



Policy Committee Meeting
Wednesday, December 10, 2025
9:00 AM
Zoom Webinar

- I. CALL TO ORDER, VERIFICATION OF QUORUM
- II. APPROVAL OF MINUTES
 - A. Approval of minutes from the November 4, 2025 Policy Committee Meeting.
- III. POLICY WEBSITE
 - A. Microscribe- <https://www.boardpolicyonline.com/bl/?b=westonps>
- IV. DISCUSSION OF POLICIES, REGULATIONS, AND BYLAWS
 - A. Discussion of policies being brought back to the committee for review and/or revision:
 - 2000 Concepts and Roles in Administration
 - 2100 Administrative Staff Organization
 - 2121 Line of Responsibility
 - 2130 Job Descriptions
 - 2131 Superintendent of Schools
 - 2132 Principals
 - 2210 Administrative Leeway in Absence of Board Education Policy
 - 2220 Representative and Deliberative Groups
 - 2231 Policy and Regulation Systems
 - 2250 Monitoring of Product and Process Goals
 - 2260 Holds on the Destruction of Electronic Information and Paper Records
 - 2270 Uniform Treatment of Recruiters
 - 3517 Security of Buildings and Grounds (Revision)
 - B. Discussion of policies to be sent for first review at the next Board meeting.
 - 9000 Role of the Board and Member (Powers, Purposes, Duties)
 - 9010 Limits of Authority
 - 9100 Organization
 - 9110 Number of Members
 - 9120 Officers

- 9121 Chairperson
- 9122 Secretary/Treasurer
- 9126 Clerk
- 9130 Committees
- 9131 Committee of the Whole
- 9133 Special Committees/Advisory Committees
- 9221 Filling Vacancies
- 9230 Orientation of Board Members
- 9250 Remuneration and Reimbursement
- 9270 Conflict of Interest
- 9271 Code of Ethics
- 9300 Board Operational Goals
- 9311 Changes, Additions or Removal in Board Policies and Bylaws
- 9313 Formulation, Adoption, Amendment of Administrative Regulations
- 9314 Suspension of Policies, Bylaws and Regulations
- 9321 Time, Place and Notification of Meetings
- 9322 Public and Executive Session
- 9323 Construction of the Agenda
- 9325 Meeting Conduct
- 9325.1 Quorum
- 9325.2 Order of Business - Adjourned Meetings
- 9326 Minutes
- 9327 Electronic Mail Communications
- 9330 Board/School District Records

V. DISCUSSION OF POLICIES, REGULATIONS, AND BYLAWS IN FUTURE MEETINGS

VI. NEXT SCHEDULED MEETING OF THE POLICY COMMITTEE

A. January 12, 2026, 9:00 AM, Via Zoom

VII. ADJOURNMENT



Policy Committee Meeting

Tuesday, November 4, 2025

9:00 AM

Zoom Webinar

I. CALL TO ORDER, VERIFICATION OF QUORUM

Additional Attendees:

Erica Forti, Superintendent of Schools; Juliane Givoni,
Director of Human Resources

A quorum was met and the meeting was called to order at 9:01 AM
A quorum has been met, move that the Policy Committee begin the
November 4, 2025 meeting. Carried with a motion by Ferraro,
Sharon and a second by Luft, Lisa.

Sharon Ferraro: Yea, Michael Guido: Yea, Lisa Luft: Yea
Yea: 3, Nay: 0

II. APPROVAL OF MINUTES

A. Approval of minutes from the October 7, 2025 Policy
Committee Meeting

The meeting minutes were approved, with changes requested by
Michael Guido.

Move that the Policy Committee approve the minutes from the
October 7, 2025 meeting. Carried with a motion by Ferraro,
Sharon and a second by Luft, Lisa.

Sharon Ferraro: Yea, Michael Guido: Yea, Lisa Luft: Yea
Yea: 3, Nay: 0

III. DISCUSSION OF POLICIES, REGULATIONS, AND BYLAWS

A. Series 2000: Administration (review for relevance and
possible sunseting of certain policies)

2000 - Concepts and Roles in Administration

2100 - Administrative Staff Organization

2121 - Line of Responsibility

- 2130 - Job Descriptions
- 2131 - Superintendent of Schools
- 2132 - Principals
- 2210 - Administrative Leeway in Absence of Board Education Policy
- 2220 - Representative and Deliberative Groups
- 2231 - Policy and Regulation Systems
- 2250 - Monitoring of Product and Process Goals
- 2260 - Holds on the Destruction of Electronic Information and Paper Records
- 2270 - Uniform Treatment of Recruiters

After committee review, the following policies are being sent to the board with a recommendation to sunset: 2000, 2100, 2121, 2130, 2131, 2220, 2250

The following policies are being sent to the board for a first review: 2210, 2231, 2260, 2270

B. P 4113.2 Duty Free Lunch For Teachers (New/Required)

After review by the committee, this policy is being sent to board for a first review.

C. P 4212.42 Drug and Alcohol Testing For School Bus Drivers (New/Required)

After review by the committee, this policy is being sent to board for a first review.

D. P 5118.2 Educational Opportunities for Military Children (New/Required)

After review by the committee, this policy is being sent to board for a first review.

E. P 6162.51 Survey of Students (New/Required)

After review by the committee, this policy requires further review/revision. The committee will revisit it at their next meeting.

F. P/R 3516.4 Bloodborne Pathogens Exposure Control 05.17.1993 (Review/Revision)

After review by the committee, this policy is being sent to board for a first review.

G. P/R 3517 Security of Buildings and Grounds (Revision)
After review by the committee, this policy requires further review/revision. The committee will revisit it at their next meeting.

IV. DISCUSSION OF POLICIES, REGULATIONS, AND BYLAWS IN FUTURE MEETINGS

V. NEXT SCHEDULED MEETING OF THE POLICY COMMITTEE

A. December 2, 2025, 9:00 AM, via Zoom
The committee agreed to move the next meeting to December 10, 2025 at 9:00 AM

VI. ADJOURNMENT

The meeting adjourned at 9:54 AM
Move that the Policy Committee adjourn the [DATE] meeting.
Carried with a motion by Ferraro, Sharon and a second by Luft, Lisa.
Sharon Ferraro: Yea, Michael Guido: Yea, Lisa Luft: Yea
Yea: 3, Nay: 0

Respectfully submitted by:
Jodi Sacchetta

P 2000 Concepts and Roles in Administration

Within the guidelines established by Board of Education policy, law and employee agreements, the Superintendent shall direct and coordinate the administrative staff in implementing the educational philosophy, and achieving the goals and general objectives of the Board of Education.

The Board of Education expects the administration to demonstrate leadership and to resolve the inevitable problems which will arise both inside the school system and in its relations with the community. Further, the administration is expected to develop good working relationships with the community for the achievement of common goals.

The Superintendent of Schools is encouraged to conduct the operations of the school system according to the management team concept.

Policy adopted: December 4, 1989

Policy reviewed:

Weston Public Schools Weston, Connecticut

P 2100 Administrative Staff Organization

The Superintendent shall organize the staff of the school system to achieve its purposes. The Superintendent shall be the executive responsible to the Board of Education and shall identify lines of primary responsibility for all employees.

Policy adopted: December 4, 1989

Policy reviewed:

Weston Public Schools Weston, Connecticut

P 2121 Line of Responsibility

Lines of responsibility in the school district shall be structured to:

1. Develop educational programs most appropriate for students.
2. Clarify responsibility from students through teachers, administrators and the Superintendent, to the Board of Education.
3. Tell each member of the staff to whom he/she is responsible and for what functions.
4. Whenever possible, have each member of the staff responsible to only one immediate supervisor for any one function.
5. Designate a person to whom a staff member can appeal a disagreement with the person to whom the staff member is directly responsible.
6. Inform each staff member to whom he/she can go for help in working out his/her own functions in the district program.
7. Keep each staff member advised of policies, functions and progress of the district.

Policy adopted: December 4, 1989

Policy reviewed:

Weston Public Schools Weston, Connecticut

P 2130 Job Descriptions

The Superintendent shall provide for the preparation and maintenance of job descriptions for all administrative personnel. Such job descriptions shall be kept in a separate manual for that purpose.

Policy adopted: December 4, 1989

Policy reviewed:

Weston Public Schools Weston, Connecticut

P 2131 Superintendent of Schools

The Board of Education will elect and fix the term of office and salary of a Superintendent who serves as the chief executive officer of the Board and has authority and responsibility for the supervision of the school system.

At the request of the Superintendent, the Board shall provide a written contract of employment which includes salary, benefits and term of office of the Superintendent.

Each year, the Board will evaluate the Superintendent in accordance with guidelines and criteria mutually determined and agreed upon by both the Board and the Superintendent.

Legal Reference

Connecticut General Statutes
[10-157](#) Superintendents

Policy adopted: December 4, 1989

Policy reviewed:

Weston Public Schools Weston, Connecticut

P 2132 Principals

All building principals shall act as the chief administrative officers for their own school buildings and grounds. They shall be responsible for and shall have authority over the actions of students, professional and nonprofessional employees, visitors and persons employed to perform special tasks.

All principals shall keep the Superintendent informed of activities in their buildings by whatever means the Superintendent deems appropriate.

Policy adopted: December 4, 1989

Policy reviewed:

Weston Public Schools Weston, Connecticut

P 2210 Administrative Leeway in Absence of Board of Education Policy

In cases where emergency action is required within the school system and where the Board of Education has provided no guidelines for administrative action, the Superintendent shall have the authority to act.

It shall be the duty of the Superintendent to inform the Board of Education promptly of such action and of the need for possible additional policies, or revision of existing policies, ~~and the Superintendent's decisions shall be subject to review by the Board of Education at its next regular meeting~~ **related to the issue causing such concern.**

Policy adopted: December 4, 1989

Policy revised:

Weston Public Schools Weston, Connecticut

P 2220 Representative and Deliberative Groups

The Board of Education encourages the Superintendent and administrative staff to create and maintain appropriate groups such as councils, cabinets and committees to:

1. Foster good communications with the staff, students and the public.
2. Allow staff, students, and the public a voice in decisions affecting them.
3. Establish effective channels of communication for the public, the students and the district staff.

Policy adopted: December 4, 1989

Policy reviewed:

Weston Public Schools Weston, Connecticut

Policy and Regulation Systems**Policy Manual**

The Superintendent shall establish and maintain an orderly plan for preserving and making accessible policies and bylaws adopted by the board, and the regulations of the administration. Board policies, Board bylaws, and administrative regulations shall be published ~~in a manual~~, maintained **online** ~~in current condition~~, and made available to **the public** ~~all persons concerned~~.

Policies

Policies are statements of intent adopted by the Board of Education. They serve as guides to the administration in the development and implementation of regulations for operating the district.

The Superintendent is an integral part of this policy-making process recommending to the Board areas requiring policy adoption or change. The Superintendent shall develop a regulation specifying how policies will be developed and presented to the Board.

Regulations

Consistent with policy, the Superintendent shall specify required staff actions, and design the administrative arrangements under which the schools are to be operated. Those regulations and procedures which apply throughout the district shall be designated as "regulations," and placed **with the associated** ~~in the~~ district policy ~~manual~~. Regulations shall be presented to the Board but the Board will not adopt regulations unless requested to do so by the Superintendent or unless required by federal or state law. The Superintendent is responsible for development and implementation of district regulations. He/she shall develop a system involving **appropriate** staff members in development and implementation of regulations. Regulations should be complete, consistent with adopted Board policy, and capable of reasonable implementation.

Bylaws

Bylaws are the rules governing internal operations of the Board of Education. When need for a new bylaw, or modification of an existing bylaw is recognized, the Board will consider an effective new or modified bylaw for adoption. The same procedure used for development of policies shall be used for development of bylaws.

Policy adopted: December 4, 1989

Policy revised:

P 2250 Monitoring of Product and Process Goals

The Board of Education directs the Superintendent of Schools in cooperation with the school staff, parents, and any other interested persons or groups to establish and maintain a comprehensive plan for monitoring the progress of the schools in achieving stated goals in regard to curriculum, school environment, and school operations.

Policy adopted: December 4, 1989

Policy reviewed:

Weston Public Schools Weston, Connecticut

P 2260 Holds on the Destruction of Electronic Information and Paper Records

The Board of Education (the "Board") complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and paper records. The Superintendent or his/her designee shall be responsible for implementing administrative regulations concerning the placing of a "hold" on electronic information and paper records that may reasonably be anticipated to be subject to discovery in the course of litigation.

All school officials and employees have a duty to preserve all paper records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations to preserve records, including e-mails and electronically stored information, that could potentially be related to any matter that is currently in litigation or may be anticipated to result in future litigation. Such regulations shall identify those individuals responsible for identifying those matters for which records must be preserved as well as developing procedures, with the help of technical staff, for the preservation of electronically stored information.

Legal References:

[Rules 34](#) and [45](#) of the Federal Rules of Civil Procedure
General Letter 2009-2 of the Public Records Administrator Record Retention
Schedules Towns, Municipalities and Boards of Education

Policy adopted: November 21, 2016

Policy reviewed:

Weston Public Schools Weston, Connecticut

Uniform Treatment of Recruiters

Subject to the provisions of law, all recruiters, including commercial, military and nonmilitary concerns, recruiters representing institutions of higher education, and prospective employers shall be provided equal opportunities of access to students enrolled in the district's secondary school[s]. Access may be granted through programs conducted by the **School Counseling Guidance** Department. Such programs may consist of career days, college fairs, individual school visitations, in-school recruiting.

Except as provided below, military recruiters and institutions of higher education shall, upon request, be given access to the names, addresses and telephone numbers of secondary school students.

On an annual basis, the school district will notify parents of secondary school students of their right to object to the disclosure of the student's name, address and telephone number to military recruiters or to an institution of higher education. If a secondary school student or the parent of a secondary school student objects in writing **or by electronic communication** to the disclosure of a student's name, address or telephone number to a military recruiter or an institution of higher education, then the district shall not disclose the student's name, address or telephone number to a military recruiter or an institution of higher education. The objection shall remain in force until the district re-issues the annual notification referenced above **or the parent makes a request in writing to the school counseling office to change their selection.** ~~after which time the parents and/or secondary school student must inform the school district in writing again of their objection to the disclosure of the information described above.~~

Legal References:

Conn. Gen. Stat. §10-221b Boards of education to establish written uniform
Policy: re treatment of recruiters

Every Student Succeeds Act § 8025, 20 U.S.C. § 7908

Armed Forces recruiter access to students and student recruiting

Information

National Defense Authorization Act for Fiscal Year 2002 § 544, 10 U.S.C. § 503

Enlistments: recruiting campaigns; compilation of directory information

Policy adopted: December 19, 2022

Policy revised:

WESTON PUBLIC SCHOOLS
Weston, CT

Business and Non-Instructional Operations

Security of Buildings and Grounds

P 3517

Buildings constitute one of the greatest investments of the school district and the community. It is in the best interest of students and taxpayers to protect that investment adequately.

Security includes:

- ~~1. Minimizing fire hazards.~~
- ~~2. Reducing the probability of faulty equipment~~
- ~~3. Guarding against the chance of electrical shock~~
- ~~4. Keeping records and funds in a safe place.~~
- ~~5. Protecting against vandalism and burglary.~~

1. Developing at each school, in compliance with the requirements of C.G.S. 10-22m, a school security and safety plan, in partnership with other community groups, including, but not limited to, law enforcement, fire safety officials, emergency medical services, as well as health and mental health professionals. Such plan shall be based upon the school security and safety plan standards developed by the Department of Emergency Services and Public Protection (DESPP) pursuant to C.G.S. 10-222n.
2. Training and practice necessary and essential for implementation of the crisis response plan. Law enforcement and other local public safety officials shall evaluate, score and provide feedback on fire drills and crisis response drills pursuant to C.G.S. 10-231.
3. Controlling access to school grounds and facilities.
4. Conducting a security and vulnerability assessment for each District school every two years and developing a school security and safety plan for each District school based upon the security and safety plan standards developed by DESPP.
5. Submitting annual reports to DESPP regarding fire drills and crisis response drills.
6. Establishing a School Security and Safety Committee at each school, responsible for assisting in the development of the school's security and safety plan and its implementation. (membership as required by C.G.S. 10-22k)
7. Developing procedures for managing various types of emergencies.
8. Minimizing fire hazards.
9. Reducing the probability of faulty equipment.
10. Guarding against the chance of electrical shock.
11. Keeping records and funds in a safe place.

Business and Non-Instructional Operations

Security of Buildings and Grounds

P 3517

12. Protecting against vandalism and burglary.

The Superintendent of Schools is directed to establish such rules and regulations as may be needed to provide for security as outlined above.

(cf. 3516 – Safe and Secure School Facilities; Equipment and Grounds)

(cf. 4148.1/4248.1 – School Security and Safety Committee)

Legal Reference: Connecticut General Statutes

29-389 Stairways and fire escapes on certain buildings.

P.A. 13-3 An Act Concerning Gun Violence Protection and Children’s Safety

10-220f Safety Committees

10-222k District safe school climate coordinator. Safe school climate specialist.
Safe school climate committee.

10-222m School security and safety plans. School security and safety
committees.

10-222n School security and safety plan standards

10-231 Fire drills

Policy adopted: February 5, 1990

Weston Public Schools

Policy revised:

Weston, CT

Business and Non-Instructional Operations

Security of Buildings and Grounds/Keys

R 3517

Only persons having legitimate school business and prior approval of building administration are allowed access to school facilities. Incidents of illegal entry, theft of school property, vandalism or damage to school property from other causes will be reported by phone to the office of the Superintendent, as soon after discovery as possible. A written report of the incident will be made within 24 hours of discovery.

Keys

All keys used in a school shall be the responsibility of the Principal. Requests for permanent issuance of keys shall be made only in those instances where the employee regularly needs a key in order to carry out normal activities necessitated by the position which the employee holds. When the need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All keys shall be issued through the office of each Principal. A receipt showing the number of the key and room(s) or building(s) which it opens shall be signed by the person to whom the key is issued. This receipt shall be filed in lieu of the key and shall be returned to the employee upon return of the key.

Each Principal shall set up a key control system with a record of the number of each key filed.

E. Responsibilities of Individuals Issued Keys

Individuals are responsible for safeguarding their keys/access cards and preventing unauthorized use.

Lost or stolen keys or access cards must be reported immediately. Employees may be responsible for rekeying costs when negligence is involved.

All keys and access cards must be returned upon separation, transfer, or reassignment.

The greatest care shall be given to master and sub-master keys. Master keys shall never be loaned. Other keys shall be used only by authorized individuals.

Regulation approved: February 5, 1990

Regulation revised:

Business and Non-Instructional Operations

Security of Buildings and Grounds/Keys

R 3517

9000 Role of the Board and Member (Powers, Purposes, Duties)

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

1. General Duties

A. The Weston Board of Education (the “Board”) represents the residents of Weston, CT in carrying out the mandates of the Connecticut General Statutes pertaining to education.

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

C. In determining school policy, the Board shall:

- (1) hear and consider facts and recommendations;
- (2) adopt a plan, policy or course of action; and
- (3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

2. Specific Powers and Duties

The Board shall have authority to take all action necessary or advisable to meet its responsibilities under the Connecticut General Statutes and Weston Town Charter including but not limited to the following:

- a. To create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.
- b. To elect a Superintendent of Schools in accordance with the Connecticut General Statutes.
- c. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
- d. To establish policies for employment, promotion and dismissal of personnel in accordance with the Connecticut General Statutes.
- e. To provide for the proper maintenance of facilities; initiate and approve the acquisition and disposition of school sites; and initiate and approve plans for school buildings.
- f. To consider any specific recommendations made by the Superintendent of Schools.
- g. To keep the citizenry informed of the purposes, values, conditions and needs of public education in the Town
- h. To take any other actions required or permitted by law.
- i. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
 - i. each child shall have for the period prescribed in the Connecticut General Statutes equal opportunity to receive a suitable program of educational experiences;
 - ii. the school district shall finance at a reasonable level an educational program designed to achieve this end;

- iii. the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds; and
- iv. the mandates in the Connecticut General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

Legal References:

Connecticut General Statutes

- 1-200 Definitions (public agency)
- 10-4a Educational interest of state identified
- 10-4b Complaint alleging failure or inability of board of education to implement educational interests of state. Investigation; inquiry; hearing. Remedial process. Regulations
- 10-220 Duties of boards of education
- 10-221 Board of education to prescribe rules, policies and procedures
- 10-241 Powers of school districts

Legal Reference:

~~Connecticut General Statutes~~

- ~~[1-18a](#) Definitions~~
- ~~[10-186](#) Duties of local and regional boards of education~~
- ~~[10-220](#) Duties of boards of education~~
- ~~[10-221](#) Boards of education to prescribe rules~~
- ~~[10-240](#) Control of schools~~
- ~~[10-241](#) Powers of school districts~~

Bylaw adopted by the board: March 5, 1991

Bylaw revised: February 10, 2003

Bylaw revised:

Weston Public Schools Weston, Connecticut

9010 Limits of Authority

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

Board members shall exercise respect in those matters pertaining to the responsibilities of the Superintendent of Schools whose authority for administering the educational program and conducting school business is vested in his office and his professional and non-professional staff. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools, nor as an individual command the services of any school employee. ~~No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools, nor as an individual, command the services of any school employee.~~

Board members shall uphold the position that they are without legal authority outside of meetings of the Board and shall conduct their relationships with school staff, district citizens and all media of communication on the basis of this fact.

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

Legal Reference:

Connecticut General Statutes

[10-232](#) Restrictions on employment of members of the board of education

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

Bylaw adopted by the board: March 5, 1991

Bylaw revised: February 10, 2003

Bylaw revised:

Weston Public Schools Weston, Connecticut

9100 Organization

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

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

Bylaw adopted by the board: March 5, 1991

Bylaw revised: February 10, 2003

Bylaw reviewed:

Weston Public Schools Weston, Connecticut

9110 Number of Members

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

Terms of Office

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

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

Bylaw adopted by the board: March 5, 1991

Bylaw revised: February 10, 2003

Bylaw reviewed:

Weston Public Schools Weston, Connecticut

9120 Officers

The officers of the Weston Board of Education shall be the chairperson, vice-chairperson and secretary/treasurer. Officers shall be elected not later than one month after the date on which the newly elected members take office.

In a non-election year, officers shall be elected in the month of November.

Bylaw adopted by the Board: March 5, 1991

Bylaw revised: February 10, 2003

Bylaw revised: April 21, 2014

Bylaw revised: December 18, 2017

Bylaw reviewed:

Weston Public Schools Weston, Connecticut

9121 Official Duties

Chairperson

1. The chairperson shall preside at all Board meetings.
2. The chairperson shall sign legal documents and contracts for the Board with their approval.
3. The chairperson shall perform such other duties as are imposed on him/her by law.
4. The Chairperson shall serve as the Board's spokesperson.
5. The Chairperson shall appoint the chair and members of all special committees.
6. The Chairperson shall serve as an ex officio member on all committees.
7. The Chairperson shall act as the Board's representative for the purposes of consultation with Board legal counsel when appropriate, and may authorize other Board members to consult with Board counsel when appropriate.

Vice-Chairperson

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

Bylaw adopted by the board: March 5, 1991

Bylaw revised: February 10, 2003

Bylaw revised: April 21, 2014

Bylaw revised:

Weston Public Schools Weston, Connecticut

9122 Secretary/Treasurer (does the BOE have a treasurer)???

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

- 1. The Secretary of the Weston Board of Education (the “Board”) shall cause minutes to be kept of all meetings of the Board, and shall cause copies of such minutes to be forwarded to each member of the Board.**

- 2. In accordance with the Connecticut General Statutes, the Board Secretary shall cause a copy of the minutes of all Board meetings to be placed on file in the Board Office and posted on the Board’s web site, if available, no later than seven (7) days after the date on which the Board shall have met. Such minutes will be available for public inspection, except that such minutes will not be termed "official minutes" until approved by the Board at a duly convened meeting of the Board.**

Legal Reference:

Connecticut General Statutes

	1-225	Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions
7-3		Warning of town and other meetings
7-4		Record of warning
10-224		Duties of the secretary
10-225		Salaries of secretary and attendance officers

~~Legal Reference:~~

~~Connecticut General Statutes~~

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

Bylaw adopted by the board: March 5, 1991

Bylaw revised: February 10, 2003

Bylaw revised:

Weston Public Schools Weston, Connecticut

9126 Clerk

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

Bylaw adopted by the board: March 5, 1991

Bylaw revised: February 10, 2003

Bylaw reviewed:

Weston Public Schools Weston, Connecticut

9130 Committees

The Weston Board of Education (the “Board”) shall act as a committee of the whole on all matters coming before it.

Standing committees may be appointed for an annual term by the chairman of the Weston Board of Education at its November meeting.

Special committees may also be appointed by the chairman and when their specific assignment has been completed they will be discharged. Committees may advise the Board but not determine policy.

Meetings of standing and special committees shall be posted in accordance with the Freedom of Information Act. A record shall be maintained of each committee meeting, which shall include the names of committee members in attendance, and listing of topics discussed and committee recommendations if appropriate.

Bylaw adopted by the board: March 5, 1991

Bylaw revised: February 10, 2003

Bylaw reviewed:

Weston Public Schools Weston, Connecticut

9131 Committee of the Whole

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

Legal Reference:

Connecticut General Statutes

[1-18a](#) Definitions

[1-21](#) Meetings of government agencies to be public

Bylaw adopted by the board: March 5, 1991

Bylaw revised: February 10, 2003

Bylaw reviewed:

Weston Public Schools Weston, Connecticut

9133 Special Committees/Advisory Committees

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

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

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

Legal Reference:

Connecticut General Statutes

[1-7 through 1-21k](#), Freedom of Information Act

[1-18a](#) Definitions

[1-21](#) Meetings of government agencies to be public

Bylaw adopted by the board: March 5, 1991

Bylaw revised: February 10, 2003

Bylaw reviewed:

Weston Public Schools Weston, Connecticut

9221 Filling Vacancies

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

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

Legal Reference:

Connecticut General Statutes

[10-219](#) Procedure for filling vacancy on board of education

Charter of the Town of Weston, Section 6.6

Bylaw adopted by the board: March 5, 1991

Bylaw revised: February 10, 2003

Bylaw reviewed:

Weston Public Schools Weston, Connecticut

9230 Orientation of Board Members

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

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

Bylaw adopted by the board: March 5, 1991

Bylaw revised: February 10, 2003

Bylaw revised:

Weston Public Schools Weston, Connecticut

9250 Remuneration and Reimbursement

Remuneration

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

Reimbursement

1. Out-of-State Travel

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

2. In-State Travel

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

Legal References:

Connecticut General Statutes

[10-225](#) Salaries of secretary and attendance officers

[10-232](#) Restrictions on employment of members of board of education

Bylaw adopted by the board: March 5, 1991

Bylaw revised: February 10, 2003

Bylaw reviewed:

Weston Public Schools Weston, Connecticut

Bylaws of the Board

9270 Conflict of Interest

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

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

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

Legal Reference:

Connecticut General Statutes

[7-479](#) Conflicts of interest (municipal employees)

[10-156c](#) Employees of boards of education permitted to service as elected officials; exception

[10-232](#) Restrictions on employment of members of the board of education

[Public Act 05-10](#) **An act concerning civil unions**

Bylaw adopted by the board: March 5, 1991

Bylaw revised: February 10, 2003

Bylaw revised: October 6, 2005

Bylaw revised: November 21, 2005

Bylaw revised:

Weston Public Schools Weston, Connecticut

9271 Code of Ethics

The success of every school system depends on an effective working relationship between the Board of Education and Superintendent of Schools. This code incorporates those standards and responsibilities most critical to productive Board and Superintendent relations.

- Boards members and Superintendents ensure the opportunity for high quality education for every student and make the well being of students the **fundamental goal** of all decision-making and actions.
- Board members and Superintendents are **staunch advocates** of high quality free public education for **all** Connecticut children.
- Board members and Superintendents **honor all** national, state and local laws and regulations pertaining to education and public agencies.
- Board members and Superintendents recognize that **clear and appropriate communications** are key to the successful operation of the school district.
- Board members and Superintendents will always carry out their respective roles with the highest levels of **professionalism, honesty and integrity**.
- Board members recognize that they represent the **entire** community and that they must ensure that **the** community remains fully informed on school-related matters.
- Superintendents and Board members recognize that the Superintendent serves as the Board of education's **agent** and will, in that role, **faithfully apply** the policies and contracts adopted by the Board.
- Board members adhere to the principle that they shall confine the Board's role to **policy-making, planning and appraisal** while the Superintendent shall **implement** the Board's policies.
- Board members and Superintendents both recognize that they serve as a part of an educational team with **mutual respect, trust, civility and regard** for each other's respective roles and responsibilities.
- Board members are committed to the concept that the strength of the Superintendent is in being the **educational leader** of the school district.
- Board members and Superintendents practice and promote **ethical behavior** in the **Boardroom** as a **model** for all district employees.
- Board members and Superintendents consider and decide all issues **fairly and without bias**.

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

- ~~1. I will be an advocate of high quality free public education for all children regardless of their ability, race, creed, sex or social standing.~~

- ~~2. I will, as an agent of the state, uphold and enforce all laws, rules, regulations and court orders pertaining to public schools. I will strive to bring any needed change only through legal and ethical procedures.~~
- ~~3. I will work to help my community understand the importance of proper support for public education, whether it be in providing adequate finance, optimum facilities, staffing and resources, or better educational programs for children.~~
- ~~4. I will join with my Board, staff, community and students in becoming fully informed about the nature, value and direction of contemporary education in our society. I will support needed changes in our schools.~~
- ~~5. I will strive to ensure that the community is fully and accurately informed about our schools, and will try to interpret community aspirations to the school staff~~
- ~~6. I will attempt to confine my Board action to policy-making planning and appraisal, and will help to frame policies and plans only after my Board has consulted those who will be affected by its actions.~~
- ~~7. I will arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in meetings. I will respect the opinions of others, and abide by the principle of majority rule.~~
- ~~8. I will recognize that authority rests only with the whole Board assembled in meeting, and will make no personal promises nor take any private action which may compromise the Board.~~
- ~~9. I will acknowledge that the Board represents the entire community, and will refuse to surrender my independent judgment to special interest or partisan political groups. I will never use my position on the Board for personal gain.~~
- ~~10. I will hold confidential all matters discussed in executive session and all information which, if disclosed, might injure individuals or the schools.~~
- ~~11. I will insist that all school business transactions be open and ethical.~~
- ~~12. I will strive to appoint the best professional leader available when the vacancy exists in the chief administrative position.~~
- ~~13. I will strive to appoint the best trained technical and professional personnel available, upon recommendation by the appropriate administrative officer.~~
- ~~14. I will support and protect school personnel in the proper performance of their duties. I will strive to ensure that all personnel have not only the requisite responsibilities, but also the necessary authority to perform effectively.~~
- ~~15. I will refer all complaints through the proper "chain of command" within the system; the Board will act on such complaints only when administrative solutions fail.~~

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

Bylaw adopted by the board: March 5, 1991

Bylaw revised: February 10, 2003

Bylaw revised:

Weston Public Schools Weston, Connecticut

9300 Board Operational Goals

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

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

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

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

1. Legislative or Policy making
The Board is responsible for the development of policy and for the employment of a Superintendent who will carry out its policy through the development and implementation of regulations.
2. Educational Planning and Appraisal
The Board is responsible for acquiring reliable information from responsible sources, which will enable it to make the best possible decisions about the scope and nature of the educational program. The Board is responsible for requiring appraisal of the results of the educational program.
3. Staffing and Appraisal
The Board is responsible for employing the staff necessary for carrying out the instructional program and establishing salaries and salary schedules, the other terms and conditions of employment, as well as for personnel policies. The Board is responsible for appraising the effectiveness of its staff by providing for their regular evaluation.

Bylaw adopted by the board: March 5, 1991

Bylaw revised: February 10, 2003

Bylaw reviewed:

Weston Public Schools Weston, Connecticut

9311 Changes, Additions or Removal in Board Policies and Bylaws

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

Policies

1. In the absence of any written policy, administrative regulations may be used to guide and administer the effective operation of the Weston Public Schools.
2. Suggestions for either new policies or policy changes normally come to the Board of Education (the “Board”) from any of the following:
 - A. Board members
 - B. Superintendent
 - C. Statute
 - D. Matters of law
 - E. Citizens, and/or
 - F. Students.
3. The Superintendent in collaboration with the policy committee will prepare a draft policy statement for consideration and development by the Board.
4. Policy proposals and suggested amendments to, revisions of, or deletions of existing policies shall normally be submitted to all members of the Board by the Superintendent in writing prior to a regular Board 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 upon Board approval unless the policy provides otherwise.
7. Except for emergency situations, policies will be adopted, amended, or deleted after consideration at meetings of the Board. The agenda shall be marked to indicate such policy matters.
8. When a policy is placed on the agenda, 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 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.

Bylaws

Bylaw proposals and suggested amendments to, revisions of, or deletions of existing bylaws shall normally be submitted to all members of the Weston Board of Education (the “Board”) by the Superintendent in writing prior to a regular Board 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 regular meetings of the Board. The agenda shall be marked to indicate such matters.

When a bylaw is placed on the agenda for approval at a Board meeting, a motion either to adopt or not to adopt the bylaw or the proposed bylaw changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included 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.

Bylaw adopted by the board: February 10, 2003

Bylaw revised:

Weston Public Schools Weston, Connecticut

9313 Formulation, Adoption, Amendment of Administrative Regulations

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

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

Bylaw adopted by the board: March 5, 1991

Bylaw revised: February 10, 2003

Bylaw reviewed:

Weston Public Schools Weston, Connecticut

9314 Suspension of Policies, Bylaws and Regulations

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

1. Policies and bylaws of the Weston Board of Education (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 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 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.

Reference: Robert's Rules of Order
Bylaw adopted: March 5, 1991
Bylaw revised: February 10, 2003
Bylaw revised:

Weston Public Schools Weston, Connecticut

9321 Time, Place and Notification of Meetings

1. Regular Meetings

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

B. In compliance with the Connecticut General Statutes, the Board Clerk shall file this calendar with the Town Clerk and post this calendar on the Board’s web site by January 31

C. Normally the Board shall schedule one regular meeting each month of the year.

D. If at any point in the meeting the Board 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.

E. If, in accordance with applicable law, the Board conducts a regular meeting by means of electronic equipment, the Board shall provide, at least forty-eight (48) hours before the meeting, direct notification in writing or by electronic transmission to each member of the Board and post a notice that the Board intends to conduct the meeting solely or in part by means of electronic equipment in the Administrative Offices of the Board, in the office of the Town Clerk [Regional School District Option: in the office of the Town Clerk of each municipal member of the school district], and on the Board’s Internet web site. Such notice shall include instructions for the public to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person, as applicable and permitted by law.

2. Special Meetings

A. Special meetings may be held when determined by the Board, when so called by the Chairperson, or within fourteen (14) days 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 web site, if available, twenty-four (24) hours before the time stated for the meeting to convene.

1. If, in accordance with applicable law, the Board holds a special meeting conducted solely or in part by means of electronic equipment, notice of such meeting shall include whether the meeting will be conducted solely or in part by means of electronic equipment. If such meeting is to be conducted by means of electronic equipment, such notice shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting, as applicable and permitted by law.

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 7pm or as soon thereafter as a quorum is present. All regular meetings of the Board shall be held in person or virtually.

B. Special Meetings (non-emergency) of the Board shall be held at a time and place to be determined and announced in advance of the meeting.

Legal References:

Connecticut General Statutes

Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of Information Act.”

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

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. No meeting shall be held sooner than 30 days after such filing.

Special Meetings

Notice of each special meeting of the Board of Education shall be filed not less than twenty-four hours in advance of the meeting with the town clerk and be posted in the office of the clerk giving the time and place of the special meeting and the business to be transacted. No other business shall be considered by the Board at that special meeting.

Each member of the Board of Education shall be notified by the Superintendent or the clerk not less than 24 hours prior to the time of the special meeting and shall be advised of the time, place and business to be transacted, although any Board member may waive the 24-hour notification by a written waiver of notice or a telegram to the purpose.

Notice of Meetings

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

Legal Reference:

Connecticut General Statutes

~~1-21~~ Meetings of government agencies to be public

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

~~1-21d~~ Adjournment of meetings. Notice

~~1-21e~~ Continued hearings. Notice

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

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

~~10-218~~ Officers. Meetings

Bylaw adopted: March 5, 1991

Bylaw revised: February 10, 2003

Bylaw revised:

Weston Public Schools Weston, Connecticut

9322 Public and Executive Session

1. Public Meetings

- A. All meetings of the Weston Board of Education (the “Board”) 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 and 1-200(6).
- 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 Board meetings that 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 or pending 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 adversely impact the price until such time as all of the property has been acquired or all proceedings or transactions concerning the 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; Meeting; Caucus; Person; Public Records or Files; Executive Sessions) |
| 1-210 | Access to public records. Exempt records |
| 1-225 | Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions |
| 1-231 | Executive sessions |

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

Regular Meetings

~~Regular meetings will normally be held monthly.~~

Procedure During Board Meetings

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

Public Meetings

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

Executive Sessions

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

- ~~1. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual is invited to attend and provided that the individual does not require that the discussion be held at an open (public) meeting.~~
- ~~2. Strategy and negotiations with respect to pending claims and litigation.~~
- ~~3. Matters concerning security, the deployment of security personnel, or the devices affecting public security.~~
- ~~4. Discussion of the selection of real estate, or the lease, sale or purchase of real estate when publicity regarding such action would cause a likelihood of increased price. Discussions will be held in executive sessions until such time as all of the property has been acquired or all related proceedings or transactions have been completed.~~
- ~~5. Discussion of any matter which would result in the disclosure of public records or the information therein described in [C.G.S. Section 1-19](#)(b).~~

Smoking

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

~~Legal Reference:~~

~~Connecticut General Statutes~~

~~[1-18a](#) Definitions~~

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

~~[1-20](#) Meetings of government agencies to the public~~

~~[1-21a](#) Recording, broadcasting or photographing meetings~~

~~[1-21b](#) Smoking prohibited in certain places~~

~~[1-21i](#) Denial of access to public records or meetings~~

~~[1-21g](#) Executive sessions~~

Bylaw adopted March 5, 1991

Bylaw revised: February 10, 2003

Bylaw revised:

Weston Public Schools Weston, Connecticut

9323 Construction and Posting of the Agenda

The Superintendent in cooperation with the chairman of the Board of Education shall prepare an agenda for each regular meeting. An agenda shall be sent to all members of the Board of Education in advance of the meeting.

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.

~~Any member of the Board of Education may call the Superintendent and request any item to be placed on the agenda no later than 72 hours prior to the legally required public posting of the agenda.~~

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

Posting of the Agenda

At least 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.

An agenda will be posted at Town Hall, the Board's Administrative Offices, and on the Board's Internet web site. Any associated documents that may be reviewed by members of the Board at such meeting shall be posted on the Board's Internet web site, provided such documents are not exempt from disclosure under the Freedom of Information Act.

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

If, in accordance with applicable law, the Board holds a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting, the agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting by means of electronic equipment or in person, as applicable and permitted by law. Any such agenda shall be posted in accordance with the provisions of Connecticut General Statutes Section 1-225.

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

Legal Reference:

Connecticut General Statutes

Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of Information Act.”

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

10-218 Officers. Meetings

Public Act 23-160, “An Act Concerning Education Mandate Relief and Other Technical and Assorted Revisions and Additions to the Education and Early Childhood Education Statutes.”

10-220 Duties of boards of education.

Legal Reference:

Connecticut General Statutes

[1-21](#) Meetings of government agencies to be public

Bylaw adopted : March 5, 1991

Bylaw rRevised: February 10, 2003

Bylaw revised:

Weston Public Schools Weston, Connecticut

9325 Meeting Conduct

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

1. Definitions

For purposes of this policy:

A. "Electronic equipment" means any technology that facilitates real-time public access to meetings, including, but not limited to, telephonic, video, or other conferencing platforms.

B. "Electronic transmission" means any form or process of communication not directly involving the physical transfer of paper or another tangible medium, which (A) is capable of being retained, retrieved and reproduced by the recipient, and (B) is retrievable in paper form by the recipient.

2. Meeting Conduct

A. Meetings of the Board of Education shall be conducted by the chairman in a manner consistent with the bylaws of the Board and the provisions of law, including the Freedom of Information Act.

B. All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.

C. All Board meetings shall commence at the stated time and shall be guided by an agenda, which has been prepared and delivered in advance to all Board members and other designated person and made available to the public in accordance with the Freedom of Information Act.

D. Robert's Rules of Order shall govern the proceedings of the Board except as otherwise provided by these bylaws.

E. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meetings, the Chairperson may order the room cleared and continue in session.

a. Only matters appearing on the agenda may be considered in such a session.

b. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any such session.

- c. Nothing in these bylaws shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the meeting.

3. Smoking

- A. Smoking of any kind, including using an electronic nicotine or cannabis delivery system or vapor product, will not be permitted in any room in which a meeting of the Board is being conducted, nor during the time immediately prior to the meeting.
- B. When applicable, a sign notifying the public that no smoking is allowed in the room designated for the meeting will be prominently posted.

4. Procedures for Board Member Participation By Means of Electronic Equipment

- A. The Board shall provide Board members the opportunity to participate in meetings by means of electronic equipment, except that the Board is not required to adjourn or postpone a meeting if a Board member loses the ability to participate because of an interruption, failure, or degradation of that member's connection by electronic equipment, unless the member's participation is necessary to form a quorum. Conditions for participation are as follows:
 - 1. If a quorum of the Board members attend a meeting, other than an executive session, by means of electronic equipment from the same physical location, members of the public must be permitted to attend such meeting in such physical location.
 - 2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the physical location, if any, where the public is located.
 - 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.
 - 4. Any vote taken at a meeting during which a Board member participates by means of electronic equipment shall be taken by roll call, unless the vote is unanimous.
 - 5. The minutes of the meeting shall record a list of Board members who attended the meeting in person and a list of Board members who attended the meeting by means of electronic equipment.

Any Board member who participates orally in a meeting conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable, at the outset of each occasion that such member participates orally during an uninterrupted dialogue or series of questions and answers.

When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member

participating by means of electronic equipment has adequate opportunity for participation in Board discussion, including the opportunity to take the floor and make motions.

5. Procedures for Public Participation By Means of Electronic Equipment

The Board may hold a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting. If the Board allows for the public to participate by means of electronic equipment, it shall do so in accordance with the following procedures:

- A. Not less than forty-eight (48) hours before the Board conducts a regular meeting by means of electronic equipment, the Board shall provide direct notification in writing or by electronic transmission to each member of the Board, and post a notice that the Board intends to conduct the meeting solely or in part by means of electronic equipment, (a) in the Board's Administrative Offices; (b) in the office of the Town Clerk and (c) on the Board's web site, if any.
- B. Not less than twenty-four (24) hours prior to any such meeting, the Board shall post the agenda for any such meeting in the same manner as the notice of the meeting as set forth in Section 5.A.
- C. Such notice and agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person, as applicable and permitted by law. Any such notice and agenda shall be posted in accordance with the provisions of Connecticut General Statutes § 1-225.
- D. If the Board holds a meeting, other than an executive session or special meeting, solely by means of electronic equipment:
 1. The Board shall provide any member of the public
 - a. upon a written request submitted not less than twenty-four (24) hours prior to such meeting, with a physical location and any electronic equipment necessary to attend such meeting in real-time, and
 - b. the same opportunities to provide comment or testimony and otherwise participate in such meeting that such member of the public would be accorded if such meeting were held in person, except that the Board is not required (i) to adjourn or postpone a meeting if a member of the public loses the ability to participate because of an interruption, failure or degradation of such person's connection to the meeting by electronic equipment, or (ii) to offer members of the public who attend a meeting by means of electronic equipment the opportunity for public comment, testimony, or other participation if the provision of such opportunity is not required by law for members of the public who attend such meeting in person.
 2. The Board shall not be required to adjourn or postpone the meeting if a member of the public loses the ability to participate because of an interruption, failure, or degradation of such person's connection to the meeting by means of electronic equipment.

3. The Board shall ensure that such meeting is recorded or transcribed, excluding any portion of the meeting that is conducted in executive session. Such transcription or recording shall be posted on the Board's Internet web site and made available to the public to view, listen to, and copy in the Board's Administrative Offices not later than seven (7) days after the meeting and for not less than forty-five (45) days thereafter.
4. If a quorum of Board members attend a meeting by means of electronic equipment from the same physical location, the Board shall permit members of the public to attend such meeting in such physical location.

E. If the Board holds a special meeting and any portion of such meeting is to be conducted by means of electronic equipment, it must include in the notice of such meeting if the meeting will be conducted solely or in part by means of electronic equipment.

1. Not less than twenty-four (24) hours prior to such meeting, the Board shall post such notice and an agenda of the meeting in accordance with applicable law.
2. If such meeting is to be conducted by means of electronic equipment, such notice and agenda shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting, as applicable and permitted by law.

F. Any member of the public who participates orally in a meeting conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable, at the outset of each occasion that such member participates orally during an uninterrupted dialogue or series of questions and answers.

G. Whenever a meeting being conducted by means of electronic equipment is interrupted by the failure, disconnection or, in the Chairperson's determination, unacceptable degradation of the electronic means of conducting a meeting, or if a Board member necessary to form a quorum loses the ability to participate because of the interruption, failure or degradation of such member's connection by electronic equipment, the Board may, not less than thirty (30) minutes and not more than two (2) hours from the time of the interruption or the Chairperson's determination, resume the meeting (1) in person, if a quorum is present in person, or (2) if a quorum is restored by means of electronic equipment, solely or in part by such electronic equipment.

1. In each case of resumption of such meeting, electronic access shall be restored to the public if such capability has been restored.
2. The Board shall, if practicable, post a notification on its Internet web site and inform attendees by electronic transmission of the expected time of resumption or of the adjournment or postponement of the meeting, as applicable, and may announce at the beginning of any meeting what preplanned procedures are in place for resumption of a meeting in the event of an interruption.

H. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible, and if such person or group of persons is

attending such meeting by means of electronic equipment, the Chairperson may terminate such person's or group of persons' attendance by electronic equipment until such time as such person or group of persons conforms to order or, if need be, until such meeting is closed.

Public Address

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

1. ~~Five~~ Three minutes may be allotted to each speaker and a maximum of **thirty minutes in total for public address** ~~twenty minutes to each subject matter.~~
2. No uncivil conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination by the chair of that person's privilege of address. If necessary, the chairman may clear the room so that Board members may continue the meeting.
3. No oral presentation shall include charges or complaints against any employee of the Board of Education, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify an individual. All charges or complaints against employees shall be submitted to the Board of Education under provision of Board of Education policy.
4. **All speakers must identify themselves by name and address**
5. **If the meeting is remote, the speaker must turn on their camera**
6. ***Optional: Chairperson having the option to move public comment to the end of the agenda if it exceeds the allotted thirty minutes. Put public comment at the end of the agenda as well?***

~~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.~~ **The Board of Education shall adopt formal resolutions only when required by law or when the Board intends to issue an official public statement.**

Such statements may include, but are not limited to, communicating the Board's position on proposed legislation to the General Assembly or formally recognizing staff members, students, organizations, or agencies for exemplary service or achievement. All actions taken by the Board shall be identified clearly in minutes of the Board meeting as provided by Bylaw 9326, Minutes.

Legal References:

Connecticut General Statutes

Public Act 22-3, "An Act Concerning Remote Meetings Under the Freedom of Information Act."

1-200	Definitions
1-206	Denial of access to public records or meetings. Appeals. Notice. Orders. Civil penalty. Petition for relief from vexatious requester. Service of process upon commission. Frivolous appeals. Appeal re state hazardous waste program records
1-225	Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions
1-232	Conduct of meetings
19a-342	Smoking prohibited. Exceptions. Signs required. Penalties

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

- (cf 1312 - Public Complaints)
- (cf 1120 - Board of Education Meetings re public participation)
- (cf 9321 - Time, Place, Notification of Meetings)
- (cf 9322 - Public and Executive Sessions)
- (cf 9323 - Construction/Posting of Agenda)

Legal Reference:

Connecticut General Statutes

- ~~1-18a~~ Definitions
- ~~1-19~~ Access to Public Records
- ~~1-21~~ Meetings of government agencies to be public
- ~~1-21a~~ Recording, broadcasting or photographing meetings
- ~~1-21b~~ Smoking prohibited in certain places
- ~~1-21d~~ Adjournment of meetings
- ~~1-21g~~ Executive sessions
- ~~1-21h~~ Conduct of meetings
- ~~1-21i~~ Denial of access to public records or meetings
- ~~10-224~~ Duties of the secretary

Weston Board of Education
Policy 1255 Civility

Bylaw adopted: March 5, 1991
Bylaw revised: February 10, 2003
Bylaw revised:

Weston Public Schools Weston, Connecticut

9325.1 Quorum

1. Quorum:

- A. A majority of the members of the Board shall constitute a quorum for the transaction of business.
- B. If, in accordance with applicable law, the Board provides Board members the opportunity to participate in meetings by means of electronic equipment, the Board is not required to adjourn or postpone a meeting if a Board member loses the ability to participate because of an interruption, failure, or degradation of that member's connection by electronic equipment, unless the member's participation is necessary to form a quorum. If a quorum of the Board members attend a meeting, other than an executive session, by means of electronic equipment from the same physical location, members of the public must be permitted to attend such meeting in such physical location.
- C. If, in accordance with applicable law, the Board holds a meeting solely by means of electronic equipment, and if a quorum of Board members attend a meeting by means of electronic equipment from the same physical location, the Board shall permit members of the public to attend such meeting in such physical location.

2. Voting Procedures:

- A. No member can vote on a question in which the Board member 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, a Board member cannot be compelled to do so.
- D. A member may abstain from voting (with the knowledge that the effect is the same as if the Board member 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. Board members shall have the opportunity to explain their votes, with the explanation to be recorded in the minutes.
- G. Any vote taken at a meeting during which a Board member participates by means of electronic equipment shall be taken by roll call, unless the vote is unanimous.

Legal References:

Public Act 22-3, "An Act Concerning Remote Meetings Under the Freedom of Information Act."

Bylaw adopted: March 5, 1991
Bylaw revised: February 10, 2003
Bylaw revised:

Weston Public Schools Weston, Connecticut

9325.2 Order of Business - Adjourned Meetings

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. Public Comment
4. Approval of the Minutes
5. Student Representative Report
6. Budget Updates
7. Committee Reports
8. Communication/Correspondence
9. Report of the Superintendent or Individual Departments
10. Information Items
11. Action Items
12. Discussion Items
13. Executive Session
14. Adjournment

~~1. Public Participation: Statements from individuals and groups will be considered on the agenda in accordance with a procedure established by the Board.~~

~~2. Agenda~~

~~Board agenda may include any or all of the following:~~

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

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

Bylaw adopted: March 5, 1991
Bylaw revised: February 10, 2003
Bylaw revised:

Weston Public Schools Weston, Connecticut

9326 Minutes

1. In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept.
2. Minutes shall be maintained at the Administrative Offices of the school district in an official record book designed for said purpose.
3. The minutes shall constitute the official records of proceedings of the Board of Education and shall be open to public inspection at all reasonable times.
4. The minutes shall include the following:
 - a) The time, place and date of each meeting
 - b) The names of those members in attendance
 - c) The disposition of all matters on which action was recommended
 - d) All motions and resolutions and their disposition, listing all votes, abstentions and absentees
 - e) All decisions concerning future meetings and agendas
 - f) By request, a brief statement of a Board member may be included.
5. A record of votes at each meeting shall be reduced to writing and made available for public inspection within forty-eight hours of the conclusion of the meeting at which the votes were taken. Votes taken shall also be reflected in the minutes of each meeting, and the minutes shall be made available for public inspection within seven days of the date of the meeting to which they refer, **however, the Board shall not be required by law to post such minutes on an Internet web site. Should the Board decide to make minutes available on the Board's Internet web site, it shall do so at the sole discretion of the Board.** ~~The official minutes of the Board of Education meetings and the master copy of the policy manual shall be kept in a fireproof vault.~~
6. **If, in accordance with applicable law, the Board conducts a meeting in which one or more Board members attend by means of electronic equipment, the minutes of the meeting shall record a list of Board members that attended the meeting in person and a list of members that attended the meeting by means of electronic equipment.**

Legal Reference:

~~Connecticut General Statutes, [1-225](#), Meetings of government agencies to be public, recording of votes~~

Public Act 22-3, "An Act Concerning Remote Meetings Under the Freedom of Information Act."

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

~~Policy adopted: March 5, 1991~~

~~Revised: April 21, 2003~~

Bylaw adopted: March 5, 1991

Bylaw revised: April 21, 2003

Bylaw revised:

Weston Public Schools Weston, Connecticut

9327 Electronic Mail Communications

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

Guidelines for Board E-Mail Usage

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

1. E-mail, like other written forms of communication relating to the conduct of the public business is subject to the Freedom of Information Act and subject to disclosure.
2. Board members shall not use e-mail as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally in any issues.
3. E-mail should be used to convey factual information.
4. 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, pupil data, and other sensitive subjects must always be maintained.

Retention Guidelines (continued)

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

- Transitory messages, including copies posted to several persons and casual and routine communications similar to telephone conversations. No retention requirement. Public officials and employees receiving such communications may delete them immediately without obtaining the approval of the Office of the Public Record Administration and State Archives.
- Public records with less than Permanent retention period. Follow retention period for equivalent hard copy records as specified in an approved retention schedule. The record must be in hard copy or electronic format which can be retrieved and

interpreted for the legal retention period. When there is a doubt about the retrievability of an electronic record over the life span of that record, the record should be printed out.

- Public records with a Permanent or Permanent/Archival retention period. Retention may be in the form of a hard-copy printout or microfilm that meets microfilm standards issued in GL96-2. The information must be eye readable without interpretation.

Legal reference:

Connecticut General Statutes
Connecticut Office of Public Records
The Freedom of Information Act

~~Policy adopted: January 22, 2002~~

Bylaw adopted: January 22, 2002

Bylaw revised:

Weston Public Schools Weston, Connecticut

9330 Board/School District Records

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

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

1. Preliminary drafts or notes provided the custodian or the Board of Education has determined that the public interest in withholding such documents clearly outweighs the public interest in disclosure.
2. Personnel or medical files and similar files, the disclosure of which would constitute an invasion of personal privacy.
3. Records pertaining to strategy and negotiations with respect to pending claims and litigation to which the district is a party until such litigation or claim has been adjudicated or otherwise settled.
4. Trade secrets.
5. Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations.
6. The contents of real estate appraisals, engineering or feasibility estimates and evaluation made for or by the district relative to the acquisition of property or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all proceedings or transactions have been terminated (except that the law of public domain is not affected by this provision).
7. Records, reports and statements of strategy or negotiations with respect to collective bargaining.
8. Records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by the attorney-client relationship.
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 the rate established by the Town of Weston. If any copy requested required a printout or transcription, or if any person applies for a printout or transcription of a public record, the fee shall not exceed the cost to the school district. ~~The district will require pre-payment of the fee if the fee is estimated to be two dollars or more. There will be no sales tax for this service.~~ There will be no charge if the person requesting the record is an indigent, the record requested is exempt from disclosure, or if, in the judgment of the custodian of records, compliance with the request benefits the general welfare.

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

Legal Reference: Connecticut General Statutes

1-15 Application for copies of public records.

1-200 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

Legal Reference:

Connecticut General Statutes

1-15 Application for copies of public records

~~[1-18a](#)~~ Definitions

~~[1-19 to 19\(b\)](#)~~ Access to public records

~~[1-19a](#)~~ Access to computer stored records

~~[1-21 to 1-21k](#)~~ Meetings of public agencies

Bylaw adopted: March 5, 1991

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Weston Public Schools Weston, Connecticut