

October 16, 2018

Westport Town Hall Room 307

**WESTPORT BOARD OF EDUCATION
POLICY COMMITTEE
NOTICE OF SPECIAL MEETING
AGENDA**

(Agenda Subject to Modification in Accordance with Law)

WORK SESSION:

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

DISCUSSION:

1. Second reading and discussion of the following bylaws:

- 9321 Time, Place, and Notification of Meetings
- 9322 Public and Executive Sessions
- 9324 Construction and Posting of Agenda
- 9325.2 Order of Business
- 9325.3 Meeting Conduct/Parliamentary Procedures
- 9325.1 Quorum and Voting Procedures
- 9326 Minutes
- 9326.1 Taping/Recording Board Meetings
- 9327 Electronic Mail Communications
- 9250 Reimbursement of Board Member Expenses (New)
- 9222 Removal of Officers (New)
- 9311 Formulation, Adoption, Amendment, or Deletion of Policies (Revised)
- 9312 Formulation, Adoption, Amendment, or Deletion of Bylaws (New)
- 9313 Formulation, Adoption, Amendment, or Deletion of Regulations (New)
- 9314 Suspension of Policies, Bylaws, or Administrative Regulations (New)

ADJOURNMENT

9321

Bylaws of the Board

9321

TIME, PLACE AND NOTICE OF MEETINGS

1. Regular Meetings

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

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

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

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

2. Special Meetings

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

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

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

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

3. Meeting Time and Place

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

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

Legal References: Connecticut General Statutes

1-225 Meetings of government agencies to be public.

Recording of votes. Schedule of agenda of meetings to be filed. Notice of special meetings Executive session. 1-228 Adjournment of meetings. Notice. 1-229 Continued hearings. Notice. 1-230 Regular meetings to be held pursuant to regulation,

ordinance or resolution. 7-3 Warning of Town and other meetings. 7-4 Record of warning. 10-218 Officers. Meetings.

ADOPTED: REVISED:

9/22/08

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~~

~~August 9, 2018 Page 33~~

9322

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.

C. Public Participation

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

The Secretary shall normally act as timekeeper for the meeting. 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.

D. 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:

All speakers must identify themselves by name and address. 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.

August 9, 2018 Page 39

Public comment is normally not invited for topics listed for action after having been publicly discussed at one or more meetings.

E. 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.

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

August 9, 2018 Page 44

~~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.~~

~~August 9, 2018 Page 39~~

~~<http://z2policy.cabc.org/cabc/PrintViewer.jsp?printCollection=0>~~

~~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:~~

~~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~~

~~August 9, 2018 Page 40~~

~~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~~

~~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.~~

~~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~~

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 a majority of Board members present 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 EducationBylaws 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~~

- (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).

(6) Add Public Participation of WPS Policy

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

August 9, 2018 Page 44

9325.2

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
- B. Announcements from Board and Administration
- C.1. Minutes of the previous meeting(s)
- D.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.F. Information~~
- ~~H.G. 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

August 9, 2018 Page 49

9325.3

Bylaws of the Board

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.

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

August 9, 2018 Page 54

9325.1

Bylaws of 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

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:~~

~~August 9, 2018 Page 61~~

9326

Bylaws of the Board

MINUTES

1. In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept.
2. Minutes shall be maintained at the Administrative Offices of the school district in an official record book 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

August 9, 2018 Page 67

9326.1

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

August 9, 2018 Page 69

9327

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

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);

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 daytoday 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~~

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