administered, shall maintain an electronic medication administration record for each student who receives medication during school hours. Such electronic records shall be completed according to Section VI, #10-12 and Appendix F (same as the SNAP Manual directions, pages 30-34b).
2. The electronic medication administration record shall include:
 - a. name of the student;
 - ~~a.b.~~ the student's state-assigned student identifier (SASID);^[A11]
 - ~~b.c.~~ name of the medication;
 - ~~e.d.~~ dosage ordered by the prescriber;
 - ~~d.e.~~ route of administration;
 - ~~e.f.~~ frequency of administration;
 - ~~f.g.~~ name of the authorized prescriber;
 - ~~g.h.~~ dates for initiating and terminating the administration of the medication within the school year July 1, 20XX through June 20, 20XX, including extended school year programs;
 - ~~h.i.~~ quantity received, which shall be verified by the adult delivering the medication;
 - ~~i.j.~~ any student allergies to food or medicine;
 - ~~j.k.~~ date and time of each administration or omission including the reason for the omission;
 - ~~k.l.~~ dose or amount of drug administered, including a dose administered by other qualified school personnel, for example, on a field trip, noted as such;
 - ~~l.m.~~ the legal electronic signature of the nurse indicated by the SNAP pin number; and
 - ~~m.n.~~ for controlled drugs, a medication count which shall be ~~the automatic count generated by SNAP, based on the original number of pills or volume of fluid delivered to the school and so documented in setting up the administration plan, and the record of actual administrations conducted and documented at least once a week and co-signed by the assigned nurse and a witness.~~^[A12]
3. For controlled drugs, three additional types of records shall be kept in a file folder for the school year labelled "Controlled Drugs- 20XX" in a locked cabinet or drawer in the health office:
 - a. The record of a count of each controlled drug maintained in the school which shall be conducted at least once a week and co-signed in ink by the school nurse and a witness who may be another nurse, or in the absence of a second nurse, a principal or assistant principal who has been trained in the general principles of medication administration. The weekly count form (see Appendix G) may be destroyed in keeping with #8.d. below.
 - b. The annual plan for conducting the weekly counts including the responsible school nurse(s) and administrator, as applicable, and the day of the week that the counts will be accomplished.
 - c. A copy of the full electronic record of daily or PRN administrations of a controlled drug over a school year for any student who is administered a controlled medication in school, which shall be maintained in the school **for three years** following the year in which the

drug was administered.

4.—In the absence of the school nurse or substitute nurse, qualified personnel for schools (Section III) or qualified personnel for programs (Section VIII) who administer a medication to a student shall document the administration of medication in ink on the Non-Nurse Administration of Medication Form ~~form~~ provided by the school nurse. For field trips, the form ~~which used to document administration of medication~~ shall include the SNAP-~~generated medication~~ order information with dose, route, time, frequency, the date and time of actual administration or omission, the printed name of the qualified individual administering the medication and the written legal signature of the qualified individual. For other purposes, e.g., athletics or before- and after-school programs, the F form used to document administration of medication will be a ~~controlled drug~~ ^[A13] administration record form properly completed with dose, route, time, frequency, the date and time of actual administration or omission, the printed name of the qualified individual administering the medication and the written legal signature of the qualified individual (see Appendix B). The school nurse shall provide qualified personnel for schools or qualified personnel for programs a copy of the original written order of the authorized prescriber, the written authorization of the parent/guardian to administer the medication and the written authorization of the parent/guardian for the exchange of information by the prescriber and school nurse to ensure the safe administration of such medication along with the appropriate Non-Nurse Administration of Medication Form ~~medication administration documentation form~~ ^[A14].

~~5.4. Documentation of transactions shall be recorded in an electronic record which cannot be altered, such as SNAP, or in ink which shall not be altered.~~ ^[A15]

~~6.5.~~ The original written order of the authorized prescriber, the written authorization of the parent/guardian to administer the medication and the written authorization of the parent/guardian for the exchange of information by the prescriber and school nurse to ensure the safe administration of such medication shall be filed in the student's cumulative health record, or for a before- or after- school or school readiness program, in the child's program record. During the school year, the school nurse may maintain a copy of all original medication orders in a readily accessible, organized binder. ~~At the end of the school year, or if the medication is discontinued, the original order shall be filed in the student's CHR.~~ ^[A16]

6. A true copy of the written order of the authorized prescriber and the written authorization of the parent/guardian to administer the medication and the written authorization of the parent/guardian for the exchange of information by the prescriber and school nurse to ensure the safe administration of such medication shall at all times be maintained ~~stored~~ in the Student's cumulative health record.

~~7.—container with the student's medication.~~

~~8.7.~~ Medication administration records shall be made available to the Connecticut State Department of Education or any duly authorized representative upon request until destroyed pursuant to Section 11-8a and Section 10-212a(b) of the Connecticut General Statutes ~~for controlled medications~~, as follows:

- a. A summary of the electronic record of medications administered to a student during the school year, which is part of the "Transfer Record," shall be printed from SNAP and included in the CHR at the end of each school year.
- b. Any medication administration records for non-controlled medications that are *in writing* (e.g., field trip record) may be destroyed at the end of the school year after the records have been documented in SNAP or summarized on the student's CHR.
- c. Records for controlled medications shall be maintained the same as non-controlled drugs except that, in addition to the summary of the electronic record in (or on) the CHR, a copy of the full electronic (or written) record of daily and PRN administrations of a controlled drug over a school year (July 1 through June 30) for any student who is administered a controlled medication in school, shall be maintained in the school **for three years** following the year in which the drug was administered. See also #3.c. above and Section VI.
- d. ~~The [A17] weekly count form may be destroyed at the end of each school year so long as no discrepancy in counts was identified during that school year and a note indicating that there were no discrepancies over the year is entered in the student's SNAP record or on the CHR. If a discrepancy occurred at any time during the year, the weekly count record shall be permanently maintained in the student's CHR.~~

VIII. MEDICATION ADMINISTRATION IN SCHOOL READINESS AND BEFORE- AND AFTER-SCHOOL PROGRAMS

1. Administration of medication in school readiness and before- and after-school programs shall be in keeping with Connecticut Regulations section Sec. 10-212a-10. On an annual basis, the health services supervisor, in collaboration with the Superintendent or the Superintendent's designee(s), will review the policy and procedures as pertinent to medication administration in before- and after-school and school readiness programs and will determine what programs, if any, meet the definition of before- and after-school or school readiness programs as defined in Connecticut Regulations section Sec. 10-212a-10 for that specific year. For those programs that meet the definition, the [school medical advisor and](#) health services supervisor or his/her designee shall determine:
 - a. If administration of medications is medically necessary for any participant(s) to access the program and maintain their health status while attending the program, [as medication shall be administered in these programs only when this standard is met](#);
 - b. the level of nursing services needed to ensure the safe administration of medication within each program, e.g., medication and emergency care plan development, pre-program training of delegates, and periodic supervision; availability of telecommunications with school nurse during the program; or on-site availability of a nurse;
 - c. who may administer medication in the given program;
 - d. whether students with self-administration plans in place during the school day require any adaptation of those plans for use in before- and after-school programs;
 - e. whether students with emergency and individualized health care plans in place during the school day require adaptation of those plans for use in before- and after-school or school readiness programs;
 - f. the procedure to be followed in the event of a medication emergency or error and the individuals or facilities to be contacted in such event; and
 - g. the person responsible for decision making in the absence of the nurse.

In addition:

- a. Local poison control center information shall be readily available in each program.
- b. No medication shall be administered in these programs without:
 - (1) the written order of an authorized prescriber, and
 - (2) the written authorization of a parent/guardian or an eligible student
- c. In the absence of a ~~licensed~~-[registered](#) nurse, only directors or directors' designees, lead teachers or school administrators who have been properly trained may administer medications to students as delegated by the school nurse or other registered nurse hired by the district to provide services to the before- and after-school or school readiness programs.
- d. Training for directors or directors' designees, lead teachers or school administrators in the administration of medications will be provided according to subsections (a) to (c), inclusive, of Section 10-212a-3 of the Regulations of Connecticut State Agencies and Section III, #4-5 of these procedures.
- e. Directors or director's designee, lead teachers and school administrators may administer oral, topical, intranasal or inhalant medications, and may administer cartridge injector medications

only to a student with a medically-diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

- f. Investigational drugs or research or study medications may not be administered by directors or director's designee, lead teachers, or school administrators; and
- g. Controlled drugs currently listed in schedules II through V of the Regulations of Connecticut State Agencies, Sections 21a-243-8 to 21a-243-11, inclusive, of the Regulations of Connecticut State Agencies may be administered in school readiness programs and before- and after-school programs if necessary in order for the student to attend the program and determined appropriate by the health services supervisor or designee^[A18].
- h. Self-medication, when determined appropriate by the health services supervisor or designee^[A19], shall follow the procedures in Section 10-212a-4 of the Regulations of Connecticut State Agencies and ~~#7~~Section II of these procedures.
- i. All medications in before- and after-school and school readiness programs shall be handled, stored and disposed of in accordance with the provisions of subsection (a) to (k), inclusive, of the Regulations of Connecticut State Agencies and ~~#20~~Section VI of ~~in~~ these procedures.
- j. A separate supply of medication shall be stored at the site of the before-and-after school or school readiness program. In the event that it is not possible for the parent/guardian to provide a separate supply of medication, then a plan shall be developed to ensure the timely transfer of the medication from the school to the program and back on a daily basis.
- k. Documentation shall be completed and maintained on a form, provided by the ~~school nurse~~health services supervisor or designee, as follows:
 - (1) a separate administration of medication record for each student shall be maintained in the program using the controlled drug form (see Appendix B);
 - (2) the administration of medication record shall be submitted to the school nurse at the end of each school year and filed in or summarized on the student's cumulative health record according to local or regional board of education policy.
- l. Communication with the school nurse:
 - (1) administration of a medication with a cartridge injector shall be reported to the school nurse at the earliest possible time but not later than the next school day.
 - (2) all other instances of the administration of medication shall be reported to the school nurse according to the student's individual plan or at least on a monthly basis.
- m. Supervision of the administration of medication in school readiness and before- and after-school programs shall be the responsibility of the health services supervisor or designee who has been assigned responsibility for delegating to, training and supervising appropriate personnel in the administration of medication for before- and after-school or school readiness programs and will be conducted in accordance with the provisions of subdivision (1) to (6), inclusive, of Section 10-212a-7 of the Regulations of Connecticut State Agencies and Section III, #5 of these procedures.
- ~~m.~~n. Procedures for medication emergencies or medication errors, as outlined in this policy, must be followed, except that in the event of a medication error a report must be submitted by the program director, lead teacher or school administrator to the school nurse the next school day.

IX. MEDICATION ADMINISTRATION ON SCHOOL-SPONSORED EVENTS^[A20] TRIPS^[A21]

School nurses should assist in the planning for students with health care needs who require medication ~~for during~~ a school-~~sponsored~~ ~~trip~~event. ^[A22]

1. For students participating ~~in~~ on a ~~C~~urricular ~~F~~ield ~~T~~rip, the school nurse may delegate medication administration to qualified personnel for schools according to C.G.S. 10-212a and in accordance with section III. of these regulations. Students may also self-administer medications, if deemed appropriate, in accordance with C.G.S.10-212 and section II. of ~~these~~ regulations.
 - a. Qualified personnel for schools may not be supplied for more than one dose of medication from their school supply as this is considered dispensing. For multiple doses, parents must provide the appropriate supply from their pharmacy and ensure it is stored in an appropriately labeled pharmaceutical container.

~~For students participating in an E~~extracurricular ~~F~~ield ~~T~~rip, school nurses and responsible school administrators, along with the health services supervisor if appropriate, shall consult in advance of the trip to determine what, if any, medical needs participating students may have while on the trip. Provision of medical services for extracurricular field trips shall be made on a case-by-case basis and in accordance with federal and state laws. may provide general guidance to the school staff regarding medication that may be taken by a student on a trip, but the nurse may not delegate medical administration or assess competency or delegate supervision related to self-administration. For these trips, if deemed appropriate, students must have the control of the medication at all times and is self-managed by the student and must follow section II. of these regulations. ^[A23]

~~X. DEFINITION OF TERMS~~

2.

The following definitions are derived from Sections 10-212a-1 through 10-212a-10 of the Regulations of Connecticut State Agencies, plus two acronyms used in the procedures, and apply to terms used in Westport Public Schools' Policy and Procedures on the Administration of Medication.

1. **Administration of medication** means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.
2. **Advanced practice registered nurse** means an individual licensed pursuant to Section 20-94a of the Connecticut General Statutes.
3. **Authorized prescriber** means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant and, for interscholastic and intramural athletic events only, a podiatrist.
4. **Before- and after-school program** means any child care program operated and administered by a local or regional board of education or municipality exempt from licensure by the Department of Public Health pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes. Such programs shall not include public or private entities licensed by the Department of Public Health or board of education enhancement programs and extra-curricular activities.
5. **Board of education** means a local or regional board of education, a regional educational service center, a unified school district, the regional vocational-technical school system, an approved private special education facility, the Gilbert School, the Norwich Free Academy, Woodstock Academy or a non-public school whose students receive services pursuant to Section 10-217a of the Connecticut General Statutes.
6. **Cartridge injector** means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions.
7. **CHR or CHR-1** refers to the cumulative health record (see below).
8. **Coach** means an athletic coach as defined in Section 10-222e of the Connecticut General Statutes.
9. **Commissioner** means the Commissioner of Education or any duly authorized representative thereof.

10. **Controlled drugs** means controlled drugs as defined in Section 21a-240 of the Connecticut General Statutes.

11. **Cumulative health record** means the cumulative health record of a pupil mandated by Section 10-206 of the Connecticut General Statutes.

12. **Curricular Field Trip** means a primarily educational trip that emerges from the classroom and that includes events or activities through which students leave school grounds, typically during the school day for part or all of the trip, for the purpose of curriculum-related study. Such a trip is designed to help students develop a better understanding of their studies by reinforcing, supplementing, and/or extending their educational experience. Examples of Curricular Field Trips include:

- Day trip to museum, nature center, science laboratory, etc.
- Recurring trips (if tied to curriculum)
- Overnight trips or longer trips for educational programs (e.g., Nature's Classroom)

~~12.~~13. **Dentist** means a doctor of dentistry licensed to practice dentistry in Connecticut pursuant to Chapter 379 of the Connecticut General Statutes, or licensed to practice dentistry in another state.

~~13.~~14. **Department** means the Connecticut State Department of Education or any duly authorized representative thereof.

~~14.~~15. **Director** means the person responsible for the operation and administration of any school readiness program or before- and-after school program.

~~15.~~16. **Eligible student** means a student who has reached the age of eighteen or is an emancipated minor.

~~16.~~17. **Error** means:

- a. failure to do any of the following as ordered:
 - administer a medication to a student;
 - administer medication within the time designated by the prescribing practitioner;
 - administer the specific medication prescribed for a student;
 - administer the correct dosage of medication;
 - administer medication by the proper route; and/or
 - administer the medication according to generally accepted standards of practice; or,
- b. administration of a medication to a student which is not ordered, or which is not authorized in writing by the parent/guardian of such student.

18. **Extracurricular activities Field Trip** ^[A24] means an educational, cultural, and/or recreational trip that occurs outside the school day, and that may emerge from an approved extracurricular

club, organization, program, or activity. Such a trip, while designed to broaden and enhance students' educational experience, is not part of the educational program and is not designed for the purpose of curriculum-related study.

~~17. educational, cultural, and/or recreational trips that occur outside the school day and may emerge from an approved extracurricular club, organization, program or activity. Such trips while designed to broaden and enhance students' educational experience, are not part of the educational program and are not designed for the purpose of curricular related study.~~

~~18.~~19. **Guardian** means one who has the authority and obligations of guardianship of the person of a minor, and includes:

- a. the obligation of care and control; and
- b. the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

~~19.~~20. **Intramural athletic events** means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

~~20.~~21. **Interscholastic athletic events** means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests which are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills, and transportation to and from such events.

~~21.~~22. **Investigational drug** means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA) which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

~~22.~~23. **Licensed athletic trainer** means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes.

~~23.~~24. **Medication** means any medicinal preparation including over-the-counter, prescription -and controlled drugs, as defined in Section 21a-240 of the Connecticut General Statutes.

~~24.~~25. **Medication emergency** means a life-threatening reaction of a student to a medication.

~~25.~~26. **Medication plan** means a documented plan established by the school nurse in conjunction with the parent/guardian and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.

~~26.~~27. **Medication order** means the written direction by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic

name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.

- ~~27~~28. **Nurse** means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut pursuant to Chapter 378 of the Connecticut General Statutes.
- ~~28~~29. **Occupational therapist** means an occupational therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376a of the Connecticut General Statutes.
- ~~29~~30. **Optometrist** means an optometrist licensed to provide optometry pursuant to Chapter 380 of the Connecticut General Statutes.
- ~~30~~31. **Paraprofessional** means a health care aide or assistant or an instructional aide or assistant employed by the local or regional board of education who meets the requirements of such board for employment as a health care aide or assistant or instructional aide or assistant.
- ~~31~~32. **Physical therapist** means a physical therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.
- ~~32~~33. **Physician** means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapters 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state.
- ~~33~~34. **Physician assistant** means an individual licensed to prescribe medications pursuant to Section 20-12d of the Connecticut General Statutes.
- ~~34~~35. **Podiatrist** means an individual licensed to practice podiatry in Connecticut pursuant to Chapter 375 of the Connecticut General Statutes.
- ~~35~~36. **Principal** means the administrator in the school.
- ~~36~~37. **Qualified personnel for schools** means (a) a full-time employee who meets the local or regional board of education requirements as a principal, teacher, occupational therapist or physical therapist and has been trained in the administration of medication in accordance with Section 10-212a-3 of these regulations; (b) a coach and licensed athletic trainer who has been trained in the administration of medication pursuant to Section 10-212a-8 of these regulations; or (c) a paraprofessional who has been trained in the administration of medication pursuant to Section 10-212a-9 of these regulations.
- ~~37~~38. **Qualified personnel for school readiness programs and before- and after-school programs**, means directors or director's designee, lead teachers and school administrators who have been trained in the administration of medication may administer medications pursuant to Section 10-212a-10 of these regulations.

- ~~38.~~39. **Research or study medications** mean FDA-approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.
- ~~39.~~40. **School** means any educational program which is under the jurisdiction of a board of education as defined by this section excluding extracurricular activities.
- ~~40.~~41. **School medical advisor** means a physician appointed pursuant to Section 10-205 of the Connecticut General Statutes.
- ~~41.~~42. **School nurse** means a nurse appointed pursuant to Section 10-212 of the Connecticut General Statutes.
- ~~42.~~43. **School nurse supervisor** means the nurse designated by the local or regional board of education as the supervisor or, if no designation has been made by the board, the lead or coordinating nurse assigned by the board.
- ~~43.~~44. **School readiness program** means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the Connecticut General Statutes and exempt from licensure by the Department of Public Health pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.
- ~~44.~~45. **Self-administration of medication** means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.
- ~~45.~~46. **SNAP** means the electronic student health record system known as SNAP Health Center.
- ~~46.~~47. **Supervision** means the overseeing of the process of the administration of medication in a school.
- ~~47.~~48. **Teacher** means a person employed full time by a board of education who has met the minimum standards as established by that board of education for performance as a teacher and has been approved by the school medical advisor and school nurse to be designated to administer medications pursuant to Sections 10-212a-1 through 10-212a-7 of the Regulations of Connecticut State Agencies.

XI. REFERENCES

Legal References

Connecticut General Statutes

Section 10-206

Section 10-212

Section 10-212a

Section 19a-900

Section 21a-240

Section 52-557b

~~Public Act 14-176, "An Act Concerning The Storage And Administration Of Epinephrine At Public Schools."~~^[A25]

Regulations of Conn. State Agencies

Sections 10-212a-1 through 10-212a-10, inclusive

Memorandum of Decision, In Re: Declaratory Ruling/Delegation by Licensed Nurses to Unlicensed Assistive Personnel, Connecticut State Board of Examiners for Nursing (April 5, 1995)

Code of Federal Regulations

Title 21 Part 1307.21

Norman Weinberger, MD
Medical Advisor

Date

Suzanne Levasseur, MSN, APRN, CPNP
Supervisor of Health Services

Date

IX. APPENDICES

- A. Authorization for the Administration of Medicine by School Personnel
- B. Self-Medication Assessment
- C. Medication Administration Record for Non-Nurse Qualified Personnel
- D. General Principles of Medication Administration (training form 1)
- E. Student Specific Principles of Medication Administration (training form 2)
- F. Medication Error Report
- G. SNAP Directions for Documenting Medications and Treatments
- H. Refusal to Permit Administration of Epinephrine for Emergency First Aid Form

Bylaws of the Board

Time, Place and Notification of Meetings

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

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

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

Emergency meetings may be called by the Chair, Vice Chair, Secretary and/or Superintendent upon notice to all members. Such meetings may be held without complying with the preceding notice requirements. The Superintendent must file the minutes of the emergency meeting, including the reason for the emergency, within 72 hours of the meeting with the Town Clerk.

Executive sessions may be held as provided by law for the purpose of discussing personnel matters; matters involving negotiations with individuals or groups, pending claims and litigation; security matters; real estate acquisition; or any matter that would result in the disclosure of a public record exempted from the disclosure requirement for public records. All business or discussion in the executive session shall be limited to the above areas. Otherwise, all meetings of the Board shall be open to the public.

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

Legal Reference: Connecticut General Statutes

- [1-206](#) Denial of access to public records or meetings.
- [1-225](#) Meetings of government agencies to be public.
- [1-227](#) Mailing of notice of meetings to persons filing written request.
- [1-228](#) Adjournment of meetings. Notice.
- [1-229](#) Continued hearings. Notice.
- [1-230](#) Regular meetings to be held pursuant to regulation, ordinance or resolution.
- [10-218](#) Officers. Meetings

Bylaw adopted by the Board: June 10, 2002

Bylaws of the Board

Time, Place, Notification of Meetings

Regular Meetings

The Board of Education shall file with the Town Clerk, not later than January 31st of each year, the schedule of the regular meetings of the Board of Education, and shall post the schedule on the District's Internet website. No meeting shall be held sooner than thirty 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. The special meeting shall also be posted on the District's Internet Website. 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.

Electronic Participation (Optional) CABE does not recommend such participation. However, it is permitted under the law. Therefore this language is provided for consideration and possible inclusion in this bylaw.

The Board of Education allows electronic participation whenever there is communication by or to a quorum of the Board, whether the communication is in person or by means of electronic equipment. Meetings in which some Board members participate electronically are subject to the requirements of the Freedom of Information Act.

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically, but must be connected with the meeting throughout the discussion of business. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

When a Board member participates electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Board Secretary will document it in the Minutes when members participate in the meeting electronically.

Any Board member wishing to participate in a meeting electronically will notify the Board Chairperson and Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made. (Each part of the telephone conference call meeting shall be audible to the public at the location specified in the notice for the meeting. The location designated in the notice as the location of the meeting shall provide two-way communication during the entire telephone conference call and the identification of each party to the telephone conference call shall be clearly stated prior

to the meeting.) The Superintendent will take measures to verify the identity of any remotely located participants.

Electronic Participation (Alternate Version #1)

Recognizing the inherent responsibility and statutory duties of Board of Education members, the Board of Education (Board) strongly encourages Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by teleconference is authorized whenever physical presence is not practicable. All votes at a meeting in which members are attending by teleconference shall be taken by roll call.

Whenever possible, meeting agendas and supporting materials shall be available at all teleconference facilities used for the Board meeting.

Electronic Participation (Alternate Version #2)

The Board of Education authorizes that the Board Chairperson or presiding officer may allow Board members to participate electronically in a Board meeting if there is good cause why the Board members cannot attend in person and the request is received sufficiently in advance to allow a good quality electronic connection to be set up. Members who participate in a Board meeting through electronic means may be counted in the quorum. The location of the meeting must be in the normal location at _____ to allow the public to adequately monitor the meeting. Due to security concerns, electronic participation in closed executive sessions will not be permitted.

(cf. [9327](#) – Electronic Mail Communications)

Legal Reference: Connecticut General Statutes

[1-200](#) (2) Definitions. “Meeting”

[1-206](#) Denial of access to public records or meetings.

[1-225](#) Meetings of government agencies to be public, as amended by June 11 Special Session, PA 08-3

[1-227](#) Mailing of notice of meetings to persons filing written request.

[1-228](#) Adjournment of meetings. Notice.

[1-229](#) Continued hearings. Notice.

[1-230](#) Regular meetings to be held pursuant to regulation, ordinance or resolution.

[10-218](#) Officers. Meetings

Bylaw adopted by the Board:

**Series 9000
Bylaws**

TIME, PLACE AND NOTICE OF MEETINGS

1. Regular Meetings
 - A. The Board of Education shall set a calendar of regular meetings for the ensuing year at the first regular meeting in November.
 - B. In compliance with the General Statutes of the State of Connecticut, the Chairperson [or Secretary] shall file this calendar with the Town Clerk, and post this calendar on the Board's website, if available, by November 30 [or other date falling on or before January 31].
 - C. Normally the Board shall schedule regular meetings on the _____ of each month of the year except _____, when the Board shall schedule no regular meetings.
 - D. If at any point in the meeting the Board of Education should not maintain a quorum, then the Chairperson of the Board will adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.
2. Special Meetings
 - A. Special meetings may be held when determined by the Board, when so called by the Chairperson, or upon written request of three members of the Board.
 - B. No special meeting shall be held unless a notice stating the time, place and purpose of the meeting has been given to each member and to the Town Clerk, and has been posted on the Board's website, if available, twenty-four (24) hours before the time stated for the meeting to convene.
 - C. When a majority of the members agree that an emergency exists which has made a regular notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency

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

3. Meeting Time and Place

- A. All regular meetings of the Board shall begin at _____ or as soon thereafter as a quorum is present and shall adjourn no later than _____ unless extended to a time certain by a two-thirds vote of the Board members present. All regular meetings of the Board shall be held in _____, unless otherwise ordered by the Board.
- B. Special Meetings (non-emergency) - time and place to be determined and announced in advance of meeting.

Legal References:

Connecticut General Statutes

- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule of agenda of meetings to be filed. Notice of special meetings Executive session.
- 1-228 Adjournment of meetings. Notice.
- 1-229 Continued hearings. Notice.
- 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
- 7-3 Warning of Town and other meetings.
- 7-4 Record of warning.
- 10-218 Officers. Meetings.

ADOPTED: _____

REVISED: _____

9/22/08

Bylaws of the Board

Public and Executive Sessions

Public Meetings

All meetings of the Board of Education shall be open to the public with the exception of executive sessions. (cf. [9320](#) -Meetings)

Executive Sessions

The public may be excluded from meetings of the Board of Education which are declared to be executive sessions. Executive sessions may be held upon a two-thirds vote of the members present and voting taken at a public meeting only for one or more of the following reasons.

1. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting.
2. Strategy and negotiations with respect to pending claims and litigation.
3. Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
4. Discussion of the selection of a site or the lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
5. Discussion of any matter which would result in the disclosure of public records or the information contained therein described in subsection (b) of section 1-210 of the Connecticut General Statutes Freedom Of Information Act (FOIA). The types of records which may be withheld in accordance with FOIA include personnel and health records, student identification records, matters of security, test questions and other specified in FOIA.

Public Participation

In addition to permitting the public to attend meetings, the Westport Board of Education encourages public participation.

Regular and Special Meetings

The following members of the public may speak at meetings of the Board:

- Westport residents, students and employees of the Board; non-resident consultants to the Board and/or administration invited by the Board.

Speakers must use the following guidelines:

- Comment on non-agenda items will occur during the first 15 minutes except when staff or guest presentations are scheduled.
- Public may speak as agenda topics come up for discussion or information.

- Speakers on non-agenda items 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 the microphone.
- Responses to questions may be deferred if answers not immediately available.
- Board will not engage in dialogue on non-agenda items unless the topic is added to the agenda (regular meetings only) by a 2/3 vote
- Public comment is normally not invited for topics listed for action after having been publicly discussed at one or more meetings.

Public Work Sessions

When meetings or parts of meetings are designated as work sessions the Board does not normally invite discussion or questions from the general public, but brief public comment may be permitted at the end of a work session if time permits.

Freedom of Information

In accordance with the Freedom of Information Act (FOIA), the following are not public meetings and thus not subject to posting and other requirements:

- Meetings of personnel search committees
- Meetings for the purpose of discussion of collective bargaining strategy
- Negotiating sessions
- Chance or social gatherings not intended to relate to official business
- Caucuses of the members of a single party, provided that no persons other than the members attend the caucus.

Legal Reference: Connecticut General Statutes

[1-200](#) Definitions.

[1-206](#) Denial of access to public records or meetings.

[1-210](#) Access to public records.

[1-225](#) Meetings of government agencies to be public.

[1-226](#) Recording, broadcasting or photographing meetings.

[1-231](#) Executive sessions.

Bylaw adopted by the Board: August 19, 2002

Bylaws of the Board

Public and Executive Sessions

Public Meetings

All meetings of the Board of Education, regular, special and emergency shall be open to the public with the exception of executive sessions. A chance or social meeting, a caucus, a meeting of a personnel search committee for executive level employment candidates, or a discussion of strategy or negotiations with respect to collective bargaining are not defined as “meetings” under the Freedom of Information Act. A meeting is defined as a hearing or other proceeding of the Board, any convening or assembly of a quorum of the Board and any communication by or to a quorum of the Board, whether in person or by means of electronic equipment to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction, or advocacy power. Communications between and among a quorum of members convening on electronically linked personal computers or by telephone conference call are subject to the Freedom of Information Act.

Executive Sessions

The public may be excluded from meetings of the Board of Education which are declared to be executive sessions. Executive sessions may be held upon a two-thirds vote of the members present and voting taken at a public meeting for only 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 may require that discussion be held at an open meeting.
2. Strategy and negotiations with respect to pending claims and litigation that the Board or a member of the Board, is party.
3. Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
4. Discussion of the selection of a site or the lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
5. Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Subsection (b) of Section 1-210 of the Connecticut General Statutes.

The motion to go into executive session shall identify the persons, in addition to the Board, who shall be invited to be in attendance in the executive session. The persons invited into executive session shall be limited to persons needed to present testimony or opinion pertinent to matters before the Board and such persons' attendance shall be limited to the time period for which their presence is necessary.

Smoking

Smoking 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. A request that there be no smoking during the meeting will be made by the Chairperson during the opening ceremonies.

Non-Meetings

Not every meeting of the Board of Education constitutes a “meeting” under the Freedom of Information Act (FOIA). A meeting does not include:

- Any meeting of a personnel search committee to executive level employment candidates;
- Any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters related to official business;
- Any meeting discussing strategy or negotiations with respect to collective bargaining;
- A caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency;
- A quorum of the members of the Board who are present at any event which has been noticed and conducted as a meeting of another public agency, in that case, the event shall not be deemed to be a member of the Board as a result of their presence at such event. (For example, if the Board of Education is invited to attend a meeting of the Board of Finance, such a meeting does not have to be noticed and posted by the Board of Education.)

There is no specific executive session privilege for the discussion of collective bargaining issues. However, discussion of “records, reports of strategy or negotiations with respect to collective bargaining” is permitted in executive session, provided that such documents exist.

Absent such documents, such strategy discussions and/or negotiations themselves must be held as a “non-meeting.” Collective bargaining is excluded from the definition of a meeting under the Freedom of Information Act (FOIA). Collective bargaining sessions shall be held outside the scope of the FOIA as a “non-meeting.” Such sessions may be held at any time without posting, and related strategy sessions or updates to the Board of Education may be held either before or after the end of a regular or special meeting, without the need to post such meetings.

(cf. [1331](#) - Smoking in School Facilities)

Legal Reference: Connecticut General Statutes

[1-200](#) Definitions. (as amended by PA 02-130)

[1-206](#) Denial of access to public records or meetings.

[1-210](#) Access to public records.

[1-225](#) Meetings of government agencies to be public.

[1-226](#) Recording, broadcasting or photographing meetings.

[1-231](#) Executive sessions.

[19a-342](#) Smoking prohibited in certain places.

Bylaw adopted by the Board:

**Series 9000
Bylaws**

PUBLIC MEETINGS AND EXECUTIVE SESSION

1. Public Meetings

- A. All meetings of the Board of Education for the official transaction of business shall be open to the public except that the Board may, by the affirmative vote of two-thirds of the members present and voting, meet in executive session for the purposes specified in Conn. Gen. Stat. §1-225.
- B. As defined by statute, the term "meeting" shall not include: any meeting of a personnel search committee for executive level employment candidates; any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business; strategy or negotiations with respect to collective bargaining; a caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency; an administrative or staff meeting of a single-member public agency; and communication limited to notice of meetings of any public agency or the agendas thereof. The term "caucus" means a convening or assembly of the enrolled members of a single political party who are members of a public agency within the state or a political subdivision.

2. Executive Sessions

- A. The public may be excluded from meetings of the Board of Education which are declared to be executive sessions.
- B. Executive sessions may be held on a two-thirds vote of the members present and voting taken at a public meeting stating the reasons for such executive session. Executive sessions may be held for any reasons permissible under the provisions of the Freedom of Information Act, as it may be amended from time to time, including one or more of the following purposes:
 - (1) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open (public) meeting.

- (2) Strategy and negotiations with respect to pending claims and litigation to which the Board or a member of the Board, because of his or her conduct as a member of the Board, is a party until such claims or litigation have been finally adjudicated or otherwise settled.
- (3) Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
- (4) Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
- (5) Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Conn. Gen. Stat. §1-210(b).

Legal References:

Connecticut General Statutes

- 1-200 Definitions (Public Agency; Meetings; Person; Public Record; Executive Session)
- 1-210 Access to public record. Exempt records.
- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.
- 1-231 Executive sessions.

ADOPTED: _____

REVISED: _____

1/28/05

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

Bylaws of the Board

Agenda Construction/Meeting Materials

The Superintendent of Schools shall prepare all agendas and supportive materials for meetings of the Board. In doing so, the Superintendent shall consult with the Board Chairperson and appropriate members of the administrative staff and as necessary with the Board Secretary. Any Board member who wishes to have an item included on the agenda should notify the Superintendent in sufficient time for the Superintendent to review the request with the Board Chairperson for his or her decision on agenda placement. The agenda shall provide time for members of the public who wish to speak briefly on an item before the Board.

The agenda and supporting materials shall be distributed to Board members prior to the Board meeting in sufficient time to allow the members to consider the issues carefully. Board members seeking inclusion of agenda items are also encouraged to provide supportive and explanatory material.

Agendas shall also be made available to the press, representatives of the community, staff, town agency representatives, school administrators, and to others upon request. Agendas for regular Board of Education meetings shall be available to the public in the Superintendent of School's office, posted on the District's Internet website, and shall be filed with the Town Clerk, not less than 24 hours in advance of the meeting time. The same requirements shall be met for special meetings of the Board unless called in an emergency with less than 24 hours notice.

(cf. [1120](#) Public Participation at Board Meetings)

(cf. [1331](#) Smoke Free Environment)

(cf. [9121](#) Board Officers)

(cf. [9321](#) Time, Place, Notification for Meetings)

(cf. [9324](#) Meeting Conduct & Parliamentary Procedures)

(cf. [9325.1](#) Quorum)

(cf. [9325.2](#) Order of Business)

(cf. [9326](#) Minutes)

Legal Reference: Connecticut General Statutes

[1-225](#) Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. (subsection (a) re agenda), (as amended by June 11 Special Session, PA 08-3)

Bylaw adopted by the Board:

**Series 9000
Bylaws**

CONSTRUCTION AND POSTING OF AGENDA

1. Construction of Agenda
 - A. The Superintendent in cooperation with the Chairperson of the Board of Education shall prepare an agenda for each meeting.
 - B. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda.

[Note: The following sections are optional. Either may be included at the discretion of the Board:]

- 1) **This request must be made no later than seventy-two (72) hours prior to the legally required public posting of the agenda.]**
- 2) **At least _____ Board members must agree to the additional agenda item before it will be placed on the agenda.]**

[Note: The following section is optional:]

- B. **Town residents and/or taxpayers may request that the Board place an item on the agenda of a regular meeting. To do so they must:**
 - 1) **Make their request in writing to the Secretary of the Board, with a copy of the request to the Superintendent of Schools.**
 - 2) **The Secretary of the Board will present the written request to the Board at its next regular meeting.**
 - 3) **If at least three [or, specify another number] Board of Education members agree to the additional agenda item, it will be placed on an agenda for a future regular meeting of the Board of Education.**

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

2. Posting of Agenda

- A. At least twenty-four (24) hours prior to the time of the regular [or special] meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board of Education.
- B. An agenda will be posted at [Town Hall and] the Administrative Offices of the Board of Education.
- C. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.

Legal Reference:

Connecticut General Statutes

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

ADOPTED: _____

REVISED: _____

1/28/05

Bylaws of the Board

Order of Business

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

- A. Call to Order/Pledge of Allegiance
 - 1. Minutes of the previous meeting(s)
- B. *Public Questions and Comments on Non Agenda Items (1st 15 minutes)
- C. Announcements from Board and Administration
- D. Action
- E. Discussion/Action
- F. Discussion
- G. Information
- H. Adjournment

Executive Sessions require a 2/3 vote.

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

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

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

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

Bylaw adopted by the Board: June 10, 2002

Bylaws of the Board

Order of Business

The order of business shall be at the discretion of the Chairperson may include the following items:

1. Call to Order
2. Pledge of Allegiance
3. Requests from Citizens
4. Approval of the Minutes
5. Disbursement Journal
6. Budget Update
7. Committee Reports
8. Communication/Correspondence
9. Report of the Superintendent
10. Information Items
11. Action Items
12. Discussion Items
13. Adjournment

Legal Reference: Connecticut General Statutes

[1-232](#) Conduct of meetings

Bylaw adopted by the Board:

Bylaws of the Board

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

Bylaws of the Board

Meeting Conduct & Parliamentary Procedures

Legal Notice

All Board of Education meetings shall be appropriately posted and conducted as provided by Connecticut General Statutes; under governing statutes, a meeting is any quorum of the Board of Education convened in person or electronically to discuss or act upon a Board matter, but meetings shall not include:

1. any meeting of a personnel search committee for executive level positions;
2. any chance meeting or a social meeting neither planned nor intended for discussing Board of Education business;
3. strategy or negotiations with respect to collective bargaining;
4. a caucus of members of a single political party notwithstanding that such members also constitute a quorum of the Board of Education;
5. communications limited to notice of meetings of the Board of Education or the agendas for such meetings.

Upon written request to the Superintendent of Schools, any person(s) may receive by mail notice of any Board meeting at least one week prior to the meeting where practical. An annual fee, payable to the school district, shall be made for this service. The amount of the fee shall be determined by the Superintendent of Schools and shall be directly related to the cost of providing this service.

Recording, Broadcasting, or Photographing Meetings

The media may record, photograph, broadcast or record for broadcast by persons, newspapers, radio and television stations with 24 hour advance notification and approval by the Superintendent of Schools. Such recording, photographing, broadcasting or recording for broadcasting by persons, newspapers, radio and television stations shall be done as inconspicuously as possible and in such manner as not to disturb the Board of Education meeting.

Conduct of Meetings

In the event that a Board of Education meeting is interrupted by any person or group of persons who render the orderly conduct of the meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Chairman of the Board of Education shall order the meeting room cleared and continue in session. Only regular items on the agenda may be considered in such case. Media representatives, unless they were disorderly, shall be permitted to attend the sessions held in this manner.

After time has passed, the Chairman, in his or her discretion, may suspend the Board meeting and invite back those members of the public not responsible for the disruption.

Voting Method

Board minutes shall reflect how each member votes on each motion. Board of Education voting shall be by voice votes — with an exception for the election of officers at Board organizational meetings which shall be by initialed or signed ballots.

Except as provided by law, Board Policy, Board Bylaws, or any other binding agreements on the Board, a majority vote of members present and voting shall be sufficient to pass a motion. Abstentions shall not be counted as votes.

Parliamentary Procedures

Board meetings shall be conducted according to the rules of parliamentary procedure laid down in Robert's Rules of Order, New Revised, unless otherwise specified by state law or in written Bylaws for Board of Education operating procedures.

(cf. [9321](#) Time, Place, Notification for Meetings)

Reference: *Robert's Rules of Order, Newly Revised*

Legal Reference: Connecticut General Statutes

[1-200](#) Definitions. ("Public Agency")

[1-225](#) Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.

[1-226](#) Recording, broadcasting or photographing meetings.

[1-227](#) Mailing of notice of meeting to persons filing written request.

Bylaw adopted by the Board:

Bylaws of the Board

Meeting Conduct

Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the adopted 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 persons.

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 of students or of school system operations.

Provisions 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 with prerogative of Board Chairperson to extend the time as appropriate. The Board may modify these limitations at the beginning of the meeting if the number of persons wishing to speak makes it advisable to do so.
2. No boisterous conduct (alternate - inappropriate or disrespectful 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. If necessary, the Chairperson may clear the room so that the Board can continue the meeting.
3. Speakers may offer objective criticism of district operations and programs, but the Board encourages members of the public to address complaints concerning individual district personnel through the proper chain of command. The Chairperson may direct the member of the public to the appropriate means to address concerns brought before the Board; however the Board will not respond with action but will take comments under advisement and direct the comments to the appropriate staff member to address outside of the Board meeting.
4. Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by their comments. While it is not the Board's intent to stifle public comment, speakers should be aware that if their statements violate the rights of others under the law of defamation or invasion of privacy, the speaker may be held legally responsible. Speakers unsure of the legal ramification of what they are about to say are urged to consult first with their legal advisor.

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.

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 in Bylaw [9326](#), minutes.

(cf. [1120](#) - Board of Education Meetings re Public Participation)

(cf. [1312](#) - Public Complaints)

(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](#)-200 Definitions

[1](#)-206 Denial of access of public records or meetings. Notice. Appeal

[1](#)-210 Access to public records

[1](#)-225 Meetings of government agencies to be public

[1](#)-226 Recording, broadcasting or photographing meetings

[19a](#)-342 Smoking prohibited in certain places. Sign required. Penalty

[1](#)-231 Executive sessions

[1](#)-232 Conduct of meetings (re disturbances)

[10](#)-224 Duties of the Secretary

Bylaw adopted by the Board:

9325

Another version of this bylaw.

Bylaws of the Board

Meeting Conduct

Meetings of the Board of Education shall be conducted by the Chairperson of the Board of Education in a manner consistent with the adopted Bylaws of the Board.

All Board meetings shall commence at the stated time or as soon thereafter as a quorum is present and shall be guided by an Agenda which will have been prepared and delivered in advance to all Board Members and other designated persons.

The meetings shall, to the fullest possible extent, enable Members to conduct the business of the Board in an orderly, expeditious manner.

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

1. A 3 minute time limit may be allowed to each speaker with a maximum of 20 minutes per meeting being allocated for any one item of the Agenda.
2. The Chairperson shall not permit actions which disrupt or interrupt the orderly conduct of the Board meeting. A willful participant in such conduct will be asked to leave the meeting of the Board. In case of a general disturbance the meeting room may be cleared except for non-participating representatives of the press.
3. The Board may, by a majority vote, decide to cancel or extend the 20 minutes allotted per item of the Agenda.
4. Questions which can be answered during the meeting may be answered at the option of the Board. Other inquiries which may require analysis/investigation will, at the option of the Board, be answered at a future specified date.
5. No speaker making an oral presentation shall include charges or complaints of a personal nature against any individual Board member or individual employee of the Board of Education, whether named or not. All such charges or complaints concerning individual Board members or the Superintendent should be sent to the Chairperson of the Board and to such other Members as deemed appropriate. All such charges or complaints concerning individual deemed appropriate. All such charges or complaints concerning individual employees of the Board should be sent to the immediate superior of the person to whom the complaint relates. If a satisfactory answer is not received, then a written appeal may be filed with the next higher authority.

Bylaw adopted by the Board:

9325

A version from Madison.

Bylaws of the Board

Public Participation At Board Meetings

All regular and special meetings of the Board will be open to the public. Because the Board desires to hear the viewpoints of citizens throughout the district, it will schedule one or more periods during each meeting for public participation. It may set a time limit on the length of this period and/or a time limit for individual speakers.

Comments and questions at a regular meeting may deal with any topic related to the Board's conduct of the schools. Comments at special meetings must be related to the call of the meeting.

The Board Chairperson will be responsible for recognizing all speakers. To maintain proper order and to adhere to any set time limits, all speakers must properly identify themselves. Questions asked by the public will, when possible, be answered immediately by the Chairperson or referred to staff members present for appropriate reply. Questions requiring investigation will be referred to the Superintendent for consideration and later response.

Members of the public will only be recognized by the Chairperson as the Board conducts its official business at the discretion of the Board.

(cf. [1120](#) - Board of Education Meetings re Public Participation)

(cf. [1312](#) - Public Complaints)

(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](#)-200 Definitions

[1](#)-206 Denial of access of public records or meetings. Notice. Appeal [1](#)-210 Access to public records

[1](#)-225 Meetings of government agencies to be public

[1](#)-226 Recording, broadcasting or photographing meetings

[19a](#)-342 Smoking prohibited in certain places. Sign required. Penalty

[1](#)-231 Executive sessions

[1](#)-232 Conduct of meetings (re disturbances)

[10](#)-224 Duties of the Secretary

Bylaw adopted by the Board:

**Series 9000
Bylaws**

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
 - A. Smoking 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. Procedures for Telephonic Participation
 - A. Board members may participate in meetings telephonically under the conditions set forth herein. When such conditions are met, any Board member participating telephonically shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:
 1. The facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;

2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and
 3. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.
- B. When a Board member is participating in a meeting telephonically, the Chairperson shall take the necessary steps to ensure that the three conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating telephonically has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

[Note: The following section is optional:]

4. Public Address

- A. **The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular meetings so designated for such purpose.**
- (1) **_____ minutes may be allotted to each speaker and a maximum of _____ minutes to each subject matter. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.**
 - (2) **A Board of Education member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting, if deemed necessary by the Chairperson.**
 - (3) **No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.**
 - (4) **All speakers must identify themselves by name and address.]**

Legal References:

Connecticut General Statutes

- 1-200 Definitions
- 1-206 Denial of access of public records or meeting. Notice. Appeal.
- 1-225 Meetings of government agencies to be public.
- 1-232 Conduct of meetings. (re: disturbances)

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

ADOPTED: _____

REVISED: _____

2/25/08

Bylaws of the Board

Quorum

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

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

(cf. [9324](#) Meeting Conduct & Parliamentary Procedures)

(cf. [9314](#) Suspension of Policies, Bylaws, Regulations)

Legal Reference: Connecticut General Statutes

[1](#)-200 Definitions.

Bylaw adopted by the Board:

Bylaws of the Board

Vote Recording

The votes of each member of the Board upon any issue before any regular, special or emergency session meeting of the Board shall be reduced to writing and made available for public inspection within 48 hours, (excluding any Saturday, Sunday or legal holiday for votes or minutes of special and emergency special meetings) and shall also be recorded in the minutes of the session at which taken, which minutes shall be available for public inspection as noted below.

Minutes

The Secretary of the Board of Education shall keep minutes of all meetings of the Board. Copies of the proceeding shall be made for distribution to the Board members with the agenda for the next regular meeting. The official minutes of the Board of Education meetings and the master copy of the policy manual shall be kept in the central office. Minutes shall be made available to the public for inspection within seven days after each meeting. The votes or minutes of a special meeting shall be made available to the public for inspection within seven days after each such meeting, excluding any Saturday, Sunday or legal holiday. The minutes of any emergency special meeting shall specify the nature of the emergency and shall be available within 72 hours of the meeting.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. (as amended by P.A. 99-71: An Act Clarifying Certain Time Periods in the Freedom of Information Act Eliminating Outdated and Unnecessary Freedom of Information Provisions.)

Bylaw adopted by the Board:

**Series 9000
Bylaws**

QUORUM AND VOTING PROCEDURES

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

2. Voting Procedures:
 - A. No member can vote on a question in which he/she has a direct personal or pecuniary interest.
 - B. Members may vote for themselves for any office or other position.
 - C. While it is the duty of every member who has an opinion on a question to express it by vote, he/she cannot be compelled to do so.
 - D. A member may abstain from voting (with the knowledge that the effect is the same as if he/she had voted on the prevailing side).
 - E. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which taken.
 - F. Any Board member shall have the opportunity to explain his/her vote for recording in the minutes.

ADOPTED: _____

REVISED: _____

3/23/99

Bylaws of the Board

Minutes

The Board of Education Recorder/Clerk shall keep the minutes, a record of all Board of Education proceedings as required by statutes which shall be a complete and permanent record of Board of Education meeting action, including resolutions and motions in full. Minutes should always reflect Board of Education action and related discussion rather than attempting to provide a verbatim account of the meeting.

The minutes of the meetings of the Board of Education shall include the following items:

1. The kind of meeting, date and place of meeting.
2. The call to order, stating time, name and title of presiding officer.
3. The names of those members in attendance.
4. A notation of presence or absence of Superintendent of Schools and other staff members.
5. A record of any corrections to the minutes of previous meetings and the actions approving them.
6. A record of all communications presented to the Board of Education.
7. A record of the hearing of all petitions of citizens.
8. A record of any reports of Board of Education members or staff members.
9. The disposition of all matters on which action was recommended.
10. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
11. All decisions concerning future meetings and agendas.
12. By request, a brief statement of a Board member may be included.

One copy of the official minutes shall be maintained in the Office of the Superintendent, and one copy in the Office of the Town Clerk. They shall be made available to interested citizens upon request.

Board of Education minutes shall be available in unapproved form, within 72 hours of a Board of Education meeting excluding Saturdays, Sundays, and legal holidays; a written record of Board of Education votes shall be available for public inspection in the Superintendent's Office within 48 hours of a Board of Education meeting excluding Saturdays, Sundays and legal holidays. (In determining the time, herein, any day on which the Board of Education Office is closed shall also be excluded.) Votes taken shall also be reflected in the minutes of each meeting and the minutes shall be available for public inspection and posted on the Board's website. (posting on website is at the discretion of the Board)

Copies of the minutes of a meeting shall be sent to all members of the Board of Education before the meeting of which they are to be approved. Permanent minutes shall be signed by the Board of Education Secretary.

Any public meeting of the Board of Education may be photographed, broadcast, or recorded for broadcast providing there is no disruption of the Board's meeting.

The Board of Education Recorder may tape Board of Education meetings for the purpose of assisting in the transcription of written minutes. Once the minutes have been approved by the Board of Education, the tapes will be destroyed.

Legal Reference: Connecticut General Statutes

[1-225](#) Meetings of government agencies

[10-218](#) Election of officers

[10-224](#) Duties of the secretary

Bylaw adopted by the Board:

**Series 9000
Bylaws**

MINUTES

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

[Note: The posting of minutes to a website is optional and at the discretion of the Board.]

Legal Reference:

Connecticut General Statutes

1-225 Meetings of government agencies to be public.
Recording of votes.

ADOPTED: _____

REVISED: _____

9/12/14

Bylaws of the Board

Taping/Recording Board Meetings

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

Recording Devices

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

Bylaw adopted by the Board: June 10, 2002

Bylaws of the Board

Meeting Conduct & Parliamentary Procedures

Legal Notice

All Board of Education meetings shall be appropriately posted and conducted as provided by Connecticut General Statutes; under governing statutes, a meeting is any quorum of the Board of Education convened in person or electronically to discuss or act upon a Board matter, but meetings shall not include:

1. any meeting of a personnel search committee for executive level positions;
2. any chance meeting or a social meeting neither planned nor intended for discussing Board of Education business;
3. strategy or negotiations with respect to collective bargaining;
4. a caucus of members of a single political party notwithstanding that such members also constitute a quorum of the Board of Education;
5. communications limited to notice of meetings of the Board of Education or the agendas for such meetings.

Upon written request to the Superintendent of Schools, any person(s) may receive by mail notice of any Board meeting at least one week prior to the meeting where practical. An annual fee, payable to the school district, shall be made for this service. The amount of the fee shall be determined by the Superintendent of Schools and shall be directly related to the cost of providing this service.

Recording, Broadcasting, or Photographing Meetings

The media may record, photograph, broadcast or record for broadcast by persons, newspapers, radio and television stations with 24 hour advance notification and approval by the Superintendent of Schools. Such recording, photographing, broadcasting or recording for broadcasting by persons, newspapers, radio and television stations shall be done as inconspicuously as possible and in such manner as not to disturb the Board of Education meeting.

Conduct of Meetings

In the event that a Board of Education meeting is interrupted by any person or group of persons who render the orderly conduct of the meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Chairman of the Board of Education shall order the meeting room cleared and continue in session. Only regular items on the agenda may be considered in such case. Media representatives, unless they were disorderly, shall be permitted to attend the sessions held in this manner.

After time has passed, the Chairman, in his or her discretion, may suspend the Board meeting and invite back those members of the public not responsible for the disruption.

Voting Method

Board minutes shall reflect how each member votes on each motion. Board of Education voting shall be by voice votes — with an exception for the election of officers at Board organizational meetings which shall be by initialed or signed ballots.

Except as provided by law, Board Policy, Board Bylaws, or any other binding agreements on the Board, a majority vote of members present and voting shall be sufficient to pass a motion. Abstentions shall not be counted as votes.

Parliamentary Procedures

Board meetings shall be conducted according to the rules of parliamentary procedure laid down in Robert's Rules of Order, New Revised, unless otherwise specified by state law or in written Bylaws for Board of Education operating procedures.

(cf. [9321](#) Time, Place, Notification for Meetings)

Reference: *Robert's Rules of Order, Newly Revised*

Legal Reference: Connecticut General Statutes

[1-200](#) Definitions. ("Public Agency")

[1-225](#) Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.

[1-226](#) Recording, broadcasting or photographing meetings.

[1-227](#) Mailing of notice of meeting to persons filing written request.

Bylaw adopted by the Board:

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 exchange of information. E-mail gives Board members quick access to one another.

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

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

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

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

[1-18a](#) Definitions.

[1-19](#) Access to public records. Exempt records.

[1-19a](#) Disclosure of computer-stored public records.

Policy adopted: August 19, 2002

Bylaws of the Board

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.

All Board members are encouraged to access e-mail. It will be the responsibility of individual Board members who use e-mail to provide hardware, hook-up and pay all consumable expenses associated with e-mail usage.

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 on any issues.
3. E-mail should be used to pass along factual information.
4. Security of e-mail communication cannot be assured. Board members shall not reveal their passwords to others in the network or to anyone outside of it. If any Board member has reason to believe a password has been lost or stolen, or that e-mail is being accessed by someone without authorization, he/she shall notify the Superintendent, who will notify the district's technology specialist.
5. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

Any usage contrary to the aforementioned shall be reported immediately to the Superintendent and may result in the suspension and/or revocation of system access.

Accessing E-Mail

In an effort to encourage all Board members to access E-mail, while maintaining public fiscal responsibility, the Board of Education will loan to any Board member needing access, a modem, computer (when surplus is available), and other hardware peripherals to be returned to the Board office upon leaving office. It will be the individual Board member's responsibility to provide the hook-up and pay all consumable expenses associated with E-mail usage. In the event a Board member elects not to access E-mail, a hard copy of all E-mail directed to "Board" will be placed in the Board packet delivered via courier, and will also be accessible in the Board of Education Office.

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

[1-200](#) Definitions.

[1-210](#) Access to public records. Exempt records.

[1-211](#) Disclosure of computer-stored public records.

Bylaw adopted by the Board:

ADDITIONAL CABE MODEL POLICIES

Bylaws of the Board

Role of Board and Members (Powers, Purposes, Duties)

The 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 regulations of the Connecticut State Board of Education.

Legal Reference: Connecticut General Statutes

[1-200](#) 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:

Bylaws of the Board

Limits of Authority

General

The Board of Education's statutory authority as spelled out in Board policy 9000 is to be exercised collectively by Board of Education members in public meetings of the Board and in committee meetings. Except for specific responsibilities of the Board officers set forth in Board policy 9121, individual members of the Board have no individual authority in district schools, unless carrying out an assignment specifically authorized at a meeting of the Board, but exercise governance as part of the entire Board of Education or of a specifically authorized committee working under specific committee charges from the Board.

Elected Members of the Board of Education

Members of the Board of Education are expected to represent and balance the educational interests of students in the public schools, district citizens, and the State of Connecticut through:

1. advocacy for appropriate educational opportunities for district students;
2. regular attendance at Board meetings;
3. participation in meeting discussions on issues before the Board;
4. suggesting agenda topics to the Superintendent of Schools or the Board of Education Chairperson;
5. regular attendance and fulfilling responsibilities on committees to which they are appointed;
6. becoming knowledgeable about Board authority, constraints, and procedures;
7. becoming informed about local schools and their educational programs and activities;
8. representing the community as part of a representative democratic governmental body;
9. understanding and following Board of Education policy.

Optional

Non-Voting Student Members of the Board of Education

Student members of the Board are expected to represent the student body and the Board of Education through:

1. regular attendance at Board meetings and in executive sessions of the Board to which they may be specifically invited;
2. participation in meeting discussions of issues before the Board;
3. suggesting agenda topics to the Superintendent of Schools or the Board of Education Chairperson;
4. regular attendance and fulfilling responsibilities on committees to which appointed;
5. becoming knowledgeable about Board authority, constraints, and procedures;

6. serving as liaisons between the student body and the Board of Education and the student council and the Board of Education;

7. understanding and following Board of Education policy.

(cf. [1312](#) Public Complaints)

(cf. [4118.21](#) Academic Freedom)

(cf. [5145.2](#) Freedom of Speech/Expression)

(cf. [6144](#) Controversial Issues)

(cf. [9000](#) Role of Board Members)

(cf. [9121](#) Duties of Board Officers)

Bylaw adopted by the Board:

Bylaws of the Board

Public Statements

The Board of Education recognizes that communication is a continuous two-way process. The Board believes that it is important to keep the public informed about educational programs, and, in turn, that the community should have the opportunity to provide input.

Communication will be a concurrent responsibility of the Board of Education and the Superintendent of Schools. The Superintendent of Schools will work with the members of the Board of Education to conduct an active and comprehensive program throughout the school district and community for the prompt dissemination of information about decisions made at all Board meetings. Releases to the press and brief summaries of Board meeting actions prepared for distribution to staff members and parent/guardians are regarded as appropriate media of information for meeting the requirements of this Bylaw. Press releases relative to Board of Education action shall be released only by the Board Chairperson or the delegated agent of the Board.

(cf. [1112](#) - News Media Relationships)

(cf. [1120](#) - Public Participation at Board of Education Meetings)

Bylaw adopted by the Board:

Bylaws of the Board

Public Statements

Advocacy

The Board of Education believes that advocacy is a critical part of its activity and an important responsibility of school Board members. Advocacy is engagement in the political process at local, state and national levels to influence the public policies that affect Boards of education and school children.

Education advocacy requires the Board of Education to publicly state what is needed to achieve effective public education. It is a recognition that the Board of Education has an important message to deliver to all governmental levels, the media and community, that affect educational policy and power to influence outcomes.

Education must be a priority in local, state and national policy and actions. Advocacy is necessitated by the many laws mandated on the school district by the state and federal government as well as regulations promulgated by state and federal departments of education.

School Board members, respected by legislators are powerful advocates, with the responsibility to explain to legislators, the local impact of state and federal policy decisions. Local school Board members must help the Connecticut Association of Boards of Education deliver its message to legislators.

In fulfilling its advocacy responsibilities, the Board of Education will cooperate with parent groups, other educators, special interest groups, business and service organizations other school Boards, CAFE, and community members to achieve favorable legislation on education issues. Coalition building is critical to effective advocacy.

The Board of Education will develop a plan to fulfill its advocacy responsibilities.

To fulfill its advocacy role, the Board of Education will:

1. join a broad advocacy network, including CAFE membership, at the state and national levels;
2. nominate, at the annual organizational meeting, a point person to be the conduit for information and action; with the power to write and contact legislators on behalf of the entire Board;
3. schedule time at Board meetings for a report on state and national advocacy issues;
4. recognize the Board of Education Chairperson, or his/her designee, as the press spokesperson for the Board of Education on state and national educational issues;
5. use varied available means of communication, such as newsletter, general media, public forums to publicize federal and state legislative policy issues being addressed by the Board;
6. agree, as a Board, in its lobbying effort on the particular issues and tactics, to be given priority;
7. cooperate, in a coalition with other Boards of Education, teachers, parents, administrators, local elected officials, business and community leaders on agreed upon education lobbyist issues;
8. use media as an advocacy tool, meeting with the editorial board of newspapers serving the local area, writing letters to the editor and talking with reporters on educational legislative issues.

Bylaw adopted by the Board:

Bylaws of the Board

Attorney

The attorney of the _____ Board of Education shall be the legal advisor of the Board and its officers in questions related to their official duties. The Board of Education may appoint, either on a full-time or retainer basis, an attorney or attorneys to serve as school attorney. The primary function of the attorney is to provide professional legal counsel and representation for the Board and Superintendent.

Alternate language: The Board recognizes that the increasing complexity for school district operations frequently requires procurement of professional legal services. Therefore, the Board shall designate an attorney and/or law firm to provide such services on an ongoing basis. The school attorney(s) shall be admitted to practice law in Connecticut. The Board reserves the right to obtain legal services outside of its designated attorney/law firm as deemed appropriate.

A decision to seek legal advice or assistance on behalf of the District shall normally be made by the Superintendent or Board Chairperson in accordance with Board policy and when an obvious need exists. Such services may also be obtained as a consequence of a formal vote of the Board.

Alternate language: To ensure the prudent and cost-effective use of legal services, the District will limit and designate the persons with the authority to request services or advice from contracted legal counsel. [The persons authorized to confer with and/or seek the legal advice of the Board attorney include the Superintendent or his/her designee, Business Manager, Special Education Director, and Chairperson of the Board.] The Board may authorize a specific member to confer with legal counsel on its behalf. Legal counsel will not be used unnecessarily to make management decisions or to obtain readily available information such as district policies.

The attorney shall:

1. Represent the Board of Education in legal proceedings.
2. Give his/her written opinion on all legal questions referred to him/her by the _____ Board of Education or the Superintendent.
3. Attend _____ Board of Education meetings, conferences and other meetings as requested by the Board, Superintendent, Board Chairperson or Board committee.
4. Fulfill such other legal duties as the _____ Board of Education may assign.

Alternate language:

Legal services required by the District may include, but not be limited to:

1. Providing general legal advice to the Board and/or administration;
2. Assisting with labor negotiations;
3. Assisting with personnel matters;

4. Assisting with expulsions and other disciplinary matters;
5. Conduct and/or assist with pending or actual litigation involving the District;
6. Other specialized legal services; and
7. Attendance at Board meetings or other activities as appropriate.

The performance of the school attorney(s) shall be subject to annual evaluation by the _____ Board of Education and the Superintendent. Such evaluation shall include the areas of efficiency and adequacy of advice; results obtained for the District; reasonableness of fees; and responsiveness to and interactions with the Board, administration, and community.

The Board retains the right to terminate the service of any attorney.

Bylaw adopted by the Board:

Bylaws of the Board

Board Representatives

Appointments to Town Boards, Committees and/or Commissions

The Chairperson shall appoint representatives of the Board of Education to Town Boards, Committees or Commissions. Such appointments shall be for one year or until the discharge of the assigned function of said Board, Committee or Commission.

Bylaw adopted by the Board:

Bylaws of the Board

Board Consultants

The Board of Education will from time to time engage the services of qualified professional consultants to provide new insights and ideas for dealing with especially difficult problems and/or to provide special services which present staff is unable to provide. The kinds of assistance sought from consultants may include, but will not necessarily be limited to the following:

1. Conducting fact-finding studies, surveys, and research;
2. Providing counsel or services requiring special expertise;
3. Assisting the Board in developing policy and program recommendations.

Before engaging a consultant, the Board may require submission of a written proposal which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals will detail:

1. The specific objectives to be accomplished by the consultant;
2. The specific tasks to be performed;
3. The procedures to be used in carrying out the tasks;
4. The target dates for completion of tasks;
5. The method to be used to report results to the Board and/or to deliver any "product" (e.g., long-range plans, codified policy manual, etc.) to the Board; and
6. Costs.

Bylaw adopted by the Board:

Bylaws of the Board

Qualifications of Members

A Board of Education member must be a resident elector of the district. Therefore, he/she must be at least eighteen (18) years of age and a citizen of the United States.

Under state law, no member of the Board shall be employed for compensation in any position in the school system. Should a Board member be subsequently employed in the school system, his/her position on the Board shall become vacant.

(cf. [9270](#) Conflict of Interest)

Bylaw adopted by the Board:

Bylaws of the Board

Orientation of Board Members

The Board of Education and the administrative staff shall assist each new Board member-elect to become familiar with and 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 functions 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.

Alternate language: The Superintendent shall arrange a meeting of the Board Chairperson, the Superintendent and the new member for the purpose of answering questions and acquainting the member with the 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, Board minutes for the past year and other helpful information explaining the Board's roles and responsibilities.
5. The Board Chairperson or designee shall arrange a meeting with new Board member(s) for the purpose of explaining and answering questions about Board processes and procedures.
6. The Board Chairperson may request a veteran Board member to mentor a new member.
7. The incoming member may attend, at district expense, workshops for newly elected members as approved by the Board of Education.

Candidates

The Superintendent or his/her designee shall invite all current candidates for the office of Board of Education member to attend (1) Board meetings, except that this invitation shall not extend to any executive sessions, and (2) pre-election workshops for candidates.

Bylaw adopted by the Board:

Bylaws of the Board

Board Member Development

Version 1

The complexity of Board of Education membership demands opportunities for development, study and training for Board members. The Board of Education places a high priority on the importance of a planned and continuing program of in-service education for its members.

or

The Board of Education desires that its individual members learn, understand and practice effective governance principles. The Board is responsible for member orientation and development. Board members have an equal opportunity to attend state and national meetings designed to familiarize members with public school issues, governance and legislation.

In order to develop leadership capabilities, become informed about current issues in education, and improve their skills as members of a policy-making body, Board members will participate in opportunities for development that may include, but not be limited to, the following:

- In-service activities planned by the Board and by the administration for staff members, as appropriate;
- Participation in conferences, workshops and conventions held by State and National School Boards Associations and other educational organizations;
- Subscriptions to publications addressing Board member concerns.

Recognizing the need for continuing training and development of its members, the Board of Education encourages the participation of all members in appropriate conferences, conventions and workshops. To control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

- The Superintendent of Schools will inform Board members, in a timely manner, of upcoming conferences, conventions and workshops. The Board will decide which meetings appear to be most likely to produce the greatest benefit to the Board and the district;
- Funds for participation at such meetings will be budgeted. When funds are limited, the Board will designate which members would be most appropriate to participate at a given meeting;
- If authorized to attend, and reimbursement is approved by the entire Board, Board members will be reimbursed, upon request, for reasonable and necessary expenses actually incurred;
- When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share, by means of written or oral reports, information, recommendations and materials acquired at the meeting.

Bylaws of the Board

Board Member Development

Version 2

The school board in modern America faces a difficult set of challenges. It must fashion a quality educational program to prepare children for an unpredictable tomorrow. It must decide complex issues of policy and principle. It must oversee the prudent management of our community's school facility. It is right and proper for a school board to expect public support for its efforts to enlarge the horizons and abilities of its members.

The Board of Education places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board shall plan specific in-service activities designed to assist Board members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of the local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds may/shall be budgeted annually to support the program. The Board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed about the Board's continuing in-service education and about the program's anticipated short and long range benefits to our schools.

The Board regards the following as kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops and conventions held by CAFE and NSBA.
2. District-sponsored training sessions for Board members.
3. Subscriptions to publications addressed to the concerns of Board members.

In order to control the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidelines:

1. The Superintendent shall maintain a calendar of school board conferences, conventions and workshops. The Board will periodically decide which meetings appear to be most promising in terms of producing benefits to the District.
2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting.
3. Board members will be reimbursed for their travel expenses.
4. When a convention, conference or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.
5. To provide such development, the Board shall annually provide membership in the Connecticut Association of Boards of Education.

Board members are encouraged to attend workshops presented by CAFE and NSBA.

Professional journals and books in school professional libraries shall be made available to all Board members.

(cf. 1100 - Communication with the Public)

(cf. [4133](#) - Travel Reimbursement)

Bylaw adopted by the Board:

Bylaws of the Board

Board Member Protection

The _____ Public Schools shall maintain adequate insurance to protect the district and its Board of Education against loss because of fire, damage to school property, loss to other property, or general liability resulting as a responsibility of the school district, and save harmless its Board and staff while acting in behalf of the school district.

Legal Reference: Connecticut General Statutes

[10-235](#) Indemnification of teachers, board members and employees in damage suits; expenses of litigation.

[10-236](#) Liability insurance.

[10-236a](#) Indemnification of educational personnel assaulted in the line of duty.

Bylaw adopted by the Board:

Bylaws of the Board

Code of Conduct on Data Use

As a guide to the appropriate use of data in the decision-making process, Board members should:

1. Request information and data gathered by District staff that helps the Board members make better-informed decisions about policies affecting student achievement district-wide.
2. Request data as a Board, not as an individual, unless the information is readily available and will not redirect staff time.
3. Use data to represent all of the Board member's constituents honestly and equally and refuse to surrender the Board member's responsibilities to special interest or partisan political groups.
4. Avoid using the Board position, and the information data supplies as a result of Board membership, for personal gain.
5. Recognize that decisions can be made only by a majority vote at a Board meeting after everyone on the Board has had adequate time to review all the data and information.
6. Respect the confidentiality of privileged information.
7. Abide by majority decisions of the Board, while retaining the right to seek changes through ethical and constructive channels.

Bylaw adopted by the Board:

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. The Board recognizes the need for its records to be stored as a blend of printed, bound and electronically recorded (i.e., audiotapes, videotapes, micro-fiche, computer disk) material. 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.
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.
10. Records including engineering and architectural drawings; security systems' operational specifications (except a general description, cost and quality of the system); training manuals that describe security procedures, emergency plans or security equipment; internal security audits; and logs and other documents containing information on security personnel movement or assignments if reasonable grounds exist to believe their release would pose a safety risk, including harm to anyone, a facility or equipment.
11. Security manuals, emergency plans, emergency recovery or response plans and staff meeting minutes or records or portions of them that contain or reveal security information or otherwise exempt records.
12. Educational records not subject to disclosure under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 123g; as amended.

13. Records of standards, procedures, processes, software and codes not otherwise available to the public, the disclosure of which would compromise the security or integrity of an information technology system.

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 fifty cents per page. 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 prepayment 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 of one dollar for the first page and fifty cents for each additional page may be made for certification of any records or of any fact within the record.

An individual may use a "hand-held" scanner* to copy a public record. The Board establishes a fee structure not to exceed twenty dollars (\$20) for an individual to pay each time the individual copies records at the Board offices with a hand held scanner.

*A hand-held scanner is defined by C.G.S. [1-212\(g\)](#) as a battery-operated electronic scanning device the use of which (1) leaves no mark or impression on the public record, and (2) does not unreasonably interfere with the operation of the public agency.

The Board considers the use of a "smartphone" as analogous to a hand-held scanner and therefore, subject to a twenty dollar (\$20) flat fee.

(Alternate position): The Board considers cell phones with camera capability not a hand-held scanner. Such phone cannot be used to take pictures of any records. The school district will make copies of the requested permissible records at the rate of fifty cents per page.

The Superintendent, on behalf of the Board of Education, shall notify an employee in writing when a request is made for disclosure of the employee's personnel, medical or similar files, if the Superintendent reasonably believes disclosure would invade the employee's privacy.

Designation of Records Access Officer (optional)

1. The Superintendent of Schools is designated as Records Access Officer of the School District, who shall have the duty of coordinating the School District's response to public requests for access to records, in accordance with Connecticut Freedom of Information Commission rules and regulations.
2. The Records Access Officer is responsible for assuring that District personnel:
 - a. Assist the requester in identifying requested records, if necessary.
 - b. Upon locating the records, take one of the following actions:
 1. Make records promptly available for inspection; or
 2. Deny access to the records in whole or in part and explain the reasons therefore.
 - c. Upon the request for copies of records:
 1. Make a copy available upon payment or offer to pay established fees.
 - d. Upon request, certify that a transcript is a true copy of the records.

e. Upon failure to locate records, certify that:

1. The District is not the legal custodian for such records.
2. The records of which the District is a custodian cannot be found after diligent search.

Requests for Public Access to Records

1. Requests for inspection of records shall be made at least four (4) working days in advance to the Records Access Officer.
2. The Records Access Officer shall respond promptly to a request for records. Except under extraordinary circumstances, the District shall make response no more than four (4) working days after receipt of the request.
3. A request shall reasonably describe the record or records sought. Whenever possible, a person requesting records shall supply information regarding dates, file designations or other information that may help to describe the records sought.
4. If the District does not provide or deny access to the record sought within four (4) business days of receipt of a request, the District shall furnish a written acknowledgment of receipt of the request and statement of the approximate date when the request will be granted or denied. If access to records is neither granted nor denied within ten business days after the date of acknowledgment of receipt of a request, the request may be construed as a denial of access that may be appealed.

Denial of Access to Records (optional)

1. If the District fails to respond to a request within four (4) business days of receipt of a request, such failure shall be deemed a denial of access by the District.
2. Any person denied access to records may appeal to the State Freedom of Information Commission identifying:
 - a. The date and location of a request for records;
 - b. The records that were denied; and
 - c. The name and return address of the appellant.

Legal Reference: Connecticut General Statutes

[1-15](#) Application for copies of public records.

[1-200](#) Definitions.

[1-210](#) to [1-213](#) Access to public records. (as amended by PA 02-113)

[1-211](#) Access to computer stored records.

[1-212\(g\)](#) Copies and scanning of public records

[1-214](#) Public contracts as part of public records.

[1-225](#) to [1-240](#) Meetings of public agencies.

Paulsen v. Superintendent of Schools, Bethel Public Schools, #FIC 2015-663 (June 8, 2016)

Federal Rules of Civil Procedure - 2006 Amendments

Bylaw adopted by the Board:

Bylaws of the Board

Board of Education Hearings

The Board of Education shall hold a public hearing when so petitioned by one percent of the electors of the district with signatures of the electors verified by the Town Clerk. Such public hearings must be called for a time and place designated by the Board, not later than three weeks after receipt by the Board of such petition.

Legal Reference: Connecticut General Statutes

[10](#)-238 Petition for hearing by board of education.

Bylaw adopted by the Board:

Bylaws of the Board

School Board Legislative Program

The Board of Education, as an agent of the state, must operate within the bounds of the state and federal law affecting public education. If the Board is to meet its responsibilities to the residents and students of the community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause. To this end:

The Board will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.

The Board will work with its state and federal legislative representatives, with the Connecticut Association of Boards of Education, the National School Boards Association, and other concerned groups in developing an annual, as well as long-range, legislative program. The Board will make its position known to the Connecticut Association of Boards of Education and to appropriate legislators. This cooperation is necessary because the Board recognizes the importance of sound and constructive state legislation in establishing the frame work and support for public education.

The Board will annually designate a legislative representative to serve as its liaison with the Connecticut Association of Boards of Education Government Relations Committee and/or Delegate Assembly. This person will be authorized to speak on the Board's behalf with respect to legislation being considered at the state or national level. In all dealings with individual elected representatives, the legislature, or Congress, the Board's representative will be guided by the official positions taken by the Board. The legislative representative will also monitor proposed school legislation and inform the Board of the issues.

Bylaw adopted by the Board:

Bylaws of the Board

Monitoring Products and Processes

Self Evaluation

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

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

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

Policy Review and Evaluation

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

Legal Reference: Connecticut General Statutes

[10-220](#) Duties of boards of education.

Bylaw adopted by the Board:

Board of Education Self-Evaluation

Check the most appropriate rating box on a scale of 5-1 (5 representing the highest rating, 1 the lowest) for each question. A "NA" rating is also provided if you are unable to rate on an item for any reason. A space for comments is also provided on page 11 and 12.



Vision	5	4	3	2	1	Not sure
1. The Board has a vision/mission for the school district with a primary focus on student achievement.						
2. The vision/mission and goals are developed collaboratively with staff and the community.						
3. The Board institutes a process for long-range and strategic planning that aligns with the vision/mission for the district.						
4. The Board uses the district policy manual to create a culture that supports the vision and goals of the district.						
5. The Board expresses in the vision/mission the belief that high quality instruction in every classroom is the foundation for high achievement for all students.						
6. The Board communicates clearly the goals and expectations for the district, staff, and students with an emphasis on high achievement for all students in the district.						
7. The Board develops goals that align with the vision/mission for the district, foster continuous improvement and remain the highest priorities.						
Total Vision						
Community Leadership						
8. The Board communicates and interprets the school district's vision/mission to the public and listens, and incorporates appropriate community perspectives into board actions.						
9. The Board works to promote the accomplishments of the district within the district and community at large.						
10. The Board advocates at the national, state and local levels for students and the school district and promotes the benefits of public education.						
11. The Board collaborates with other school boards, superintendents, agencies, and other bodies to inform federal, state and local policy makers of concerns and issues related to education.						
12. The Board provides community leadership on educational issues by creating strong linkages with appropriate organizations, agencies, and other groups to provide for healthy development and high achievement for all students.						
Total Community Leadership						

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

comments is also provided on page 11 and 12.

Board Operations	5	4	3	2	1	Not sure
13. The Board ensures the District policy manual is up-to-date and comprehensive.						
14. The Board conducts meetings that are efficient, effective and focus primarily on student achievement and other district priorities.						
15. The Board makes decisions based on analysis of relevant research and data.						
16. The Board adopts a fiscally responsible budget based on the district's priorities and regularly monitors the fiscal health of the district.						
17. The Board collectively executes its legal responsibilities and ensures the district adheres to all federal and state laws and board policies.						
18. The Board provides appropriate support (including quality professional development) for programs and initiatives consistent with the vision/mission of the district.						
19. The Board conducts a comprehensive orientation to familiarize new board members with their role on the team.						
20. The Board conducts an effective annual self-evaluation.						
21. The Board participates in professional development specifically regarding its roles and responsibilities and on relevant content areas.						
22. The Board belongs to, actively supports and participates in professional organizations.						
Total – Board Operations						
Board Ethics	5	4	3	2	1	Not sure
23. The Board establishes a <i>Code of Ethics</i> and conducts business in accordance with the code.						
24. The Board members maintain confidentiality regarding sensitive communications.						
25. The Board members honors board decisions even when the vote is not unanimous.						
26. The Board does not let politics interfere with district business.						
27. The Board deals with both internal and external conflicts openly, honestly and respectfully.						
Total Board Ethics						

Check the most appropriate rating box on a scale of 5-1 (5 representing the highest rating, 1 the lowest) for each question. A "NA" rating is also provided if you are unable to rate on an item for any reason. A space for comments is also provided on page 11 and 12.

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

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

Vision: _____

Community Leadership: _____

Board Operations: _____

Board Ethics: _____

Board/Superintendent Relations: _____

General Comments: _____

Westport Town Charter Sections Pertaining to Board of Education

§ C1-3. - Organization of Town Government.

For purposes of this charter, an elector shall be defined as an individual who is a resident of Westport and is registered to vote in Westport.

The government of the Town shall consist of the following officers and bodies:

A. *Elected positions.* Must be filled by electors of the Town.

<i>MEMBERS</i>	<i>BODY</i>	<i>TERM</i>
3	Board of Selectmen	4 years*
3	Board of Assessment Appeals	4 years*
7	Board of Education	4 years*
5	Zoning Board of Appeals	4 years*
7	Board of Finance	4 years*
7	Planning and Zoning Commission	4 years*
35 (+/-)	Representative Town Meeting	2 years**
2	Registrars of Voters	4 years***
*Elected at regular Town elections by the electors of the Town at large.		
**Elected biennially by the electors of the voting district in which they reside, at regular Town elections.		
***Elected every four years by the electors of the Town at large at regular State elections.		

B. *Appointed Positions.*

(1) Boards and Commissions Appointed By The First Selectman - Shall be electors of the Town.

<i>MEMBERS</i>	<i>BODY</i>	<i>TERM</i>

5	Building Board of Appeals	5 years
7	Commission for Senior Services	2 years
7	Conservation Commission	4 years
5	Flood and Erosion Control Board	4 years
5	Historic District Commission	5 years
5	Housing Authority	5 years
7	Human Services Commission	2 years
5	Parks and Recreation Commission	4 years
9	Public Site and Building Commission	4 years*
5	Shellfish Commission	2 years
15+15	Youth Commission	2 years + 1 year***

- (2) Other Positions Appointed by the First Selectman.
- (a) Director of Emergency Management - need not be an elector of the Town.
 - (b) Constables - no more than 7 - must be electors of the Town.
 - (c) Westport-Weston Health District - no more than 5 members (1 member for each 10,000 inhabitants or portion thereof.) - must be electors of the Town.
- (3) Administrators Appointed By the First Selectman - Salaried. Need not be electors of the Town.
- Animal Control Officer.
 - Assessor.
 - Building Official.

Chief of Police.
Conservation Director.
Director of Human Services.
Finance Director.
Fire Chief.
Parks and Recreation Director.
Personnel Director.
Planning and Zoning Director.
Public Works Director.
Tax Collector.
Town Attorney.
Town Clerk.
Tree Warden.
Zoning Enforcement Officer.

- (4) Positions Appointed by Other Elected Bodies - Must be filled by electors of the Town except as hereinafter provided.
- (a) Representative Town Meeting appoints: half of the total trustees up to 10 Trustees, Westport Library Association, 4 year term.
 - (b) Planning and Zoning Commission appoints: 3 Alternate Members, 2 year term.
 - (c) Zoning Board of Appeals appoints: 3 Alternate Members, 4 year term.
 - (d) Board of Finance appoints: 1 Clerk; the Town Auditor.**
 - (e) The Board of Education appoints: the Superintendent of Schools.**
 - (f) The Registrars of Voters appoint: Assistant Registrars of Voters.

*RTM confirmation required.

**Salaried - need not be an elector of the Town.

***15 members shall be electors of the Town and shall serve staggered 2-year terms. 15 shall be students of the Town of Westport and shall serve 1-year terms.

§ C2-1. - Eligibility.

- A. No person, not at the time an elector of the Town, shall be eligible for election to any Town Office.
- B. Representative Town Meeting members shall be residents of the district from which they are elected.
- C. If any elected officer ceases to be an elector of the Town, the office shall thereupon be vacant.

§ C2-2. - Minority Representation on Boards and Commissions.

No more than a bare majority of the members of any Board or Commission shall be members of the same political party. Electors may vote only for as many candidates as may be elected.

§ C2-3. - Town Elections and Terms of Office.

- A. A meeting of the electors of the Town for the election of Town officers shall be held on the first Tuesday after the first Monday in November in each odd numbered year.
- B. The terms of office of elected Town officers, except Registrars of Voters, shall commence on the first Tuesday after the third Monday in November after their election and qualification and shall continue until their successors have been elected and have taken office.

§ C3-1. - Eligibility - Appointed Boards and Commissions.

- A. No person, not at the time an elector of the Town, shall be eligible for appointment to any Town Board or Commission, except students serving on the Youth Commission.
- B. No elected Town officer shall be eligible to serve on any appointed Board or Commission.
- C. No person shall serve as a regular member of the same appointed Town Board or Commission more than 2 full consecutive terms or 8 consecutive years, whichever is greater, plus any unexpired portion of a term.
- D. If any appointed officer ceases to be an elector of the Town, the office shall thereupon be vacant.

§ C12-5. - Budget.

The Finance Director, in consultation with the Board of Finance, the First Selectman and the Finance Committee of the RTM, shall establish the form of all operating and capital budget requests. Under the direction of the First Selectman, the Finance Director shall prepare the proposed operating and capital budgets, except that of the Board of Education which shall be prepared by the Board of Education, or its designated employees, and which shall be submitted in accordance with the provisions of Chapter 14 herein. The First Selectman shall transmit the entire proposed budget to the Board of Finance each year with a narrative budget message which shall set forth the capital projects to be undertaken during the budget year, as well as those proposed for the next 5 years.

§ C12-6. - Payment of Town Expenses.

All checks in payment of the expenses of the Town, except those incurred by the Board of Education, shall be signed by the First Selectman and the Finance Director. All checks in payment of the expenses incurred by the Board of Education shall be signed by the Finance Director and such person as may be designated by the Board of Education. In the absence or inability of the First Selectman or the Finance Director to sign checks, they may be signed by such persons as the Board of Selectmen shall have designated by special vote, provided that, in any case, the checks shall bear the signature of either the First Selectman or the Finance Director.

§ C14-6. - Budget Duties of the Board of Education.

In accordance with Section 10-222 of the General Statutes, the Board of Education shall prepare an itemized budget estimate and submit it to the Town. This itemized budget estimate shall be filed with the Finance Director on prescribed forms and shall include detailed estimates of expenditures and revenues, other than tax revenues, to be collected in the ensuing fiscal year and such information as may be required by the Board of Selectmen or the First Selectman, in accordance with Section 10-222 of the General Statutes.

§ C38-1. - Public Regular Meetings of Board and Commissions; Public Records.

All regular meetings of the Board of Selectmen and of all other boards and commissions shall be open to the public, provided that any board or commission may hold an executive session when permitted by the Freedom of Information Act. Each board and commission, whether elective or appointive, shall keep an accurate record of all its official acts, votes, meetings and proceedings. A meeting of any board or commission for which public notice is required by the General Statutes shall be held either in the evening or on a Saturday, unless the majority of members present vote otherwise.

§ C38-2. - Conflict of Interest.

No Town employee or any member, whether elected or appointed, of any Board, Commission, Agency, Committee, Department or of the Representative Town Meeting of the Town shall participate in any official capacity in the hearing or decision upon any matter in which such person has, directly or indirectly, a personal or financial interest. In the event of such disqualification, such fact shall be entered on the records of the commission or board.

Any Town employee or any member, whether elected or appointed, of any Board, Commission, Agency, Committee, Department or of the Representative Town Meeting of the Town shall disclose any financial interest or any personal beneficial interest, either directly or indirectly, in any contract or purchase order for supplies, materials, equipment or services furnished to or used by the Town. Such disclosure shall be immediate and thereafter shall be made annually to the Office of the Town Clerk of the Town of Westport. This disclosure shall not apply to the mere ownership of up to 5% of the outstanding shares of publicly traded companies.

No Town employee or any member, whether elected or appointed, of any Board, Commission, Agency, Committee, Department or of the Representative Town Meeting of the Town shall accept or receive, directly or indirectly, from any person, firm or corporation to which any contract or purchase order has been awarded by the Town, any money, or anything of value whatsoever, or any promise for future reward. This prohibition shall not apply to political contributions made in accordance with applicable laws and regulations, nor to items of de minimus value.

§ C38-3. - Vacancies.

Except as otherwise provided, any vacancy in any elected or appointed Town office, except elected boards, shall be filled by appointment by the First Selectman for the unexpired portion of the term. If the office of First Selectman becomes vacant, the Board of Selectmen shall forthwith convene a special election to fill the vacancy. Until a successor has been elected and qualified, the remaining Selectmen and the Finance Director, acting as a board, shall exercise the powers and duties of the First Selectman and of the Board of Selectmen. Any other vacancy in any elected board shall be filled by appointment by the remaining members thereof for the unexpired portion of the term. If such elected board or Commission fails to fill the vacancy within 45 days, the vacancy may be filled by the First Selectman. When the person vacating an office, board or commission, other than the office of First Selectman, was elected or appointed as a member of a political party, such vacancy shall be filled from the membership of the same political party.

§ C38-4. - Compensation.

The members of all boards and commissions, except the Selectmen and members of the Board of Assessment Appeals, shall serve without compensation unless otherwise provided by the Representative Town Meeting. The Board of Finance will recommend in September and the Representative Town Meeting will approve in October the salaries of the Selectmen and members of the Board of Assessment Appeals. Mid-term salary adjustments may be approved by the Representative Town Meeting without the recommendation of the Board of Finance. The Board of Education shall fix the salaries of the officers and employees appointed by it. The compensation of all other appointed officers shall be fixed by the First Selectman. All compensation fixed as provided herein shall be subject to appropriation according to law. Outside of a cost of living increase, the Selectmen shall not have an increase during their term in office.

§ C38-6. - Recall.

- A. Any holder of elective office may be removed from office for failing to perform the duties of the office (nonfeasance), for performing said duties improperly (misfeasance), for performing illegal acts while in office (malfeasance), or upon conviction for a felony as provided in this section. Any elector of the Town must obtain from and subsequently file with the Town Clerk a signed petition addressed to the Board of Selectmen, naming the officer sought to be recalled, stating the reasons for 1 of the above grounds for the recall and demanding the holding of a recall election. Such petition shall be signed and dated by at least 10% of the electors of the Town, as determined by the last completed registry list of Registrars of Voters, and shall be filed with the Town Clerk within 30 days after having been obtained from the Town Clerk. If, within 5 days after the deadline for the filing of said petition, the Registrars of Voters find that the petition complies with all requirements, they shall so certify upon the petition and shall submit forthwith to the Selectmen. Within 7 days after the certification of the petition by the Registrars of Voters, the Selectmen shall order a recall election, unless the officer or board member sought to be removed shall have resigned. Such election shall be held between 30 and 40 days from the date of publication of the call for the recall election order. If a regular election is to occur within 60 days of the order, however, the Selectmen may provide for the recall election as part of the regular election. Voting at the recall election shall be in accordance with the laws applicable to special elections in the Town, shall provide for absentee voting and shall be by voting machines on the following alternative propositions:
- (1) For removal of (name and office).
 - (2) Against removal of (name and office).
- B. If a majority of the votes cast are for removal of the officer and if that majority equals not less than 20% of the registered electors of the Town, upon certification by the Town Clerk of the result of this vote, the office shall be vacant. No recall petition shall be filed against any office holder within 6 months before the expiration of his term or within 1 year of a previous election for this recall. If less than a majority of the members of an elected board is recalled, the vacancies shall be filled as specified in § C38-3. If a majority is recalled, the Board of Selectmen shall call a special election to fill vacancies.

CHAPTER 7 - Board of Education

§ C7-1. - Composition and Election.

- A. The Board of Education shall consist of 7 elected members, and no more than 4 shall be members of the same political party. In the election of 1989, the Board of Education shall be increased to 7 members, and no more than 4 shall be members of the same political party.
- B. Members of the existing Board of Education shall continue in office for the respective terms for which they were elected. The term of office of each member shall be 4 years and until a successor shall have taken office. In 1987, 3 members shall be elected at the regular Town election and 4 members shall be elected at the next succeeding regular Town election and thereafter alternately.

§ C7-2. - Powers and Duties.

The Board of Education shall be responsible for the operation and maintenance of the public school system in the Town and shall have all the other powers and duties conferred or imposed by law on Boards of Education. Notice of each regular meeting and agenda shall be published at least 3 days before each regular meeting in a newspaper having a substantial circulation in the Town.

§ C7-3. - Purchasing.

The Board of Education shall designate 1 employee to act with the Finance Director of the Town to maximize economies of purchasing in all areas practicable. The Finance Director, as Purchasing Authority, shall establish standards for purchasing, subject to approval of the Board of Selectmen and the Board of Education on an annual basis, which shall provide in part for sharing of purchases between the Town and the Board of Education and shall provide a policy of competitive bidding where appropriate.

Bylaws of the Board

Reimbursement of Board Members' Expenses

1. Remuneration

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

2. Reimbursement

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

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

C. Receipts in general are required for:

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

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

(3) Car or Bus Fare

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

(5) Registration Fees -- The Board will not pay any late registration fees without an explicit prior authorization.

Legal Reference

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

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

Bylaws of the Board

Resignation/Removal of Board Officers

Resignation

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

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

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

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

Removal from Office

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

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

Procedures for Removal:

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

- 1) The Board may review the performance and/or conduct of the Board officer in open or executive session (as determined by the Board and the Board officer) prior to taking any formal action;
- 2) If the Board determines that formal action is necessary, the Board officer shall be provided with reasonable notice of the Board's intent to consider possible removal from office (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board);

- 3) Upon the written request of the Board officer within seven days of such action, he/she shall be provided with an opportunity for a hearing before the Board of Education before the Board votes on removal;
- 4) At any such hearing, the Board officer shall have the right to be represented by counsel at his/her own expense and to present relevant evidence to the Board.

Standard for Removal

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

Legal References:

Connecticut General Statutes

10-218 Officers. Meetings.

10-220 Duties of boards of education.

Lapointe v. Winchester Board of Education, CV040093257S, 2004 Conn. Super. LEXIS 2574 (Sept. 14, 2004).

Bylaw adopted by the Board

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Bylaws of the Board

Formulation, ~~Adoption~~, Amendment, or Deletion of Policies

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

~~The policies of the Westport schools will be formulated on two levels. Board policies will state the requirements to be met by the Board and the school staff in the conduct of school affairs. Administrative policies will state the requirements to be met by staff and students in executing Board policies and in the day-to-day conduct of school activities.~~

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

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

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

~~Reference: — Robert's Rules of Order~~

1. In the absence of any written policy, administrative regulations will be used to guide and administer the effective operation of the school district.
2. Suggestions for either new policies or policy changes would normally come to the Board of Education from any of the following:
 - A. Board of Education Members
 - B. Superintendent
 - C. Statute
 - D. Matters of law
 - E. Citizens
 - F. Students.
3. The Superintendent will prepare a draft policy statement for consideration and for the development by the Board of Education.
4. Policy proposals and suggested amendments to, revisions of, or deletions of existing

policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board of Education meeting in which such proposed policies, amendments, revisions or deletions thereof shall be read and discussed.

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

Bylaw adopted by the Board: June 10, 2002
Revised: _____

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Bylaws of the Board

Formulation, Adoption, Amendment, or Deletion of Bylaws

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

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

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

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

Bylaw adopted by the Board:

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Bylaws of the Board

Formulation, Adoption, Amendment, or Deletion of Administrative Regulations

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

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

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

Bylaw adopted by the Board:

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Bylaws of the Board

Suspension of Policies, Bylaws, or Administrative Regulations

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

Bylaw adopted by the Board:

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut